City of Petersburg
Virginia

www.petersburgva.gov

December 12, 2023 - Regular City Council Meeting

December 12, 2023
Petersburg Public Library
201 West 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
Charlie Cuthbert, 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
Nykesha D. Lucas - 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. Presentation and Update on L.L. Bean and City of Petersburg Christmas Event Weekend. **(Page 3)**
   b. Presentation by Green Infrastructure Center Inc. on the Urban Forestry Community Assistance Program. **(Page 22)**
   c. Presentation and Update on Poor Creek
   d. Presentation and Update on Capital Projects **(Page 46)**
6. **Responses to Previous Public Information Posted**
7. **Approval of Consent Agenda (to include minutes of previous meetings):**
   a. Minutes: **(Page 55)**
      -November 21, 2023, Closed Session City Council Meeting
      -November 21, 2023, Regular City Council Meeting
   b. Consideration of an ordinance for an SRO Grant Initiative Program in the amount of $278,561 - 1st Reading **(Page 69)**
8. **Official Public Hearings**
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

a. Presentation and Update on City Finances **(Page 73)**

13. Unfinished Business

14. New Business

a. A resolution of the City Council supporting the application and participation in the Urban Forestry Community Assistance Program. **(Page 83)**

15. City Manager's Report

16. Business or reports from the Clerk

17. Business or reports from the City Attorney

18. Adjournment

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Brian Moore

RE: **Presentation and Update on L.L. Bean and City of Petersburg Christmas Event Weekend. (Page 3)**

PURPOSE: For informational purposes only.

REASON: For informational purposes and update only.

RECOMMENDATION: For informational purposes only.

BACKGROUND: See attached presentation.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 12/12/2023

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N

ATTACHMENTS:
1. Petersburg Holiday Weekend 2023

Petersburg Holiday Weekend
December 1-3, 2023
City Council Presentation
December 12, 2023

Petersburg Holiday Weekend
The City hits a Homerun!

It was a festive weekend in Petersburg with holiday events that drew thousands of citizens and visitors.

Thank you to everyone who was part of our success:

- ***Recreation and Special Events***
- ***Public Works***
- ***Police***
- ***Transit***
- ***Economic Development***
- ***Communications/Tourism***
- ***Downtown/Old Towne Businesses***
- ***Battersea Foundation***
- ***Petersburg Area Art League***
- ***Historic Petersburg Foundation***
- ***Poplar Lawn Park Association***
- ***Petersburg Symphony and many dedicated volunteers***

Petersburg Holiday Weekend
Tree Lighting and Santa

Petersburg Holiday Weekend
Tree Lighting and Santa

Petersburg Holiday Weekend
Tree Lighting and Santa

Petersburg Holiday Weekend
Centre Hill

- Centre Hill had over 500 visitors in two days!
- The dramatic increase in attendance can be attributed to the L.L. Bean Pop-up, the parade, and the on-line advertising of all of our events.

Petersburg Holiday Weekend
Centre Hill

- Centre Hill had over 500 visitors in two days!
- The dramatic increase in attendance can be attributed to the L.L. Bean Pop-up, the parade, and the on-line advertising of all of our events.

Petersburg Holiday Weekend Historic Homes Tour

Over 350 tickets were sold for the tour!

Petersburg Holiday Weekend
Historic Homes Tour

Petersburg Holiday Weekend
Petersburg Parade

Petersburg Holiday Weekend
Petersburg Parade

Petersburg Holiday Weekend
Petersburg Parade

Petersburg Holiday Weekend
L.L. Bean Pop-Up Store

Petersburg Holiday Weekend
L.L. Bean Pop-Up Store

Petersburg Holiday Weekend
L.L. Bean Pop-Up Store

Petersburg Holiday Weekend
L.L. Bean Pop-Up Store

Results

- Increase in local foot traffic
- Increase in small business sales
- Engagement on social media
- Best Selling Pop-Up Shop to date on tour for L.L.Bean
- Customers who have not visited in over a decade returned
- Created a proof of concept of pop-up shops in the city on Bank Street
- Proved that small businesses and the city can be successful partners
- " We enjoyed being in Petersburg!" – L.L.Bean Instagram comment

Petersburg Holiday Weekend
L.L. Bean Pop-Up Store

Petersburg Holiday Weekend

MERRY CHRISTMAS AND HAPPY HOLIDAYS!

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: Naomi Siodmok, Director of Planning and Community Development

FROM: March Altman, Jr.

RE: **Presentation by Green Infrastructure Center Inc. on the Urban Forestry Community Assistance Program. (Page 22)**

PURPOSE: An opportunity for Petersburg to receive 2-3 years of assistance at no cost for enhancing, maintaining, and collecting data on natural assets to include plans, plantings, management tools, and ordinances. The anticipated result would be a tree ordinance, tree master plan and maintenance plan, as well as grant applications to support natural assess such as trees.

REASON: To provide information to the City Council on the Community Forestry Revitalization Program, which Petersburg has been accepted to be a part of.

RECOMMENDATION:

BACKGROUND:

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 12/12/2023

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Related to the resolution of the City Council supporting the application to and participation of the City of Petersburg in the Urban Forestry Community Assistance Program.

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Pilot Launch_Petersburg

Community Forest Revitalization Program

December 12, 2023

Green Infrastructure Center

Kendall Topping, Jessica Huang
DOF FORESTRY PARTNERS

Workshop Agenda

Green Infrastructure Center

- Introductions
- What is Virginia's Community Forest Revitalization Program?
- Technical Assistance
  - Mapping
  - Ecosystem Benefits Calculations
  - Codes and Ordinances Audit
  - Urban Forest Master/Maintenance Plan
- Community Outreach
- Plantings
- Outcomes
- Questions?

Introductions: Who is GIC?

Green Infrastructure Center

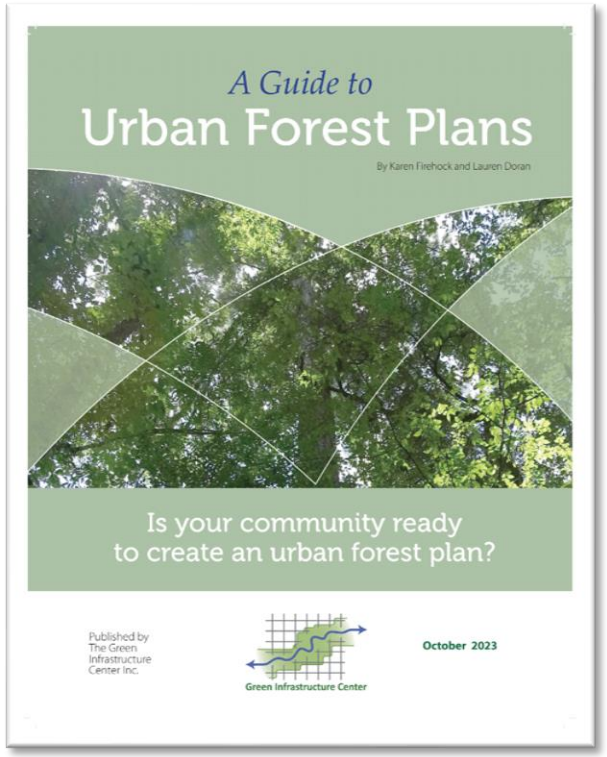
Landscape Designers, Urban Foresters, GIS Analysts, ISA Arborists, and Planners

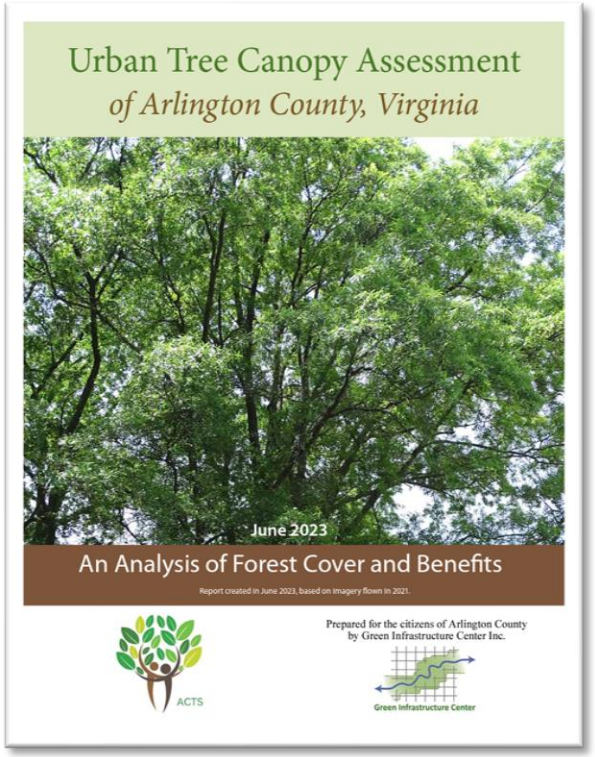
- Conservation mapping, planning, and design from wildlands to downtowns.
- We assist local communities in the development and implementation of plans and programs to conserve and enhance the natural resources of the community.

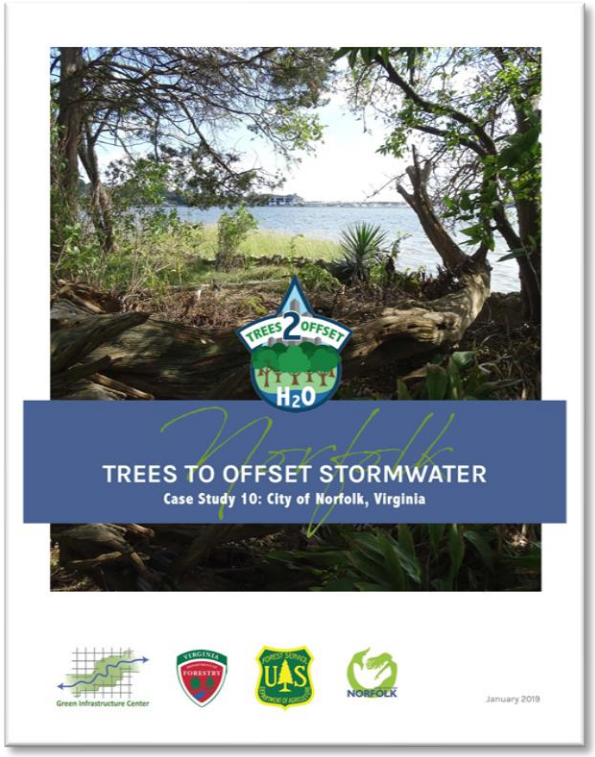
VIRGINIA DEPARTMENT OF FORESTRY

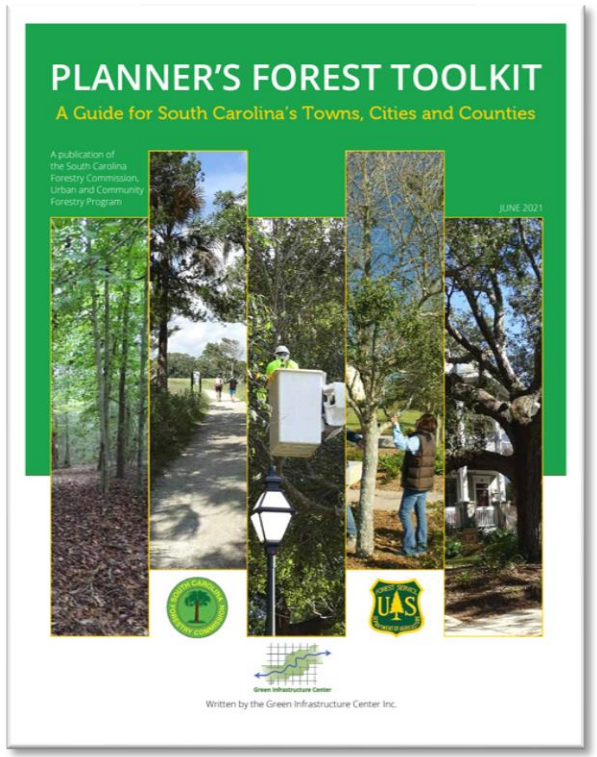
Introductions: Who is GIC?

Green Infrastructure Center









Introductions: Jessica Huang

Green Infrastructure Center

Community Forestry Planner, VA

She/her/hers

Expertise:

- Community Engagement
- Environmental Research
- Landscape Design
- Social Equity

Introductions: Kendall Topping

Green Infrastructure Center

Community Forester, VA

She/her/hers

Expertise:

- Stewardship
- Planting Plans
- Species Selection
- Storm Resilience

VIRGINIA DEPARTMENT OF FORESTRY

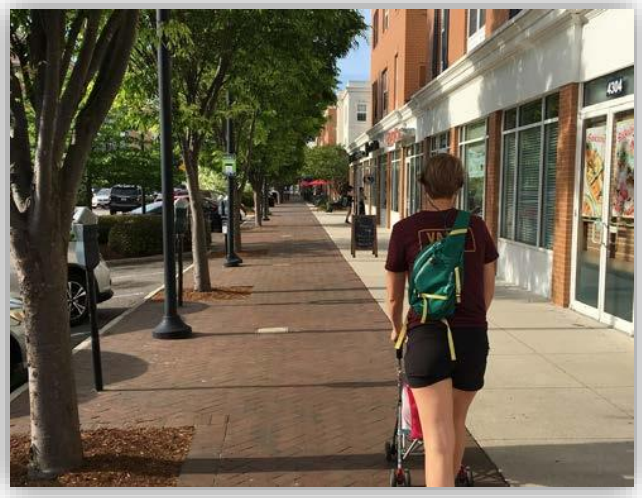
Community Forestry Revitalization Program

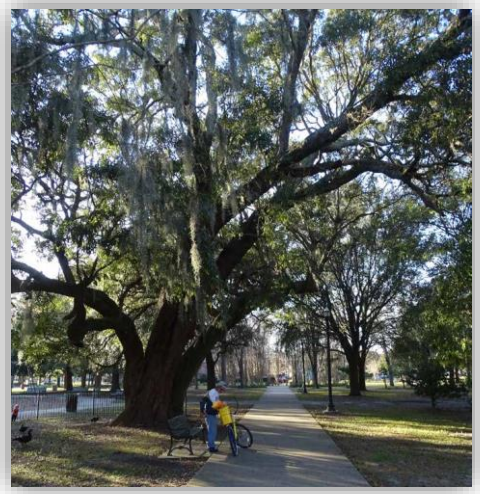
- **National – U.S. Department of Transportation**
  - Bipartisan Infrastructure Law Grant
- ***State* – Virginia Department of Forestry**
  - Technical Support for Virginia's Urban Forests Grant
  - Community Forest Revitalization Program
- ***Community* – Green Infrastructure Center**
  - 4 Communities per year – Staff Time commitment with ***NO COST*** to Communities

Community Forestry Revitalization Program

Green Infrastructure Center

- "Adoption" of 12 Communities by the Green Infrastructure Center.
- 4 cities per year over 2-3 years.
- "Adoption" process lasts two years.
- Guidance and information on the community's natural assets, enhancements, and maintenance.
- Technical assistance in mapping, plans, plantings, management tools, and ordinances.
- Develop a strong foundation for the community's urban forestry program.





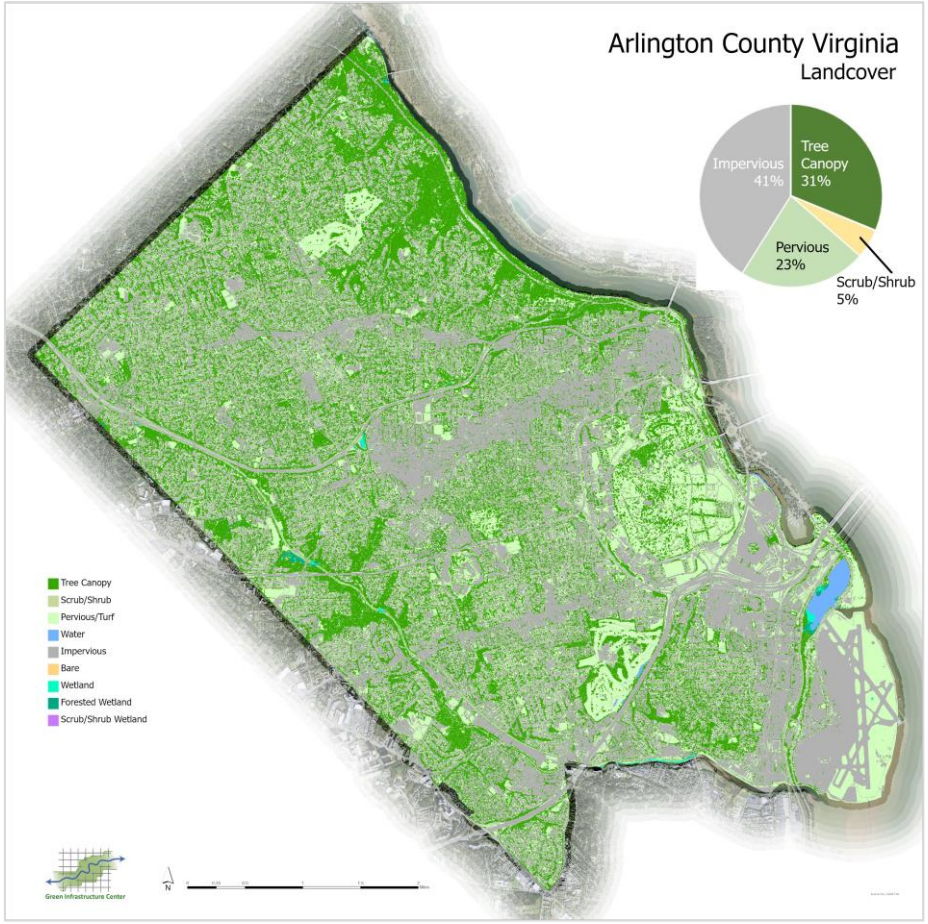
VIRGINIA DEPARTMENT OF FORESTRY

Technical Assistance: Mapping

Green Infrastructure Center

Tree Canopy

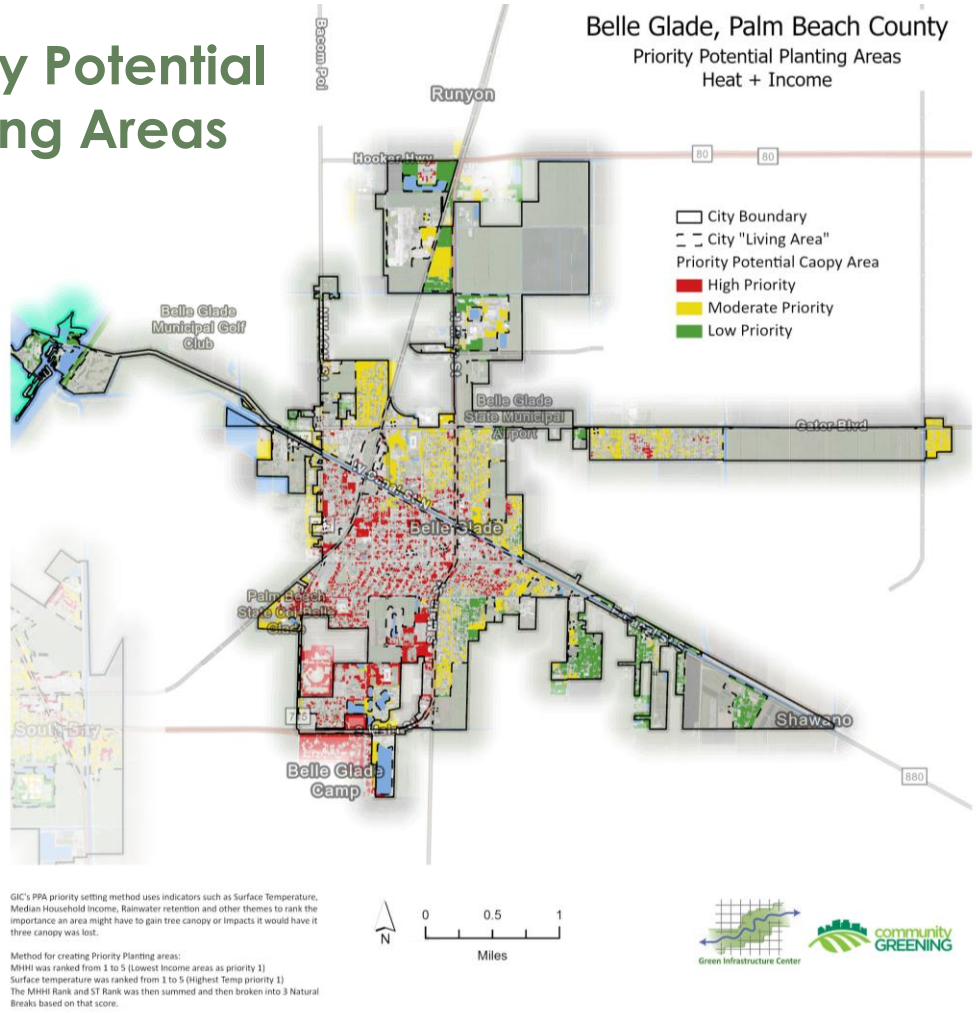
Landcover



Technical Assistance: Mapping

Green Infrastructure Center

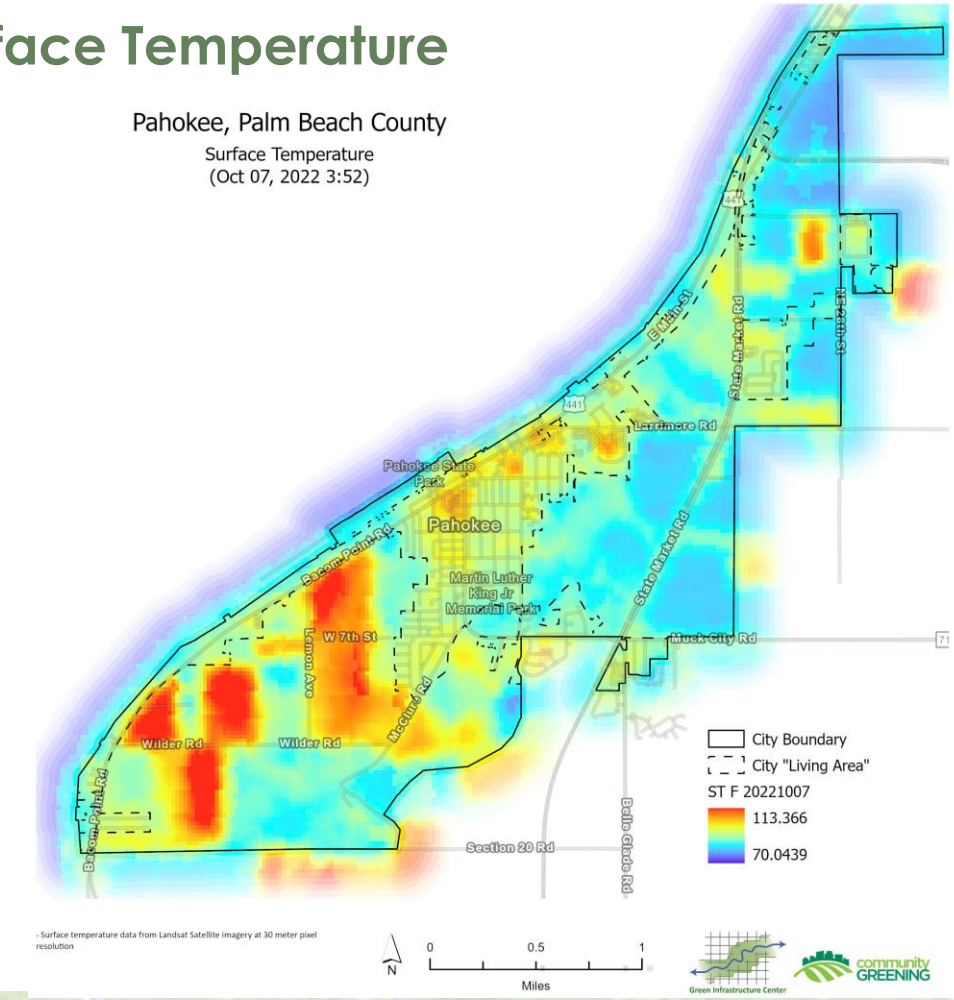
Priority Potential Planting Areas



GIC's PPA priority setting method uses indicators such as Surface Temperature, Median Household Income, Rainwater retention and other themes to rank the importance an area might have to gain tree canopy or Impacts it would have if three canopy was lost.

Method for creating Priority Planting areas:
MHHI was ranked from 1 to 5 (Lowest Income areas as priority 1)
Surface temperature was ranked from 1 to 5 (Highest Temp priority 1)
The MHHI Rank and ST Rank was then summed and then broken into 3 Natural Breaks based on that score.

Surface Temperature



- Surface temperature data from Landsat Satellite imagery at 30 meter pixel resolution

VIRGINIA DEPARTMENT OF FORESTRY

Ecosystem Benefits Calculations

Green Infrastructure Center

Air Quality

Pollutant (Abbrev.)	Benefit Description	Multiplier (lbs/acres/year)	Removal rate (lbs/year)
CO	Carbon monoxide removed annually	1.13	5,330
NO2	Nitrogen dioxide removed annually	6.241	29,436
O3	Ozone removed annually	48.212	227,392
PM10	Particulate matter greater than 2.5 microns and less than 10 microns removed annually	13.683	64,536
PM2.5	Particulate matter less than 2.5 microns removed annually	2.463	11,617
SO2	Sulfur dioxide removed annually	3.068	14,470
CO2 seq	Carbon dioxide sequestered annually in trees	10,010.27	47,213,438
CO2 stor	Carbon dioxide stored in trees (note: this benefit is not an annual rate)	251,395.36	1,185,706,215

Stormwater

TREES 2 OFFSET H2O

Urban Tree Canopy Stormwater Model version August 14, 2020

The Green Infrastructure Urban Tree Canopy Stormwater Model estimates stormwater runoff yields for current and potential land cover. The methodology is based upon the NRCS TR-55 method for small urban watersheds. It is used to provide better estimates using GIC's high-resolution land cover and modeling of potential canopy area.

Green Infrastructure Center

				million gallons																	
	TOTALS	26.5%	42.7%	33.1	0.3	0.4	25.2%									18488	6	1427	10	2412	11
	Statistics by Drainage Basin (current settings)							Variable							Variable	Statistics by Drainage B					
	Area	Current Tree Cover	Current Impervious Cover	Tree H20 Capture	Increased H2O w/xx% tree loss	Added H2O Capture w/xx% PCA	Adjusted Tree Cover from loss and gain	Pick an Event	Pick a loss scenario		Converted Land			Canopy Added	Enter % canopy to add	Non-Point Pollution Captured by Existing Trees (% = percent of total load without trees)					
		%		million gallons			%	Event	% UTC loss	% FOS Loss	% Imperv	Max TC Possible	Maximum Potential Added Canopy	% Canopy Added	% of PCA achieved	N lbs/yr	N (%)	P lbs/yr	P (%)	SED t/yr	SED (%)
1	Boca Raton Inlet-Port Everglades	24.7%	48.5%	20.9	0.31	0.44	22%	1yr / 24 hour	3%	0%	0%	28.5%	3.8%	0.8%	20%	9,243	5	709	8	1,294	10
2	Hillsborough Canal	31.3%	43.6%	9.4	-	-	31%	1yr / 24 hour	0%	0%	0%	33.5%	2.2%	0.0%	0%	7,376	8	575	13	868	14
3	Lake Ida	22.3%	44.1%	2.8	-	-	22%	1yr / 24 hour	0%	0%	0%	24.1%	1.8%	0.0%	0%	1,863	5	143	8	250	10
4								1yr / 24 hour	0%	0%	0%				0%						
5								1yr / 24 hour	0%	0%	0%				0%						

VIRGINIA DEPARTMENT OF FORESTRY

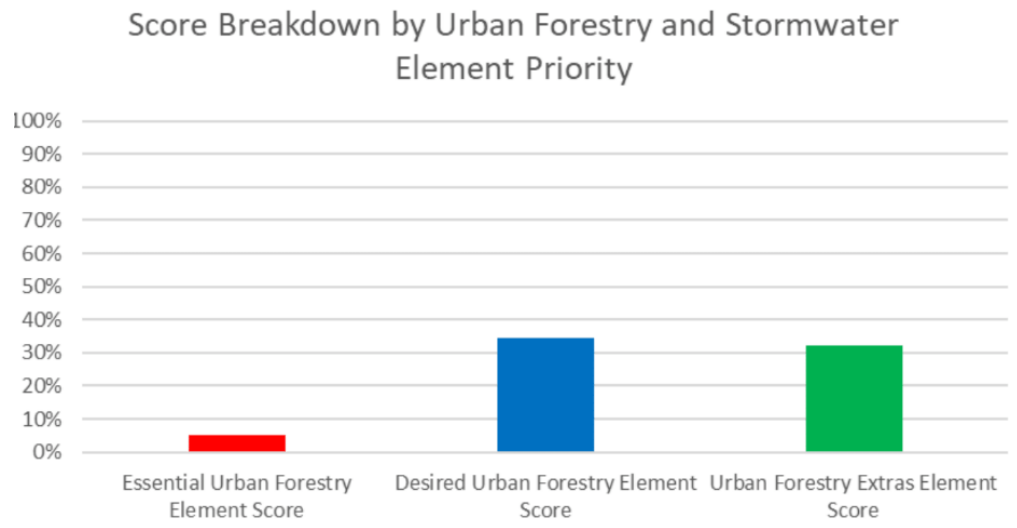
Technical Assistance: Codes and Ordinance Audit

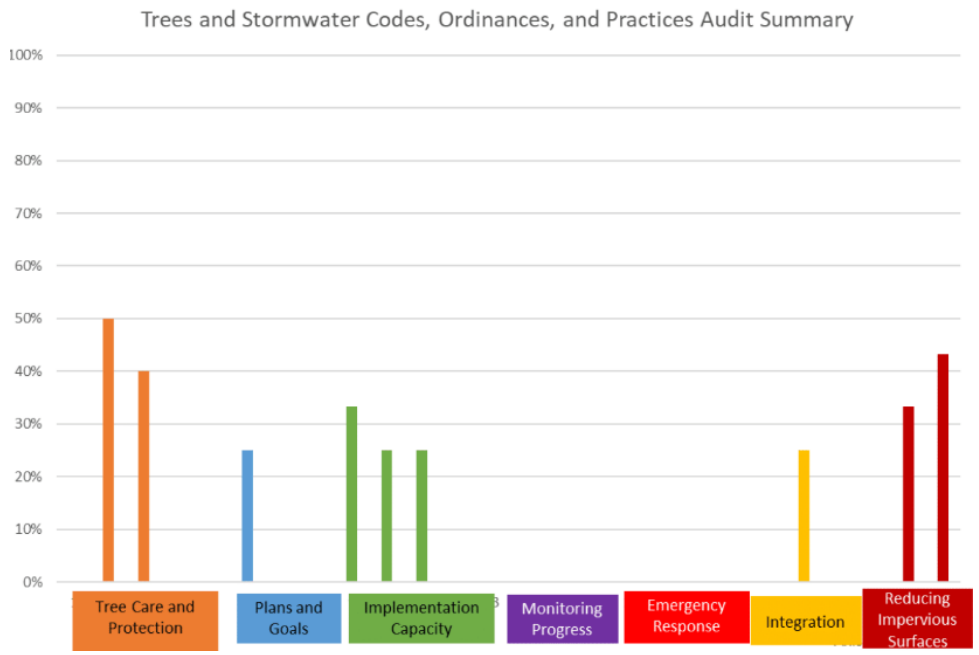
Green Infrastructure Center

Codes and Ordinance Audit

- Review and analysis of extant codes and ordinances in regard to urban forestry.
- Rewriting and/or the addition of codes designed to enhance the community's natural resources without conflicting with other community goals.

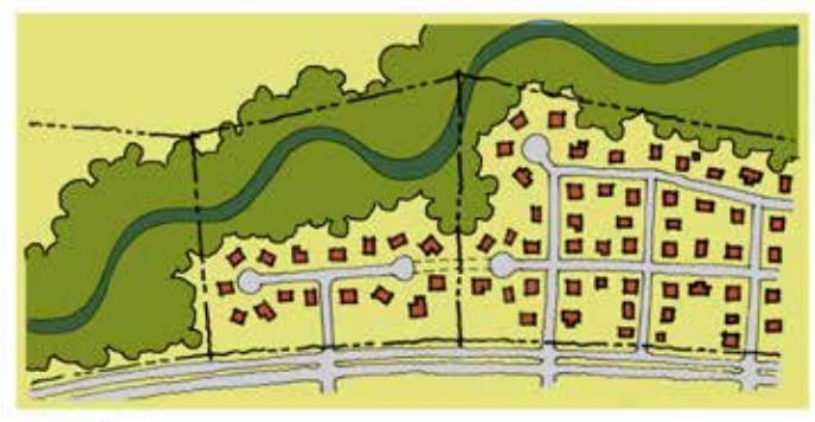
Audit results





Technical Assistance: Codes and Ordinance Audit

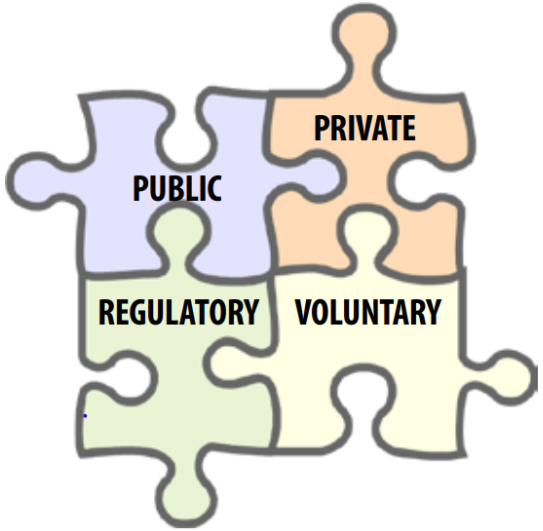
Green Infrastructure Center



Smart Development

There are many applications for this Plan's maps to inform everyday planning decisions.

- Transportation plans: roads/trails
- Comprehensive Plans and zoning
- Easements
- Park and open space planning
- Identify lands for PDR programs
- Heritage tourism and viewsheds
- Agricultural and Forestal Districts
- Land management



Technical Assistance: Urban Forestry Master Plan

Green Infrastructure Center

Urban Forestry Master Plans

- Assesses the city's program and current plans
- Guides the future
- Details goals for the city
  - UTC%
  - Outreach
  - Policies
  - Resiliency

Master Plans

Technical Assistance: Urban Forestry Maintenance Plan

Green Infrastructure Center

Urban Forestry Master Plan

- The "How to" of achieving goals in the master plan
- Guidelines on maintenance standards
  - Planting
  - Nursery Stock
  - Pruning
  - Risk Assessment
  - Staff Training
  - Outreach to Private Landowners

Management Plans

VIRGINIA DEPARTMENT OF FORESTRY

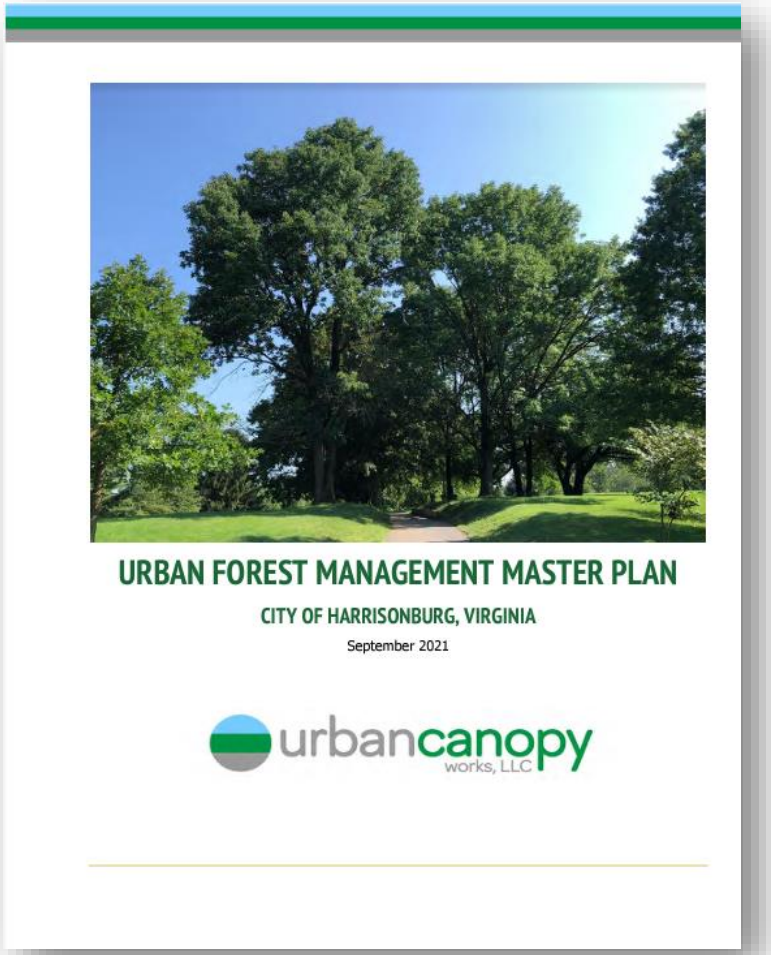
Technical Assistance: Master/Maintenance Hybrid Plan

Green Infrastructure Center

Master/Maintenance Hybrid Plan

- Often for smaller communities
- Master plan elements
  - Includes basic assessment
  - State Importance
  - Outline General Goals
- Management plan elements
  - Establish maintenance cycles and priorities
  - Budget costs
  - Planting plans

Management Master Plans



Community Outreach

Green Infrastructure Center

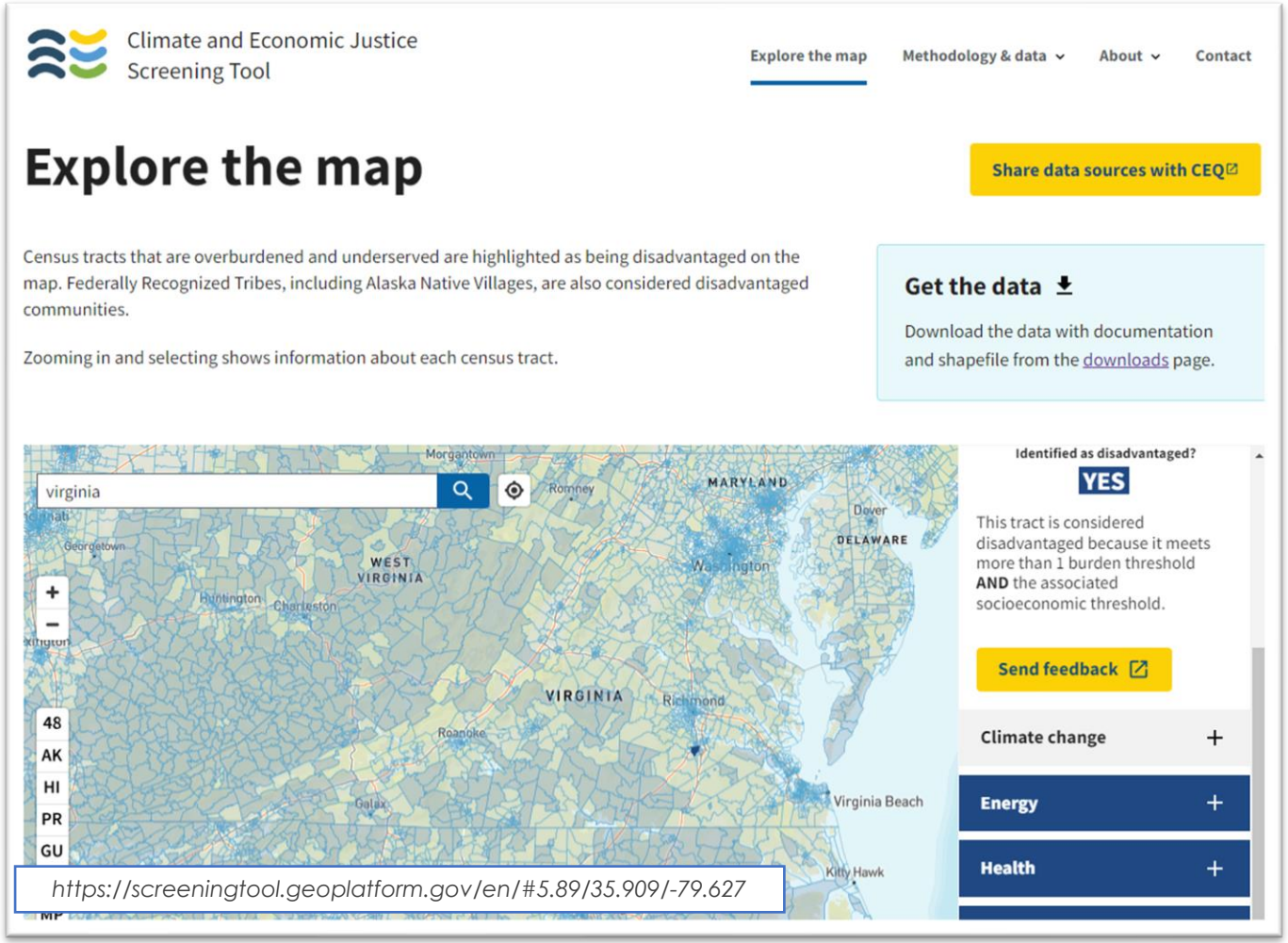
- Direct discussions with underserved communities
  - Open houses, steering committees, charettes, etc.
- Partnerships
  - HOA's
  - Non-profits
  - Neighborhood groups
  - Schools
  - Churches
- Surveys
  - Community wants and needs
- Education
  - Tree walks
  - Workshops

VIRGINIA DEPARTMENT OF FORESTRY

Community Outreach: Disadvantaged Communities

Green Infrastructure Center

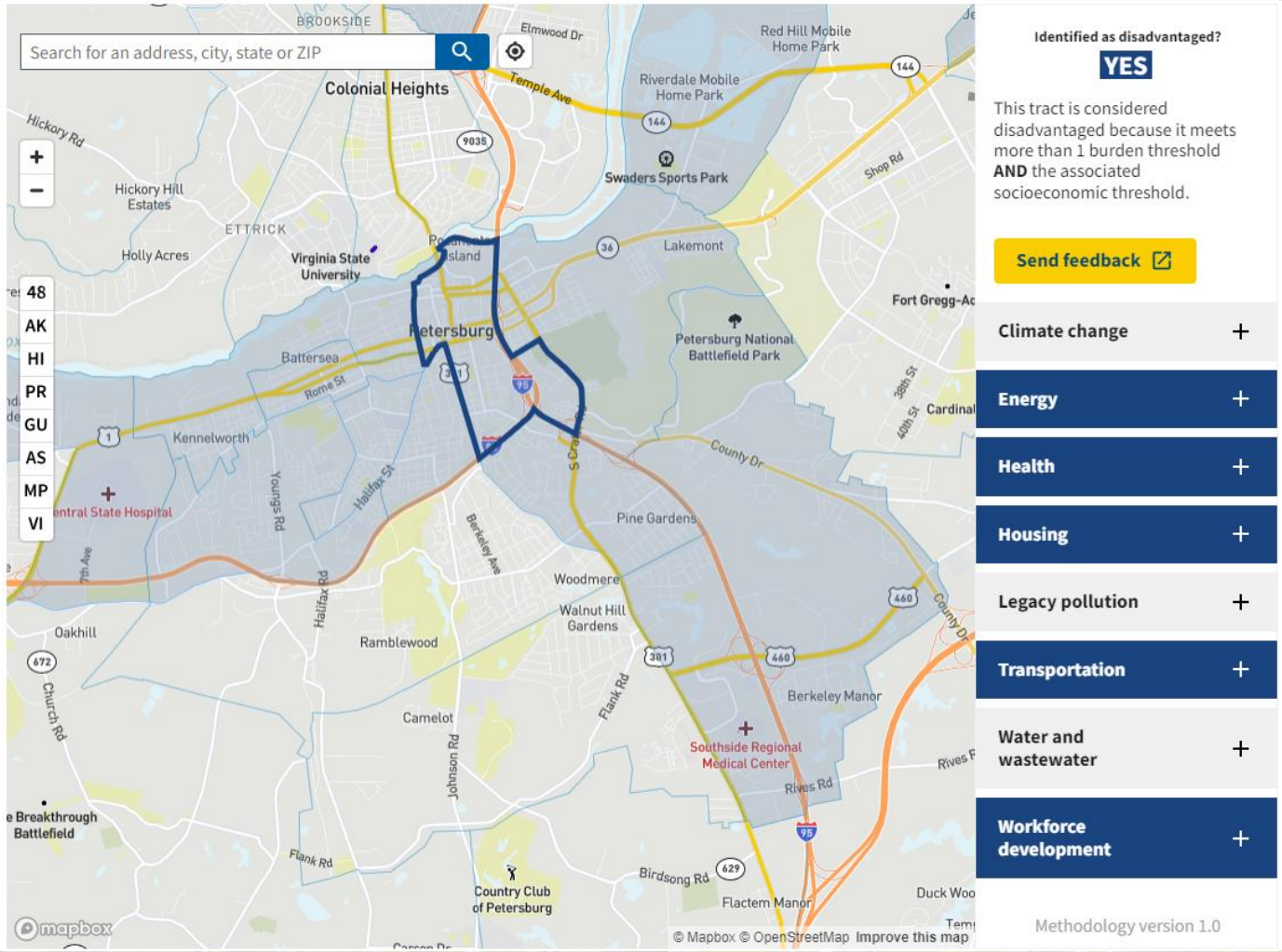
- Outreach and planting should be focused on disadvantaged communities
  - As defined by the **U.S. Climate and Economic Justice Screening Tool**
- Communities identified through
  - Median household income
  - Extreme weather event risks
  - Pollution rates
  - Linguistic isolation
  - Etc.



https://screeningtool.geoplatform.gov/en/#5.89/35.909/-79.627

Community Outreach: Disadvantaged Communities

Green Infrastructure Center



Trees Plantings

Green Infrastructure Center

Locations

- Based on need, PPA, community engagement, maintenance
- Communities: Schools, churches, neighborhoods, parks, and walkways.

Resilient Biodiversity

- Species based on needs and conditions
- Food forests
- Ornamentals
- Shade

Partners

- Local Nonprofits
- Community groups
- Local leaders
- You!

Project Outcomes

Green Infrastructure Center

- A better understanding of the city's natural resources and assets.
  - Leading to more protection and restoration of natural areas
- Reduce stormwater runoff and improve water quality
- Reduce urban heat by increasing urban tree canopy cover
- Encourage recreation and healthy habits
- Increase community engagement and appreciation of urban trees
- Increase government and legal support for tree protection and establishment
- A more resilient and climate-ready community

Comments or Questions?

Green Infrastructure Center Inc.
320 Valley St.
Scottsville, VA, 24590
434-286-3119

Contacts:

JESSICA HUANG
434-996-8953
jhuang@gicinc.org

KENDALL TOPPING
434-996-9113
ktopping@gicinc.org

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Randall Williams, Jerry Byerly

RE: **Presentation and Update on Capital Projects (Page 46)**

PURPOSE:

REASON: Update and presentation on Capital Projects within the City of Petersburg.

RECOMMENDATION: For informational purposes only.

BACKGROUND: See attached presentation.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 12/12/2023

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

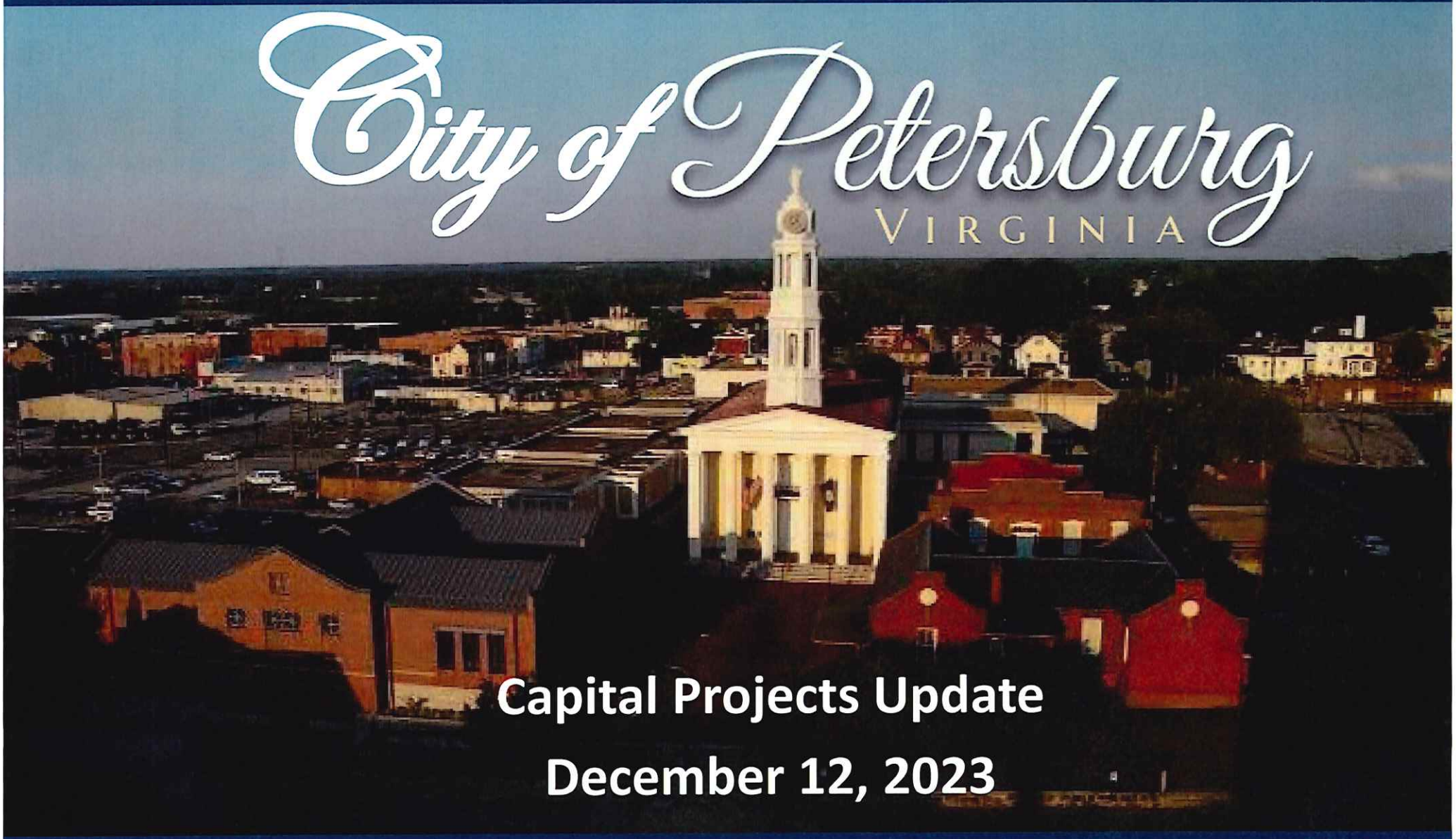
AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:
1. 15,b. Capital Projects Update Dec 12, 2023

The Department of Public Works and Utilities



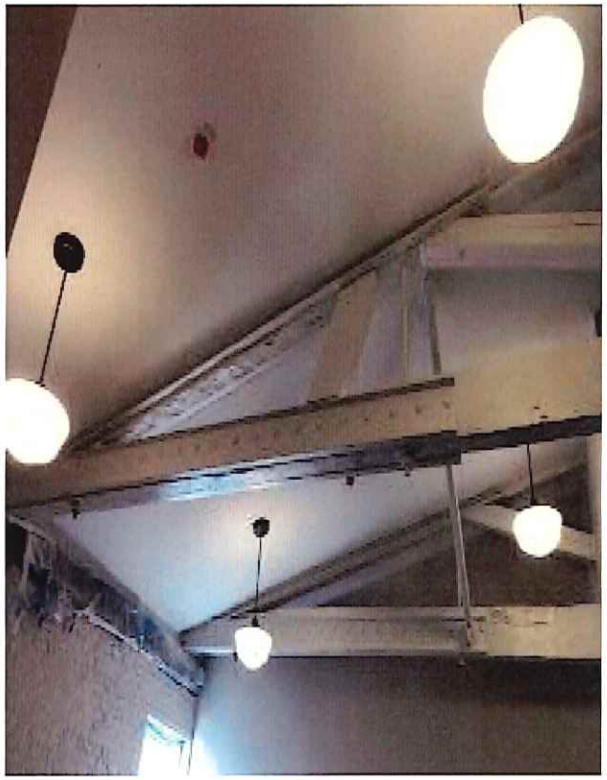
Capital Projects Update

December 12, 2023

Rebuilding Our Foundation for a Brighter Future

Capital Projects, Engineering, Traffic & Transportation

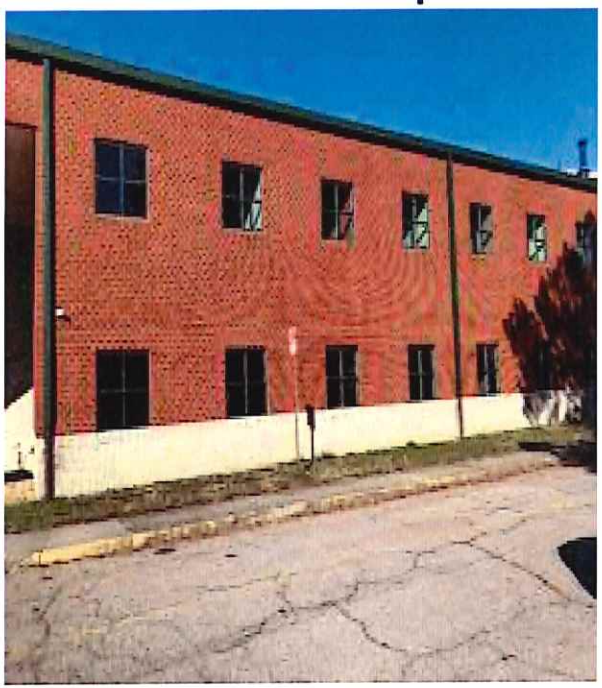
- **Southside Depot**
  - **Original scope of work -Structural repairs to joist, HVAC, wood flooring, stair repair, thermal insulation, painting, pointing of bricks amongst others.**
  - **Projected completion Apr/May 2024***
  - **Awaiting scope of work for vault demolition**

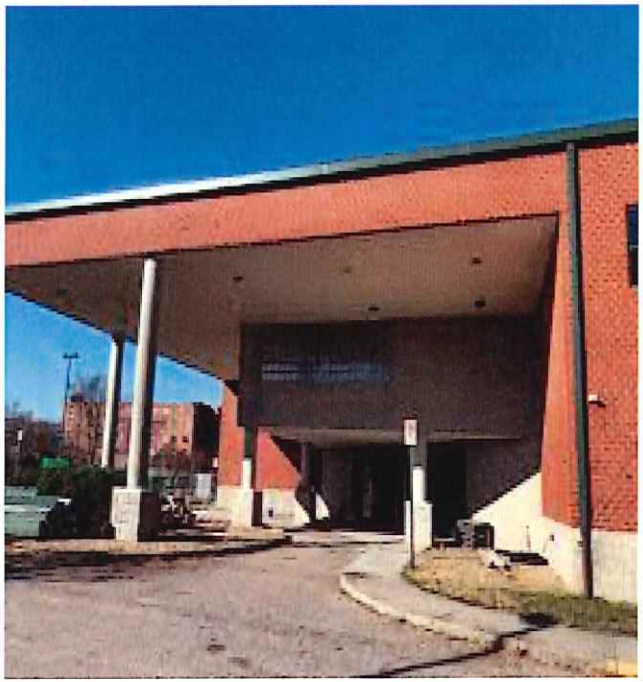


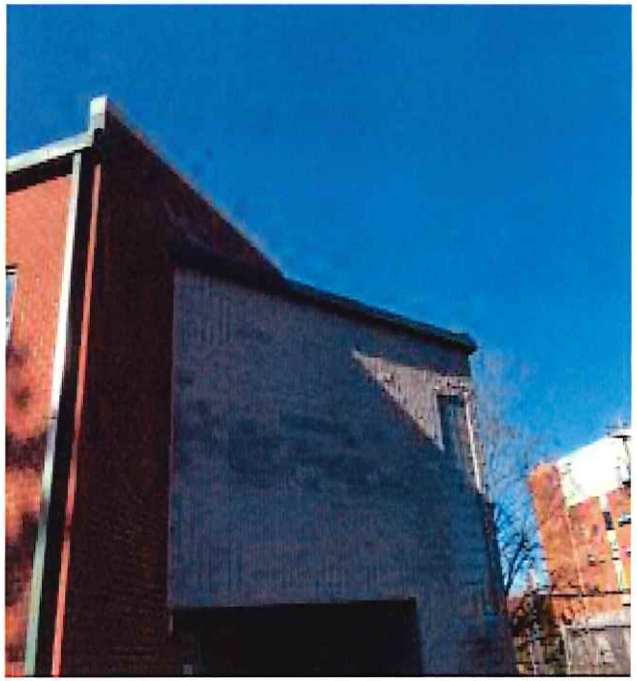
** - date dependent on demolition of the vault & added structural repairs to the cupola.*

Capital Projects, Engineering, Traffic & Transportation

- **Farmer Street Safety Building (Old Social Services Bldg.) – Phase I**
  - **Original scope of work - Renovating the exterior of the building (metal stud & sheathing, brick repairs & mortar point up, flashing installations, seal coat of masonry, glazing replacement) & the additional scopes of added glass block and window trim repairs.**
  - **Phase I completion date January 2024***
  - **Additional upcoming items – permanent security fencing around property & lighting for exterior wall packs**







** - date dependent on the delivery of the special paint & weather temperature; additional items may extend completion date.*

Capital Projects, Engineering, Traffic & Transportation

- **Annual Paving**
  - **Capital budget includes $1.5 mil. for paving in FY24**

- **S. Crater Road Signal Improvements (Ward 2; CMAQ funding $2.0 mil.)**
  - **Original scope of project - Project is to update the traffic signals on S. Crater Rd. at Flank Rd., Wagner Rd., Crater Cir., Medical Park Blvd., and Rives Rd. to improve traffic flow, reduce congestion and improve air quality.**
  - **Project advertised in Jul. 2023 & no bids were received**
  - **Invitation For Bid (IFB) readvertised on Oct. 25, 2023 & bids due Dec. 5, 2023**
  - **If bids are received and a contract is executed in Jan 2024 construction could start by Feb/Mar 2024 with a completion date of approximately Sep 2025**

Capital Projects, Engineering, Traffic & Transportation

- **S. Sycamore St. Culvert Rehabilitation (Wards 4 & 5; VDOT SGR funding $616k)**
  - Original scope of project – Project is to rehabilitate the existing box culvert that carries Lieutenant Run under S. Sycamore St. & located just to the north of I-85. The existing box culvert is approximately 85 years old & requires concrete repairs, erosion repairs & tree removal.
  - Project has been delayed due to environmental review by VDOT and then by the Federal Highway Administration.
  - In the interim Kimley-Horn is working on project design.

- **Locks Watermain Replacement**
  - Project manual containing technical specifications completed by Timmons Group
  - Purchase requisition prepared
  - Both to be submitted to Purchasing on or before Dec 8. for IFB

- **Prince George Water System Interconnection (O&M Project)**
  - Project manual containing technical specifications completed by Timmons Group
  - Purchase requisition prepared
  - Both to be submitted to Purchasing on or before Dec 8. for IFB

Capital Projects, Engineering, Traffic & Transportation

- **Citywide Drainage Study**
  - **Stormwater infrastructure inventory approximately 70% complete**
  - **Community Outreach Program underway (starting "Ward Meeting" phase of outreach)**
  - **Expected Completion Jun. 2024 (high impact areas will be prioritized and developed into potential projects first)**

- **Stormwater/Drainage Improvement Projects**
  - **North Whitehill Drive Drainage Improvements (Phase 1 – Green Infrastructure/Phase 2 – Grey Infrastructure):**
    - **Phase 1 Design complete (Grant- & City-Funded); Securing easements to enter Construction Bid Phase (Jan. 2024)**
    - **Phase 2 Design (ARPA Funded) – To be completed during Phase 1 Construction (CFPF Funded)**
    - **Expected Project Completion: Phase 1 – Apr. 2024; Phase 2 – Jun. 2025**
  - **Claremont Drainage Repair/Replacement: Final project scoping pending; Expected Completion: Sep. 2024**
  - **Fleets Branch Stream Restoration (Grant funded thru NFWF/DEQ-SLAF/ARPA):**
    - **Design plans complete**
    - **MOU execution/final signature pending to enter Construction Bid Phase**
    - **Expected project completion Dec. 2024**

Capital Projects, Engineering, Traffic & Transportation

- **Stormwater/Drainage Improvement Projects cont'd.**
  - **Wilcox Lake Dam Maintenance & Design:**
    - **Maintenance plans re-started by Consultant – Now under final City review with Construction Bid Phase Pending**
    - **Design/Overtopping plan design underway (FEMA HHPD Grant Funded-DCR Allocation) complete by Mar. 2024**
    - **Expected project completion for maintenance work Jun. 2024**
    - **Expected project completion for overall construction Jun. 2025**
  - **Shirley Avenue Stream Restoration:**
    - **Project extended for additional pollutant removal (ROW/easement impacts)**
      - **Original Project: DEQ-Grant Awarded**
      - **Project Extension: DEQ-SLAF Grant Application Submitted (award in Jan. 2024)**
    - **Two Site Visits w/DEQ Completed**
    - **On-site Sewer Crossing Investigation Needed/Underway**
    - **Project Design To Start Pending Resolution of Sewer Crossing & ROW/Easement Concerns Above**
    - **Expected Project Completion: Apr. 2025**

Questions?

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Nykesha Lucas

RE: **Minutes: (Page 55)**
-November 21, 2023, Closed Session City Council Meeting
-November 21, 2023, Regular City Council Meeting

PURPOSE: Review and approval of the previous minutes City Council Meetings.

REASON: Approval of the previous meetings council minutes.

RECOMMENDATION: Approval of the minutes with the consent agenda.

BACKGROUND: See attached minutes from the previous city council meetings.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 12/12/2023

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:
1. November 21, 2023 Closed Session Meeting Minutes
2. November 21, 2023 regular city council minutes

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, November 21, 2023, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:33 p.m.

1. ROLL CALL:

Present:

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

Absent: Council Member Marlow Jones

Present from City Administration:

Clerk of Council Nykesha D. Lucas
City Manager John March Altman, Jr.
City Attorney Anthony Williams

2. CLOSED SESSION:

Mayor Parham stated, "Next, I would entertain a motion to add discussion of Case No. 730CL23000855-00 to the closed session motion."

Vice Mayor Hill made a motion to add discussion of Case No. 730CL23000855-00 to the closed session. Council Member Smith-Lee seconded the motion. The motion was approved on voice vote. On voice call vote, voting yes: Cuthbert, Smith-Lee, Myers, Westbrook, Hill, and Parham; Absent: Jones

a. The purpose of this meeting is to convene in the closed session pursuant to §2.2-3711(A)(3) of the Code of Virginia for the purpose of discussion or consideration of the acquisition of real property for a public purpose and the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically including but not limited to the acquisition and disposition of real property; and under Section 2.2-3711(A)(7) and (8) for the purpose of receiving legal advice and status update from the city attorney and legal consultation regarding the subject of specific legal matters requiring the provision of legal advice by the city attorney, specifically including but not limited to matters requiring the legal advice of the city attorney for Circuit Court Case No. 730CL23000855-00; and under Section 2.2-3711(A)(29) for the purpose of discussion regarding the subject matter of public contract involving the expenditure of funds and terms or scope of such contract where discussion in an open session would adversely affect the bargaining or negotiating strategy of the public contract; and under Section 2.2-3711(A)(1) for the purpose of discussion pertaining to performance, assignment, and appointment of a 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.

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

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

The City Council entered closed session at 3:35 p.m.

DRAFT

CERTIFICATION:

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

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

The motion was approved on roll call vote.

On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-64 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 open session at 5:41pm.

Mayor Parham stated, "I would like to entertain a motion to amend the October 17, 2023, minutes of the city council meeting to this agenda."

Vice Mayor Hill made a motion to amend the October 17, 2023, minutes of the city council meeting to this agenda. Council Member Smith-Lee seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

Mayor Parham stated, "I will entertain a motion to direct the City Attorney to obtain a verbatim transcript of council on item 8b of the October 17, 2023, council meeting minutes and provide it to the clerk so that the transcript will be incorporated into the council minutes of October 17, 2023."

Vice Mayor Hill made a motion to direct the City Attorney to obtain a verbatim transcript of council on item 8b of the October 17, 2023, council meeting minutes and provide it to the clerk so that the transcript will be incorporated into the council minutes of October 17, 2023. Council Member Myers seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

3. ADJOURNMENT:

The City Council adjourned at 5:43 p.m.

_____
Clerk of City Council

APPROVED:

DRAFT

_____
Mayor

DRAFT

The regular meeting of the Petersburg City Council was held on Tuesday, November 21, 2023, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:43 p.m.

1. ROLL CALL:

Present:

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

Absent: None

Present from City Council Administration:
City Manager John March Altman, Jr
City Attorney Anthony Williams
Clerk of Council Nykesha D. Lucas

2. PRAYER:

Mayor Parham stated that Vice Mayor Hill will lead the city council meeting in the opening prayer. He asked to include in the prayer Israel.

Vice Mayor Hill led the city council meeting in the opening 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 determined with the presence of all city council members.

5. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATIONS:

a. Presentation on Street Operations Division: Petersburg Neighborhood Traffic Management Program.

Mr. Altman stated that back in the summer there was a work session on the topic, and it was requested to provide an overall procedure of the traffic management program to the November meeting. He stated that this evening Mr. Reggie Lantz will be providing an update and presentation on the program.

Reggie Lantz, General Manager of Public Works and Utilities, gave a PowerPoint presentation on the traffic program.

Key Notes:

- The methodologies and guidelines defined in these sources were used in conjunction with established engineering best practices to inform the development of the Petersburg Neighborhood Traffic Management Program. The information is derived from the successful traffic calming programs existing in the City of Richmond, Henrico County, and the City of Charlottesville, VA, were also considered for inclusion in the manual.

- The City of Petersburg will utilize a comprehensive speed management approach to address traffic calming concerns.
- The comprehensive approach is defined in the approved Petersburg Neighborhood Traffic Management Program (NTMP).
- Citizens, city staff, and council members will be able to submit Traffic Calming Requests through the approved process.
- Each Traffic Calming Request will be taken seriously and will go through the same engineering evaluation process.
- Site visits will be conducted to observe existing conditions, collect geometric data and photo-document the location.
- Crash data as well as any existing traffic speed and volume data will be reviewed.
- If a project is deemed appropriate, then funding must be identified and allocated for each approved project before it will be programmed for design and construction.

There was a discussion between the city council members and staff.

Vice Mayor Hill stated that he has one request regarding the stop sign on Bollingbrook and Sycamore Street. He stated that since the light has been removed and a stop sign has been put their people are continuing to run the stop sign. He asked if they could look at putting the light back there. He stated that it was an accident there this past week and someone ran through the stop sign and hit a car that was turning.

It was also requested by the city council to look at the streets throughout the city because there are areas that need major repaving.

6. RESPONSES TO PREVIOUS PUBLIC INFORMATION PERIOD:

Mayor Parham stated that responses to previous public information period is under the council communications.

7. APPROVAL OF CONSENT AGENDA (to include minutes of previous meeting/s)

a. Minutes:
-November 8, 2023 - Closed Session Minutes
-November 8, 2023 – Work Session Minutes

b. A request to schedule a public hearing and the consideration of an ordinance to amend and re-adopt Article 24 Nonconforming Uses and Article 25 Supplementary Height, Area, and Bulk Regulations, as set forth in the Zoning Ordinance of the City of Petersburg and a requested by the Planning Commission, to allow the rehabilitation and continuation of residential structures and hour-units or less with a certificate of nonconforming use, development of nonconforming lots, and the rehabilitation of existing neighborhood commercial structures with a certificate of nonconforming use.

Mayor Parham stated, “Item 7b has been pulled from the consent agenda and will be adding it at a later date after the city manager has some consultation. Those are the items for the consent agenda.”

Vice Mayor Hill made a motion to approve the consent agenda with the removal of item 7b. Council Member Myers seconded the motion. The motion was approved on voice call. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

8. OFFICIAL PUBLIC HEARINGS:

a. A public hearing on an appeal by John Brockwell, applicant of 21 West Washington Street, Tax Parcel 022-03-0001, owned by Labrodor Properties LLC/John Brockwell, on the decision of the

DRAFT

Architectural Review Board (ARB). The property is located within the Courthouse Local Historic District.

BACKGROUND: Mr. Brockwell applied for a Certificate of Appropriateness (COA) on August 24 with a request to remove the standing seam metal roof on the easternmost gable roofed section of this building and replace it with TPO. The rest of the roof is flat and not visible from the public right-of-way, but the section in question is and is therefore subject to review by the ARB. The application was heard at the September 13, 2023, ARB meeting and denied as submitted based on the Design Guidelines Chapter 4 Section F. An appeal of this decision was received by the Clerk of Council on May 12, 2022, requesting that City Council overturn the ARB's denial.

RECOMMENDATION: Staff recommend that the City Council uphold the decision of the ARB.

Naomi Siodmok, Director of Planning & Community Development, gave an update on the request.

Mayor Parham opened the floor for public comments.

Joe Battiston (Chair of Architectural Review Board), 1 South Sycamore Street, stated, "The Architectural Review Board has National Parks and Department of Interior Virginia State Association that we have to follow guidelines and rules. Roofs are important on historic buildings. Everyone tries to put on a less expensive roof whenever they can. We are not able to look at the expense part of when we are dealing with the historic properties. Especially when it is a rule. When there is a guideline, it is more flexible. Roofs are not a guideline they are a rule. So, we have things that we have to follow. We are able to flex on slate roofs now according to the Department of Historic Resources to use synthetic slate roofs. But when it comes to changing from a standing roof to either the same type of material they requested or a shingle roof we have to say no. That is one of the rules that we have to follow. This particular property is on one of our major roads. The thing is that I know that the city is looking into doing a two-way on Washington Street and a two-way on Wythe Street again. If this were to happen this building would be in the sight line of any traveling east on Washington Street. So, we actually had to turn down the request to put TPO on the building. I am asking that you uphold our decision on that because we did not have any latitude with it. It is a rule. Thank you very much."

Seeing no further hands, Mayor Parham closed the public hearing.

Council Member Cuthbert made a motion to uphold the decision of the Architectural Review Board.

Mayor Parham stated, "Council Member Cuthbert can we hold that motion for a second, I know Council Member Jones had a question."

There was a discussion among the City Council and staff of the Architectural Review Board.

Council Member Cuthbert made a motion to affirm the decision of the Architectural Review Board.

Council Member Myers made a substitute motion to bring this item back with the petitioner present to participate in the public hearing on December 12, 2023. Vice Mayor Hill seconded the motion. There was discussion on the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

b. A public hearing and consideration of ordinance to amend and re-adopt Chapter 107 of the City Code pertaining to the Commercial property – assessed clean energy (C-PACE) program – 2nd Reading

BACKGROUND: See attached documents.

RECOMMENDATION: Adopt by ordinance the Commercial property-assessed clean energy (C-PACE) program.

Brian Moore, Director of Economic Development, gave an update on the request.

Mayor Parham opened the public hearing for public comments.

Seeing no hands, Mayor Parham closed the public hearing.

Vice Mayor Hill made a motion to approve the ordinance to rescind, replace, and re-adopt Chapter 107, Commercial Property Assessed Clean Energy (C-PACE) Financing Program as amended in the packet. Council Member Smith-Lee seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Jones, Smith-Lee, Westbrook, Hill, and Parham; Abstain: Cuthbert and Myers

23-ORD-52 AN ORDINANCE TO RESCIND, REPLACE, AND RE-ADOPT CHAPTER 107 COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE) FINANCING PROGRAM.

c. A public hearing on the consideration of an ordinance to amend and re-adopt Chapter 21 including Sections 21-1 and 21-2 to change the name of the “Petersburg Area Public Arts” to the “Petersburg Arts Council.”

BACKGROUND: The members of the Arts Council have requested an amendment to Chapter 21, Arts Council, to change the name of the Arts Council to the "Petersburg Arts Council" for operational reasons, including to secure a website which they intend to fund and maintain.

RECOMMENDATION: Staff recommend approval of the request to amend Chapter 21, Arts Council, including Sections 21-1 and 21-2 of the City Code by ordinance.

Anthony Williams, City Attorney, gave a brief update on the request.

Mayor Parham opened the public hearing for public comments.

Seeing no hands, Mayor Parham closed the public hearing.

Council Member Cuthbert made a motion to approve the ordinance to amend and re-adopt Chapter 21 including Sections 21-1 and 21-2 to change the name of the “Petersburg Area Public Arts” to the “Petersburg Arts Council.” Vice Mayor Hill seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-ORD-53 AN ORDINANCE TO AMEND AND RE-ADOPT CHAPTER 21 INCLUDING SECTIONS 21-1 AND 21-2 TO CHANGE THE NAME OF THE “PETERSBURG AREA PUBLIC ARTS COUNCIL” TO THE “PETERSBURG ARTS COUNCIL.

d. A public hearing to consider an ordinance to amend and re-adopt Chapter 2 Article VII Subdivision I of the Petersburg City Code to include Section 2-360 to authorize the City Manager to administratively approve amendments to the purchasing manuals & purchasing procedure.

BACKGROUND: The proposed amendment would authorize the City Manager to adopt and amend a Purchasing Manual and Purchasing Procedures, which shall be consistent with the provisions set forth in Chapter 2, Article VII, Finance, Division 3, Purchasing, and shall be made publicly available by posting upon the City's website and in the Purchasing Agent's Office.

RECOMMENDATION: Staff recommend approval of the request to amend Chapter 2, Article VII, Division 3, Purchasing, of the City Code adding 2-360 by ordinance.

March Altman, City Manager, gave a brief update on the request.

Mayor Parham opened the public hearing for public comments.

Seeing no hands, Mayor Parham closed the public hearing.

There was discussion among the city council and staff.

Council Member Myers made a motion to approve the ordinance. Council Member Westbrook seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-ORD-54 AN ORDINANCE TO AMEND AND RE-ADOPT CHAPTER 2 ARTICLE VII SUBDIVISION I OF THE PETERSBURG CITY CODE TO INCLUDE SECTION 2-360 TO AUTHORIZE THE CITY MANAGER TO ADMINISTRATIVELY APPROVE AMENDMENTS TO THE PURCHASING MANUAL & PURCHASING PROCEDURE.

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.

Amanda Greene, 301 Rolfe Street, stated, "Good evening and Happy Holidays. I just wanted to bring to your attention the dumping around Pocohontas Island. In October, I observed a gentleman and his daughter come onto the island and dump several TVs over at the Appomattox River Heritage Trail. I took pictures and sent it to Cuthbert along to Mr. Christian in the police department so that we can try to pursue them and charge them with littering. I know that Mr. Cuthbert came by the island recently and I was in Canada. But those TVs are still out there and now someone has dumped tree limbs out there as well. I know a while back some folks had mentioned that they closed the gate over there by the Appomattox River Trail by Maagazine Road to prevent dumping. Which is not helping because it is closed, and people are still dumping. Also, I can no longer access the trail because of the gate, which I can jump it, but it would not be safe. And that is very unfortunate for us to have to deal with that. I am going to ask that we install cameras over there by that entry point. Even if we did not put cameras over there, we can put signs or something. This way it discourages and prevents people from coming to dump things. Also, in the Appomattox River Heritage Trail there are overgrown limbs and I know that it is city owned property. I do not think that anyone is paying attention to the fact that there are trees that fell in June that no one has picked up. The other thing that I want to bring up is the nonconforming uses in the city. And when I say that I know that nonconforming uses speak to something that may have been legal in the past and now it has changed because of some amendments. However, there are two properties, one on 323 Rolfe Street, and 324 Rolfe Street. Both are currently being utilized for commercial storage. The final thing I want to speak about is the property that I moved my mom into on High Street, 126-08 West High Street. I put in several complaints with the city as it relates to overgrown grass and the house is just dilapidated. It is very surprising that the house has not been retagged. But I did want to commend the police department. I was riding down Wythe Street and I was speeding, and I got a letter in the mail that was a warning letter. So, I just want to say that is making people aware of what they are doing. Thank you very much."

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

Council Member Cuthbert stated that he is holding a Ward 4 meeting and that he has to check his calendar for the correct day. He stated that it will be next week and that they can keep an eye on the

newspaper for more information. He stated that it will be held at St. Mark's Church at 6:30pm. He stated that he hopes that the public can attend and that the topics are security and blight. He stated that he hopes that the city manager can attend.

Council Member Jones stated that he would like to say thank you to everyone that works for the City of Petersburg and for putting in hard work. He stated that he asks that if the employees can do more, please do more and keep the pride up in the city. He stated that he would like to ask the city manager if he would consider tomorrow being a full off day for the city employees versus a half a day.

Council Member Jones made a motion to give city employees a full day off on Wednesday, November 22, 2023, versus a half a day. Council Member Myers seconded the motion. There was discussion on the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Jones, Myers, Westbrook, Hill, and Parham; Voting No: Cuthbert

Council Member Jones stated that he will be having two Ward Meetings on December 16th. He stated that one will be in Pin Oaks and one in Petersburg East Apartments. He stated that the topics will be mindset and violence. He stated that he will be presenting something to the city council on the empty trailers on vacant lots throughout the city. He stated that there is a free semi-pro football game with the Petersburg Lions Semi-professional team coming out of retirement playing against the Richmond Jets at Albert Jones football field to kick-off. He stated that it is at 2pm and everyone is invited to come out and attend the game. He stated that he is celebrating his first year on city council and he has all kinds of gray hair on his chin. He stated that everyone may see him, and Council Member Cuthbert goes at it, but it is no offense to him. He stated that he is just passionate about what he says and does. He said Happy Holidays to everyone.

Council Member Westbrook stated that he is going to stick to giving seven points. He stated that he was able to represent City Council in Atlanta at the National Leaue of Cities conference. He stated that one of the biggest takeaways is Artificial Intelligence (AI). He stated that AI was a big topic at the conference. He stated that he spoke with the city manager regarding this and that they will follow-up over the next couple of weeks into the new year. He stated that Virginia State university made history yesterday by becoming the host of the Presidential General Election Debate on October 1st. He stated that he hopes that with Ms. Joanne Willliams and staff help that Petersburg will be at the table and play a major part with the world. He stated that he would like to congratulate the Petersburg Forensics Team on their accomplishments. He stated on December 9th Ms. Teri Smith will be hosting the tournament. He stated Happy 112th Founders Day to the omega Psi Phi. He asked if he could be provided with a leaf pickup schedule from public works. He stated that the leaves are falling, and he has not seen any information on when pickups will take place. He stated that a Ward 7 resident Sgt First Class Lee also passed away and his funeral was yesterday. He stated that he would like to recognize him for the service that he did. He said Happy Thanksgiving to everyone.

Council Member Myers said Happy Thanksgiving to everyone. He stated that he received a call the other day and there is a situation that is going on in Petersburg and in other jurisdictions. He stated that there is a woman that lived 50 years in her home, and she is 80 years old. He stated that the previous owner sold the home, and the new owner is giving her 30 days to be out, and she has a fixed income. He stated that it has been hard for the family to find somewhere else for her to go because she only has 30 days to vacate. He stated that it also comes back to what Ms. Howard came to us about with the city in the process with collections. He stated to the city manager that he brought this information forward in hopes that he would still be working on that process for them. He stated that he cannot see how any individual, whether they purchased the house or not for investment purposes that you would put an 80-year-old woman out in the streets in 30 days.

Council Member Smith-Lee stated that she wants to send out her condolences to the Leroy Folks Family in Cool Springs. She stated that he and his wife were mentors to her and her siblings. She stated that he passed away and he was a veteran and a good man. She stated that he worked at the Petersburg Post Office. She stated that she wants to congratulate Teri Hill on being teacher of the year for Petersburg High School. She stated that she wanted to congratulate and thank the principal at Walnut Hill Elementary School, LaTonya Oliver. She stated that Walnut Hill has the best attendance in the City of Petersburg of all the schools.

DRAFT

She stated that she wants to congratulate the middle school girls' basketball team. She stated that she would like to congratulate Christopher Fields who played basketball for Petersburg High School. She stated that he is now a starter for Norfolk State University. She stated that she would also like to congratulate the Class of 1993 for their 30th class reunion. She stated that they had an awesome event. She stated that the last thing is that she wants to congratulate the new baby that is coming with Mrs. Lucas. She stated to Mrs. Lucas that on behalf of the city council, city manager and everyone congratulations and Godspeed for a healthy baby.

Vice Mayor Hill stated that he would like to introduce something to the council that they can begin doing at the beginning of the year. He stated that he would like a round table discussion that they can host at the library that each department head would have a table with literature along with city council. He stated that this would be where citizens can come and walk to each table, get information, and ask questions on services that they would need done. He stated that it would be like a ward meeting on steroids. He stated that he wanted to announce that skilled games are illegal in the City of Petersburg. He stated that he wanted to congratulate Virginia State University as well for bringing the Presidential Debate as well and all the hard work that President Abdullah and his staff are doing. He wished everyone a Happy Thanksgiving.

Mayor Parham stated that he wanted to thank everyone for the comments. He stated that he wants to wish everyone a Happy Thanksgiving and safe holiday. He stated that he wanted to thank Chief Travis Christian and the men and women of the Petersburg Police Department for having an outstanding Citizens Academy. He stated that they held a banquet dinner to recognize those individuals. He stated that it was one of the biggest classes that the city has had. He stated that they were giving out turkeys at St. Paul's Church as well. He stated that there was a shooting at Virginia State and that they have a small police force on campus. He stated that Chief Christian and his officers went to Virginia State and help cover the shooting. He asked everyone to keep the officer from Virginia State in everyone's prayer as he recuperates.

11. <u>ITEMS REMOVED FROM CONSENT AGENDA:</u>

*There are no items for this portion of the agenda.

12. <u>FINANCE AND BUDGET REPORT:</u>

Mr. Altman stated, "I owe you the report from the last meeting we had. I sent it out and then went out sick and I had not been back. I am glad that I did not send it out because the font was really small. I will send it out and it will be big fonts."

13. <u>UNFINISHED BUSINESS:</u>

a. Consideration of appointment/s to the Community Development Block Grant Advisory Board.

BACKGROUND: Members serve 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.

RECOMMENDATION: City Council make appointments to the Community Development Block Grant Advisory Board. Also, to make appointments by resolution.

Vice Mayor Hill made a motion to appoint Sonja Holt (Ward 2) to the Community Development Block Grant Advisory Board. Council Member Myers seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-65 A RESOLUTION APPOINTING SONJA HOLT (WARD 2) WITH A TERM ENDING SEPTEMBER 30, 2027, TO THE COMMUNITY DEVELOPMENT GRANT ADVISORY BOARD.

Council Member Cuthbert made a motion to appoint Leonard Curry (At-Large) to the Community Development Block Grant Advisory Board. Council Member Jones seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-66 A RESOLUTION APPOINTING LEONARD CURRY (AT-LARGE) WITH A TERM ENDING SEPTEMBER 30, 2027, TO THE COMMUNITY DEVELOPMENT GRANT ADVISORY BOARD.

Council Member Smith-Lee made a motion to appoint Maisha Henry (Ward 6) to the Community Development Block Grant Advisory Board. Vice Mayor Hill seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-67 A RESOLUTION APPOINTING MAISHA HENRY (WARD 6) WITH A TERM ENDING SEPTEMBER 30, 2027, TO THE COMMUNITY DEVELOPMENT GRANT ADVISORY BOARD.

Council Member Cuthbert made a motion to appoint Marcus Omar Squires to the Community Development Grant Advisory Board.

Motion dies due to lack of second.

14. <u>NEW BUSINESS:</u>

a. Consideration of appointments to the Petersburg Arts Council.

BACKGROUND: The members of the PAAC shall be appointed by the city council and shall serve two (2) year terms. Members are eligible for re-appointment and may serve up to three (3) 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.

RECOMMENDATION: Recommend the City Council appoint members of the Petersburg Arts Council to fill vacant seats.

Council Member Myers made a motion to appoint Tre Simms to the Petersburg Arts Council. Vice Mayor Hill seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-68 A RESOLUTION APPOINTING TRE SIMMS TO THE PETERSBURG ARTS COUNCIL WITH A TERM ENDING SEPTEMBER 30, 2024.

Council Member Cuthbert made a motion to appoint Laurel Charboneau to the Petersburg Arts Council. Council Member Jones seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Westbrook, Hill, and Parham; Voting No: Myers

23-R-69 A RESOLUTION APPOINTING LAUREL CHARBONEAU TO THE PETERSBURG ARTS COUNCIL WITH A TERM ENDING SEPTEMBER 30, 2024.

b. Consideration of ordinance appropriation for 508516-LE ARPA – Law Enforcement Equipment Grant – 2nd Reading

BACKGROUND: See the attached ordinance.

RECOMMENDATION: Recommend City Council approve the attached appropriation ordinance.

Council Member Myers made a motion to approve the appropriation ordinance in the amount of $43,000. Council Member Westbrook seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-ORD-55 AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024, FOR THE GRANT FUNDS IN THE AMOUNT OF $43,000.

c. Consideration of an appropriation for a $2,467 increase to the FY24 approved & adopted budget for the Litter Grant received from the Virginia Department of Environmental Quality (DEQ). This increases the amount from $10,158 to $12,645 for the City of Petersburg's Litter Prevention and Recycling Program activities for FY24 – 2nd Reading

BACKGROUND: The city has applied for and been awarded this Litter Grant over the last several fiscal years. The city has also met the annual requirements by completing the Performance & Accounting reports that were due to DEQ by the submission date.

RECOMMENDATION: The Department of Public Works & Utilities recommends that the City Council approves to appropriate the additional $2,487 to the Litter Grant.

Council Member Myers made a motion to approve the appropriation ordinance in the amount of $2,487. Council Member Westbrook seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-ORD-56 AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024, FOR THE GRANT FUNDS IN THE AMOUNT OF $2,487.

d. Consideration of a resolution of the City Council for the City of Petersburg supporting the application for Highway Safety Improvement Program funds for safety initiative projects.

BACKGROUND: City staff worked with consultants, Kimley-Horn, at no cost thanks to services funded by the Virginia Department of Transportation to identify roadway safety improvements based on a data-driven approach looking at crash data. On October 31, 2023, an application was submitted to support the following projects:

1) Installation of high-visibility signal backplates at 41 intersections in the City of Petersburg to improve signal visibility.
2) Improving pedestrian crossings at 6 locations: 1) Washington Street & Union Street, 2) Adams Street & Wythe Street, 3) Sycamore Street & Mars Street (Midblock), 4) Halifax Street & Melville Street (Midblock), 5) Crater Road & Flank Road & Cavalier Drive (Midblock), and 6) Wythe Street and Crater Road. Proposed improvements include high-visibility crosswalks, pedestrian signal poles and push buttons (where applicable), and curb ramps with detectable warning surfaces. A pedestrian hybrid beacon is proposed at the midblock crossing locations. A raised pedestrian crossing is proposed at the midblock crossing on Sycamore Street.

The total funds requested are $2,728,549. No match is required.

RECOMMENDATION: Approval of resolution.
There was discussion among the city council and staff.

Council Member Jones made a motion to approve the resolution supporting the application for Highway Safety Improvement Program Funds for Safety Initiative Projects. Vice Mayor Hill seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-70 **A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF PETERSBURG SUPPORTING THE APPLICATION FOR HIGHWAY SAFETY IMPROVEMENT PROGRAM FUNDS FOR SAFETY INITIATIVE PROJECTS.**

15. CITY MANAGER'S AGENDA:

a. Presentation of the 2024 Legislative Agenda.

Joanne Williams, Director of Communications, Tourism, Marketing and Government Relations, stated, "On this legislative agenda we have six items. Three are budget amendments and three are legislative language requests. They include Poor Creek Wastewater and Water Upgrades to continue the large project, a request to hold a referendum to allow a casino gaming, funding for the Appomattox River Trail, Oakhill Bridge Replacement, increase to 599 Funding, and support for Richard Bland College Independent Governance. On page three under the casino language, at the first paragraph the last line, where it says, 'after section A,' we would strike everything except for item 5. That is the only change."

Mayor Parham stated, "We have met with Senator Lashrecse Aird, and she will be carrying out Legislative Agenda for us and is supportive of our Legislative Agenda as stated. So, we look forward to her taking this and congratulations to her.

Vice Mayor Hill made a motion to approve the Legislative Agenda and the resolution of support for Richard Bland College Transition to an independent governance structure. Council Member Westbrook seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, Hill, and Parham

23-R-71 **A RESOLUTION OF SUPPORT FOR RICHARD BLAND COLLEGE TRANSITION TO AN INDEPENDENT GOVERNANCE STRUCTURE.**

16. BUSINESS OR REPORTS FROM THE CLERK:

Mrs. Lucas stated that this is her last council meeting and to have a Happy Thanksgiving, Merry Christmas, and a Happy New Year.

17. BUSINESS OR REPORTS FROM CITY ATTORNEY:

Mr. Williams stated that he has no report.

18. ADJOURNMENT:

The City Council adjourned at 7:57 p.m.

_____
Clerk of City Council

APPROVED:

_____
Mayor

DRAFT

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Dustin Sloan

RE: **Consideration of an ordinance for an SRO Grant Initiative Program in the amount of $278,561 - 1st Reading (Page 69)**

PURPOSE: To approve sufficient fund allocation for reimburable grant.

REASON: The Petersburg Bureau of Police was awarded $278,561 for staffing of SRO positions.

RECOMMENDATION: For the city council to approve the appropriation ordinance.

BACKGROUND: The Petersburg Bureau of Police applied for this grant and was awarded the SRO Incentive Grant Program funding.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 12/12/2023

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:
1. Grant Letter
2. Ordinance sro

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

May 26, 2023

John March" " Altman
City Manager
135 North Union Street
Petersburg,Virginia 23803

RE: 507934-FY24 SRO: SRO Incentive Grant Program

Dear John March" " Altman:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **24-238-B** and was approved for a total award of **$278,561**, funded through Award Number **2024-FREE-GRANT**. The project period is **7/01/2023** through **06/30/2024.**

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and are posted online at https://www.dcjs.virginia.gov/grants/grant-requirements.

In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances. If there are any, you are required to adhere to these conditions via the On-line Grants Management System (OGMS) at https://ogms.dcjs.virginia.gov/. If you have not previously done so, you must register in order to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here https://www.dcjs.virginia.gov/grants/ogms-training-resources along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Michelle Miles** at **Michelle.Miles@dcjs.virginia.gov** or via email at **804-225-1846.**

Sincerely,

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

507934-FY24 SRO: SRO Incentive Grant Program

Subgrantee:	Petersburg
DCJS Grant Number:	24-238-B
Grant Start Date:	07/01/2023
Grant End Date:	06/30/2024

Indirect Cost Rate: _____% ***If applicable**

Federal Funds:	
State Special Funds:	**$211,428**
Local Match:	**$67,133**
Total Budget:	**$278,561**

Project Director	Project Administrator	Finance Officer
~~Genevieve Lohr~~ Larry Mann Social Worker 37 East Tabb Street Petersburg, Virginia 23803 804-203-4419 glohr@petersburg-va.org	John March" " Altman City Manager 135 North Union Street Petersburg, Virginia 23803 804-733-2301 maltman@petersburg-va.org	~~Stacy Jordan~~ Leon Glasker Chief Financial Officer 144 North Sycamore Street Petersburg, Virginia 23803 804-733-2337 sjordan@petersburg-va.org

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: John M. Altman
Authorized Official (Project Administrator)

Title: City Manager

Date: 11/28/23

AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, AND ENDING JUNE 30, 2025 FOR THE SRO INCENTIVE GRANT PROGRAM IN THE AMOUNT OF $278,561.

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 amount $278,561, following resources and revenues of the city, for the fiscal year ending June 30, 2025.

Previously adopted	**$0.00**
Revenue:	
ADD: RE: 507934-FY24 SRO; SRO Incentive Grant Program	
Total Revenues	**$278,561**

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2023, and ending June 30, 2024, the following sums for the purposes mentioned:

Previously adopted	**$0.00**
Expenditures:	
ADD: RE: 507934-FY24 SRO; SRO Incentive Grant Program	
Total Expenses:	**$278,561**

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Leon Glaster

RE: **Presentation and Update on City Finances (Page 73)**

PURPOSE: See attached presentation for update and information.

REASON: Update on City Finances.

RECOMMENDATION: For informational purposes only.

BACKGROUND: See attached PowerPoint

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 12/12/2023

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: N/A

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:
1. Final. Mid.Year.Fnancial Presentation.12.2023

FINANCE DEPARTMENT

MID-YEAR FINANCIAL REPORT

DECEMBER 2023

FINANCIAL OBJECTIVIES

- ✓ Promote Long-Term Financial Stability by Establishing Effective Financial Policies
- ✓ Provide the City Council and Citizens with Financial Transparency by Providing Consistent Monthly Financial Reports
- ✓ Ensure the City has Sufficient Resources to Perform Mandated Responsibilities
- ✓ Coordinate Long-Term Financial Planning with Essential Day to Day Operations
- ✓ Ensure the City has the Ability to Insulate Itself from Fiscal Crisis

General Fund Budget To Actual Expenditure Report
Key Departments
July 1 – November 30, 2023 [41.67% of year]

Department	FY 2024 Budget	Actual Expenditures	% Expended
City Council	329,992	114,596	34.73%
City Manager	823,115	269,286	32.72%
City Attorney	460,916	134,538	29.19%
Human Resources: Expenditure % Rate Explanation – 70% of General Liability Insurance ($940,000) Paid in Advance.	2,110,023	1,370,403	64.95%
Commissioner of Revenue	454,199	170,079	37.45%
Assessor	588,365	225,667	38.35%
City Treasurer	248,514	92,182	37.09%
Finance: Expenditure % Rate Explanation – 100% payment of Auditing and Accounting services	1,029,630	699,031	67.89%
Billings & Collections	500,753	229,064	45.74%
Information Technology	1,168,327	452,935	38.77%

General Fund Budget To Actual Expenditure Report – Continued

Department	FY 2024 Budget	Actual Expenditures	% Expended
Procurement: Expenditure % Rate Explanation – 100% payment of Line of Duty Insurance	339,230	253,250	74.65%
Office of Elections	550,738	236,698	42.98%
Clerk of the Court	841,894	296,174	35.18%
Sheriff	1,915,326	778,890	40.67%
Commonwealth Attorney	1,607,090	589,409	36.68%
Police Department	9,430,902	4,236,958	44.93%
E 911	1,558,018	515,431	33.08%
Fire Department	8,059,807	3,024,988	37.53%
Riverside Regional Jail	3,000,000	1,381,643	46.05%
11th District Court Services	104,583	46,669	44.62%
VJCCCA	218,383	78,997	36.17%
Code Compliance / Neighborhood	977,695	397,269	40.61%

General Fund Budget To Actual Expenditure Report – Continued

Department	FY 2024 Budget	Actual Expenditures	% Expended
Animal Control	325,338	94,520	29.05%
Refuse Collections: Expenditure % Rate Explanation – One month payment in advance	1,700,000	965,127	56.77%
Grounds & Cemeteries	1,362,749	572,401	42.00%
Facilities Management	2,865,292	1,314,281	45.87%
Policing Support Center	127,131	10,814	8.51%
Social Services	10,555,957	3,337,284	31.62%
Children's Comprehensive Services	4,303,460	1,444,872	33.57%
School Operations	12,361,478	5,150,614	41.67%
Recreation & Community	854,053	451,805	52.90%
Communications, Tourism	895,461	216,809	24.21%
Library	1,532,014	495,411	32.34%
Planning	880,125	205,585	23.36%
Economic Development	504,271	147,153	29.18%

Major Funds Budget To Actual Expenditure Report

Major Fund	FY 2024 Budget	Actual Expenditures	% Expended
Street Fund	6,756,606	2,125,039	31.45%
Public Utilities Fund	15,000,000	5,221,277	34.81%
Stormwater Fund	1,322,156	174,413	13.19%
Dogwood Trace Fund	1,104,550	474,216	43%
Mass Transit Fund	6,472,267	1,907,267	24%

AMERICAN RESCUE PLAN UPDATE (ARPA)

Note: Funds Must Be Obligated by 12/31/2024 & Expended by 12/31/2026

Project Description	Available Budget as of 6/30/2023	FY 2024 Expenditures	Remaining Budget Balance
Hazardous Duty Pay	154,191	2,153	152,038
CAD System - Police Dept.	566,128	136,290	429,838
PPE Supplies	3,768	0	3,768
Downtown Master Plan	125,428	0	125,428
Economic Develop. Study	86,050	0	86,050
Police Vehicles	263,317	196,559	66,758
Explore Petersburg (Tourism)	17,491	0	17,491
Parks & Recreation Project	496,808	4,997	491,811
Farmer Street Rehab	3,297,999	179,306	3,118,693
Poor Creek Infrastructure Proj	482,749	71,607	411,142
Animal Shelter Project	55,318	0	55,318

AMERICAN RESCUE PLAN UPDATE (ARPA) [Continued]

Project Description	Available Budget as of 6/30/2023	FY 2024 Expenditures (to date)	Remaining Budget Balance
Southside Depot Rehab	1,712,771	295,122	1,417,649
Emergency Engineering Svcs	500,000	0	500,000
Cemetery Project	300,000	0	300,000
Turf Division: Equip & Rehab	444,887	14,588	430,299
Wilcox Lake Dam	122,030	19,648	102,382
Petersburg Area Art League	100,000	0	100,000
Police Training, Tourniquets	100,000	0	100,000
Storm Drainage Projects	2,052,462	46,362	2,006,100
TOTAL AMERICAN RESCUE PLAN ACT [ARPA]	10,881,397	966,632	9,914,765

Upcoming Finance Department Priority Projects

PRIORITY PROJECTS
Development of FY 2025 Budget
Development of FY 2025 Five Year Capital Improvement Plan
Assessment of FY 2024 Revenue Projections
FY 2024 Year-end Close Process
Continued Production of Monthly Budget to Actual Financial Reports

City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: December 12, 2023

TO: The Honorable Mayor and Members of City Council

THROUGH: Naomi Siodmok, Director of Planning and Community Development

FROM: March Altman, Jr.

RE: **A resolution of the City Council supporting the application and participation in the Urban Forestry Community Assistance Program. (Page 83)**

PURPOSE: To support Petersburg's participation in the Urban Forestry Community Assistance Program.

REASON: Petersburg has been selected by the Virginia Department of Forestry to participate in the Community Forest Revitalization Program, which will help create maps and plans, apply for grants, and implement projects that create and support long term and sustained community forestry projects and programs.

This resolution is to ensure City Council is open to participating and supporting the results of this engagement through being open to the adoption of plans and ordinance revisions that support urban forestry.

RECOMMENDATION: Approval

BACKGROUND:

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Resolution for the Urban Forestry Community Assistance Program

A RESOLUTION OF THE CITY COUNCIL SUPPORTING THE APPLICATION AND PARTICIPATION IN THE URBAN FORESTRY COMMUNITY ASSISTANCE PROGRAM

WHEREAS, the City of Petersburg City Council is interested in creating and supporting long-term and sustained community forestry projects and programs in underserved and disadvantaged communities; and

WHEREAS, the Virginia Department of Forestry is offering, at no cost, support through the Community Forest Revitalization Program to promote healthy urban trees and forests for the next two – three years; and

WHEREAS, participation in the program could provide Petersburg with a canopy forest map, forest master plan and maintenance plan, tree ordinance audit and creation, tree inventory, public engagement, tree planting services and much more; and

WHEREAS, the results could benefit the community through clear direction and guidance pertaining to forestry, stormwater management, reduction of heat island, urban gardens, and beautification;

NOW THEREFORE BE IT RESOLVED that the City Council does hereby adopt this resolution to support the application and participation in the Urban Forestry Community Assistance Program.