



# City of Petersburg Virginia

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## September 5, 2023 -City Council Work Session

September 5, 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. **Public Comments**
6. **Approval of Consent Agenda (to include minutes of previous meetings):**
  - a. **Minutes: (Page 3)**
    - July 26, 2023 Closed Session Minutes
    - July 26, 2023 Regular City Council Meeting
  - b. **Consideration of an appropriation ordinance for the Virginia Foundation for Healthy Youth Grant - 1st Reading (Page 18)**
  - c. **Consideration of an ordinance for a Virginia Foundation for Health Youth Grant (Page 56)**
  - d. **Consideration of a public hearing and an ordinance to Amend 21-2 of the City Code - Arts Council Terms of Office - 1st Reading (Page 88)**
  - e. **Consideration of a public hearing and an Ordinance approving a petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District - 1st Reading (Page 91)**
  - f. **Consideration of an appropriation ordinance for Virginia Department of Fire Programs - Aid to Locality, carryover of funds from FY23 to FY 24 budget in the amount of \$21,959.58 - 1st Reading (Page 132)**
  - g. **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant, carryover of funds from FY 23 to FY 24 Budget in the amount of \$3,949.98 - 1st Reading (Page 136)**
  - h. **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Emergency Management Performance Grant carryover of funds from FY23 to FY24 Budget in the amount of \$1,717.27 - 1st Reading (Page 139)**

- i. Consideration of an appropriation ordinance for the Virginia Department of Fire Programs - Aid to Locality FY23 funding allocation in the amount of \$134,237.00 - 1st Reading **(Page 142)**
- j. Consideration of an appropriation ordinance for the Virginia Department of Emergency Management - Emergency Management Performance Grant in the amount of \$850.44 - 1st Reading **(Page 145)**
- k. Consideration of an appropriation ordinance to accept and appropriate funding from the Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) in the amount of \$52,757.10 - 1st Reading **(Page 148)**
- l. Consideration of an adoption of the City of Petersburg, Virginia 2023 Emergency Operations Plan - 1st Reading **(Page 151)**
- m. Consideration of a public hearing to consider a property line adjustment with Tabb Street Development, LLC, and lease back to the City of the property thereby transferred. **(Page 271)**
- n. Consideration of a public hearing on September 19, 2023 to increase the Urban Highway Maintenance funding for Street Operations in FY24 in the amount of \$1,066,269.33 **(Page 272)**

## **7. Special Reports**

- a. Presentation and Update on the Comprehensive Plan from Naomi Siodmok, Director of Planning and Community Development.
- b. Presentation of Proclamation proclaiming September 10-16, 2023 as National Assisted Living Week in the City of Petersburg. **(Page 279)**
- c. Proclamation designating the month of September 2023 as Sickle Cell Month in the City of Petersburg. **(Page 280)**
- d. Presentation of VDACS AFID Planning Grant for Mapping Suitability for Urban Agriculture across the City of Petersburg. **(Page 281)**

## **8. Monthly Reports**

## **9. Finance and Budget Report**

- a. Presentation on Preliminary Unaudited FY2023 Year-End General Fund Report. **(Page 293)**

## **10. Capital Projects Update**

- a. Presentation and update on Poor Creek Project

## **11. Utilities**

## **12. Streets**

## **13. Facilities**

## **14. Economic Development**

## **15. City Manager's Agenda**

## **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:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:**

**FROM:**

**RE:** Minutes: (Page 3)  
 -July 26, 2023 Closed Session Minutes  
 -July 26, 2023 Regular City Council Meeting

**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. July 26, 2023 Closed Session Meeting Minutes
2. July 26, 2023 regular city council minutes

The Closed Session Meeting of the Petersburg City Council was held on Wednesday, July 26, 2023, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:32 p.m.

**1. ROLL CALL:**

Present:

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

Absent:

Vice Mayor Darrin Hill  
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:**

- a. The purpose of this meeting is to convene in the closed session pursuant to §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 specific legal matters requiring the provision of legal advice by the city attorney, specifically including but not limited to discussion regarding Code of Virginia 2.2-3708.3; 58.1-3310 and 3310 and 3301; 22.1-100; 55.1-123; and matters requiring legal advice of the City Attorney and under §2.2-3711(A)(29) of the Code of Virginia for the purpose of discussion or consideration 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 body, specifically including but not limited to the discussion of the award and terms of a public contract.

Council Member Myers made a motion that the City Council go into closed session for the purposes noted. Council Member Smith-Lee seconded the motion. There was no discussion on the motion, which was approved on roll call vote.

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

The City Council entered closed session at 3:33 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 Myers made a motion to return the City Council to open session and certify the purposes of the closed session. Council Member Cuthbert 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, and Parham; Absent: Hill

**23-R-43 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED.**

City Council returned to open session at 5:10pm

Mayor Parham stated, "I will entertain a motion to add a resolution to rescind 20-R-56 pertaining to reappropriation of unexpended funds by Petersburg Public Schools to the agenda."

Council Member Myers made a motion to add a resolution to rescind 20-R-56 pertaining to reappropriation of unexpended funds by Petersburg Public Schools to the agenda. Council Member Westbrook seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Council Member Myers made a motion to approve a resolution to rescind 20-R-56 pertaining to reappropriation of unexpended funds by Petersburg Public Schools. Council Member Westbrook seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

**23-R-44 A RESOLUTION TO RESCIND 20-R-56 PERTAINING TO THE RE-APPROPRIATION OF UNEXPENDED FUNDS BY PETERSBURG PUBLIC SCHOOL ANNUALLY FOLLOWING AUDIT CONFIRMATION INTO A FUND DESIGNATED FOR FUTURE CAPITAL NEEDS OF PETERSBURG PUBLIC SCHOOLS.**

Mayor Parham stated, "Next, we move on to a motion to direct the city manager to negotiate and execute a purchase agreement for 135 North Union Street one terms consistent with the draft purchase agreement for Hotel Petersburg."

Council Member Myers made a motion to add a motion to direct the city manager to negotiate and execute a purchase agreement for 135 North Union Street one terms consistent with the draft purchase agreement for Hotel Petersburg. Council Member Smith-Lee seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill; Abstain: Cuthbert

Council Member Myers made a motion to direct the city manager to negotiate and execute a purchase agreement for 135 North Union Street one terms consistent with the draft purchase agreement for Hotel Petersburg. Council Member Westbrook seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill; Abstain: Cuthbert

Mayor Parham stated, "I will entertain a motion to add a resolution to accept the transfer of land from AMPAC Fine Chemicals with the installation of a water tower."

Council Member Myers made a motion to add a resolution to accept the transfer of land from AMPAC Fine Chemicals with the installation of a water tower. Council Member Smith-Lee seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Council Member Smith-Lee made a motion to approve a resolution to accept the transfer of land from AMPAC Fine Chemicals with the installation of a water tower. Council Member Myers seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

**23-R-45      A RESOLUTION TO ACCEPT THE TRANSFER OF LAND DESCRIBED IN THE DEED OF GIFT BOUNDARY LINE ADJUSTMENT FROM AMPAC FOR THE INSTALLATION OF A WATER TANK.**

Mayor Parham stated, "I will entertain a motion to add to the agenda a motion to authorize the city attorney to prepare and issue an opinion letter for Pumper Financing."

Council Member Jones made a motion to add to the agenda a motion to authorize the city attorney to prepare and issue an opinion letter for Pumper Financing. Council Member Myers seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Council Member Myers made a motion to authorize the city attorney to prepare and issue an opinion letter for Pumper Financing. Council Member Westbrook seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Mayor Parham stated, "I will entertain a motion to direct the city attorney to take on necessary action to resolve title issues on Peabody site including but not limited to initiation of quiet title action to tonight's agenda."

Council Member Myers made a motion to add to the agenda a motion to direct the city attorney to take on necessary action to resolve title issues on Peabody site including but not limited to initiation of quiet title action. Council Member Smith-Lee seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

Council Member Myers made a motion to direct the city attorney to take the necessary action to resolve title issues on Peabody site including but not limited to initiation of quiet title action. Council Member Westbrook seconded the motion. There was no discussion on the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

**3.      ADJOURNMENT:**

The City Council adjourned at 5:20 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:

\_\_\_\_\_  
Mayor

The regular meeting of the Petersburg City Council was held on Wednesday, July 26, 2023, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:20 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  
Mayor Samuel Parham

Absent: Vice Mayor Darrin Hill

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 Councilwoman Smith-Lee will lead the city council meeting in the opening prayer.

Council Member Smith-Lee 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 except Vice Mayor Hill.

**5. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATIONS:**

- a. Proclamation designating July 16-22, 2023, as Pretrial, Probation and Parole Supervision Week in the City of Petersburg.

Mayor Parham presented the proclamation to the probation office staff.

- b. Presentation and update from the Treasurer's Office.

City Treasurer, Paul Mullin, gave an update on the treasurer's office.

Key points:

- Current responsibilities: cash reconciliations, dog tags, statutory write-offs, contesting of parking tickets, real estate tax sale abatements, wire processing, uploading web payments to the bank, payroll & A/P check signoff, unclaimed property, and investor of city funds.
- Suggested efficiency improvements – moving the treasurer's office to the fiscal management building. This allows for more internal controls regarding the transportation of daily work/cash,

creates a one stop shop for a better customer services experience for citizens, and makes the job of signing A/P & Payroll checks much easier.

- Suggested efficiency improvements – return the collections duties to the treasurer’s office. This makes the most fiscal sense, due to the reimbursements from the State Comp Board, and the ability to have predictable and consist of revenue, due to the institutional knowledge of the office and access to training through the Treasurer’s Association of Virginia.

There was discussion staff, Mr. Mullin, and the city council members.

**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:
  - July 5, 2023 – Special City Council Meeting
  - July 5, 2023 - Closed Session Meeting
  - July 5, 2023 – Work Session Meeting

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

**8. OFFICIAL PUBLIC HEARINGS:**

- a. A public hearing and consideration of an ordinance approving a petition to rezone the property located at 2225 Jamestown Road, from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District.

**BACKGROUND:** The City of Petersburg received a Petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District.

The purpose of the rezoning is to permit the construction of buildings for the operation of a light industrial and warehouse uses and the proposed use is permitted in the M-1 district. The current Comprehensive Plan Future Land Use Plan identifies the property as commercial.

The Planning Commission held a Public Hearing and considered a resolution with a recommendation to the City Council regarding the petition during the June 1, 2023, meeting.

During the Public Hearing, the representative from the applicant/Developer spoke.

**RECOMMENDATION:** It is recommended that the City Council holds a Public Hearing and considers an Ordinance approving a Petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District.

Mayor Parham stated that item “8A” has been pulled from the agenda.

Naomi Siodmok, Director of Planning and Community Development, stated, "I am the new planning director for the City of Petersburg. I did want to make a comment before we move on from item '8a' if that is alright. We did receive a request that this item be deferred by the client representative. They did ask for September 5<sup>th</sup>. I want to further make a request that the council make a motion that this item be referred back to the Planning Commission and that today act as the date of the application. This is to ensure that we properly advertise this project and that no decisions can be disputed as a result. If we can make that motion it will be much appreciated."

There was discussion among the city council and staff.

Council Member Cuthbert made a motion to refer this back to the Planning Commission. 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; Absent: Hill

- b. A public hearing and consideration of an ordinance approving a petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.

**BACKGROUND:** The City of Petersburg received a petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.

The Planning Commission is scheduled to hold a public hearing and consider a resolution with a recommendation to the City Council regarding the petition on May 4, 2023.

**RECOMMENDATION:** It is recommended that the City Council hold a public hearing and consider an ordinance approving a petition to rezone the property located at 3287 County Drive from B-2 General Commercial Zoning District to M-1 Light Industrial Zoning District.

Naomi Siodmok, Director of Planning and Community Development, gave a brief overview of the request.

Mayor Parham opened the public hearing for public comments.

Jeffrey Fleming, 1819 Chuckatuck Avenue, stated that because it is in two jurisdictions how does this benefit the City of Petersburg. He asked will this be higher tax revenue or more traffic.

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

There was discussion among the city council members and staff.

Council Member Cuthbert made a motion to table action until the new director of planning brings the city council back an agreement with Prince George that will be more favorable to Petersburg. 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, and Parham; Absent: Hill

- c. A public hearing and consideration of adoption of an ordinance to authorize the exchange of real property with the Estate of William A. Patton.

**BACKGROUND:** The City received a Letter of Interest from a representative of the Estate of William A. Patton to exchange in kind certain properties associated with the Harvell Dam with an assessed value of \$167,800.00 in exchange for City property with an assessed value of \$68,600.

**RECOMMENDATION:** Approve ordinance.

Mr. Altman and Mr. Williams gave a briefing regarding the request.

Mayor Parham opened the public hearing for public comments.

Jeffrey Fleming, 1819 Chuckatuck Avenue, stated that he agrees with the Appomattox Trail tied into Ashland. He asked what the other uses and the assessed value of the swapped property are.

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

There was discussion among the city council members and staff.

Council Member Myers made a motion to adopt 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, and Parham; Absent: Hill

**23-ORD-36 AN ORDINANCE TO AUTHORIZE THE EXCHANGE OF REAL PROPERTY WITH THE ESTATE OF WILLIAM A. PATTON.**

- d. A public hearing and consideration for adoption of an ordinance to Direct the City Manager to Reimburse Bollingbrook Properties, LLC F/K/A Master Properties, LLC and Worther G. Becker III and Karen K. Becker for expenses incurred in real property transaction recorded in Instrument 2023-2112.

**BACKGROUND:** The City recently purchased certain real property downtown. Closing on the properties was extended at the request of the City to facilitate confirmation of clear title and the performance of a Phase 1 ESA. The Purchase Agreement and Addendums do not address the accrual of real property taxes during the extension period, and the City is not under a legal obligation to reimburse these expenses.

Notwithstanding, in the interest of fair and equitable dealings, and in consideration of the owners' voluntarily agreeing to these two extensions, City Council has indicated that it would like to consider reimbursement to the owners for the expenses incurred in the amount of \$3,602.82.

**RECOMMENDATION:** Approve ordinance.

Mr. Williams, the City Attorney, gave a brief overview of the request.

Mayor Parham opened the public hearing for public comments.

Seeing no hands, Mayor Parham closed the public hearing.

There was discussion among City Council Members.

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, and Parham; Absent: Hill

**23-ORD-37 AN ORDINANCE TO DIRECT THE CITY MANAGER TO REIMBURSE BOLLINGBROOK PROPERTIES, LLC F/K/A MASTER PROPERTIES, AND WORTHER G. BECKER, III AND KAREN K. BECKER FOR EXPENSES INCURRED IN REAL PROPERTY TRANSACTION RECORDED IN INSTRUMENT 202302112.**

- e. A public hearing on the request to carryover FY22 balance to FY2023 and FY2023 balance to FY2024 including the respective FY2023 project budget for the Petersburg Station Park and Ride project.

**BACKGROUND:** In the March 5, 2019, City Council meeting, City Council adopted resolution 15-R-64, which supported the submittal by the City of Petersburg of an application for grant funding to construct a Park and Ride Parking Structure adjacent to the City’s Transit Center located at 100 Washington Street. The total amount of the project was \$8,000,000 with funding amounts spread across the following fiscal years:

<b>Petersburg Station Park &amp; Ride Facility</b>	
<i>Year</i>	<i>Funding</i>
<b>Fiscal Year 2019</b>	<b>\$1,270,296</b>
<b>Fiscal Year 2021</b>	<b>\$1,499,291</b>
<b>Fiscal Year 2022</b>	<b>\$2,503,851</b>
<b>Fiscal Year 2023</b>	<b>\$2,726,562</b>

**RECOMMENDATION:** Staff recommend the City Council approves the carryover balances and the FY23 budget for the Petersburg Station Park and Tide project. It should be noted that the \$8,000,000 project is a Smartscale project and costs are 100% reimbursable up to the \$8,000,000 amount by the Department of Rail and Public Transportation (DRPT).

Randall Williams, Public Works and Utilities, gave an overview of the request.

Mayor Parham opened the floor for public comments.

Seeing no hands, Mayor Parham closed the public hearing.

Council Member Myers made a motion to approve the carryover balances and the FY23 budget for the Petersburg Station Park and Tide project and appropriation ordinance. Council Member Jones seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, and Parham; Absent: Hill and Smith-Lee

**23-ORD-38 AN ORDINANCE, AS AMENDED, SAID ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR COMMENCING JULY1, 2023, AND ENDING JUNE 30, 2024, FOR THE CAPITAL PROJECTS FUND.**

- f. A public hearing on the consideration of a resolution authorizing the issuance and sale of General Obligation Refunding Bonds of the City of Petersburg, Virginia, providing for the form, details, and payment thereof to finance the courthouse project.

**BACKGROUND:** The city is in the process of planning and design for necessary renovations/reconstruction of city courts facilities. It has been advertised as a public hearing for the issuance of general obligation bonds to fund such a project as permitted under Section 15.2-2606. Staff have attached a resolution which includes the formal terms of issuance.

**RECOMMENDATION:** Recommend the City Council adopt the resolution authorizing the issuance and sale of the General Obligation Public Improvement Bonds in the maximum aggregate principal amount of \$34,000,000.

Mr. Altman, City Manager and Dan Siegel, Bond Counsel, gave an overview of the request.

Mayor Parham opened the public hearing for public comments.

Seeing no hands, Mayor Parham closed the public hearing.

Council Member Myers made a motion to approve the resolution authorizing the issuance and sale of the General Obligation Public Improvement Bonds in the maximum aggregate principal amount of \$34,000,000. Vice Mayor Hill seconded the motion. The motion was approved on roll call vote. On roll call vote, voting yes: Cuthbert, Jones, Myers, Westbrook, and Parham; Absent: Hill and Smith-Lee

**23-R-46 A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS OF THE CITY OF PETERSBURG, VIRGINIA, PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF.**

- 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.

Queen Shabazz, 464 Byrne Street, stated that she is present on behalf of non-profit organizations to request that the city lift the moratorium for tax exemptions. She stated that they have been granted tax exemptions by the Internal Revenue Service but not by the City of Petersburg. She stated that it makes it hard for non-profits to do business in the City of Petersburg and to provide support for everyone in the community. She stated that when they are granted funds most times it is stipulated that the organization be tax exempt. Therefore, they are not granted funds for taxes that they are not expected to pay. She stated that it causes financial hardship.

Council Member Myers stated that he is aware of the issue regarding Ms. Shabazz. He stated that he has heard that it converted from a commercial facility to residential. He stated that it has been going on for months. He stated that he would appreciate it if the City Manager would take the time to sit down with Ms. Shabazz and his staff and get it corrected.

Mr. Altman stated that he will be happy to sit down with Ms. Shabazz. He stated that with the structure of the ordinance they would not typically revert back but that he will sit down with Ms. Shabazz.

Ken Pritchett, 1113 Overbrook Road, stated that there has been a great surge of redevelopment in the city in some neighborhoods. He stated that there are certain situations where developers want to renovate a home that dates back to the 1800s but there is an ordinance that says that if the homes have not been occupied in two years, then it reverts back to a single-family home. He stated that there are couple of people that have spent a couple thousand dollars reverting them back to single family when they never were. He

stated that he has talked to a few people who stated that they will not do anymore development in Petersburg. He stated that the city does not want that. He stated that he encourages people to come here. He asked if the city could look at the ordinance and see if it can be changed, adapted, or revised to accommodate putting these houses back on the market to increase tax revenue. He stated that he has been asking for years for the city to take Washington Street that is coming over I-95 and make a merge lane so that the traffic coming off I-95 does not have to stop. He stated that there is a problem with litter in the city. He stated that he would like the city to look at what they can do to increase the litter fines and capture people that are littering within the city.

Mr. Williams stated that regarding Mr. Pritchett's comment on the zoning ordinance, Council Member Cuthbert and Council Member Myers have both made suggestions on how to correct that issue. He stated that the planning department is currently working on that issue, and it is likely that the council will see a proposed text amendment on that in the future.

Mr. Altman stated that there is currently a study being done on I-95 and the traffic from Colonial Heights.

Mayor Parham stated that he helped to catch a citizen that was coming through the city dumping pizza boxes and trash out the window. He stated that the driver got caught by Petersburg Police and he was a resident from Chesterfield coming through Petersburg to dump trash.

Roy Jordan, 1806 W. Clara Drive, stated that he goes down I-95 and stop at places. He stated that one of the places that he can never stop at is Petersburg. He stated that there are no adequate hotels or restaurants. He stated that Petersburg dissects the highway every month and year. He asked why they have not torn down the old hotels and things and rebuilt new ones. He asked why there is no marketing plan to get people to stop in Petersburg.

Mr. Altman stated that this council is very aggressive when it comes to looking at redevelopment particularly along the interstate and the interchange. He stated that part of the delay is the study with VDOT that was discussed previously.

Jeffrey Fleming, 1819 Chuckatuck Avenue, stated that he has lived and worked in other cities throughout his life. He stated that it is hard to believe the technology that the city has today. He says that the city has departments that do not talk to each other or communicate. He stated that he is not sure if it is the technology that the city does not have but it is something that they really need to look at. He stated that this puts us in liability issues and its revenue. He stated that we are doing a courthouse and the city is going to need some revenue.

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

Council Member Cuthbert stated that he wanted to discuss neighborhood services and what happens when they do not do their job. He stated that he wanted to show the property on Liberty Street before it was demolished. He asked the city manager did he know where the photos were.

Mr. Altman stated that he was not aware of any photos being shared tonight and that Mr. VanVoorhees was going to be absent tonight. He stated that the photos can be shared at the second meeting in September.

Council Member Cuthbert stated that was fine. He stated that on July 13<sup>th</sup> he was given a tour of a program that the city council helped with at Walnut Hill Elementary School. He stated that it is spearheaded by the greater Richmond YMCA. He stated that it was very gratifying and satisfying to see what was happening. He stated that in one classroom there were children working on their ability to read in small groups. He stated that there were three adults in the room, and they were helping the students to master reading. He stated that

he was really pleased. He stated that there are people working to make this a better place and the city council is among them.

Council Member Jones stated that he does not have much to say. He stated that he would like to piggyback off the mayor's statement on trash from another area. He stated that he would like to put the city on alert that there are people out here that are not from the City of Petersburg that are taking advantage of the ignorance. He stated that they are doing things in the city making it seem like it is the citizens doing it. He stated that he is talking about murders, robberies, and everything where everyone thought that it was Petersburg. But there are people out there that feel like they can do it because the city does not know any better. He stated that when you see things happening in the city do not automatically think that it is our youth. He stated that just as easy as they threw the pizza boxes on the highway is the same way that they can shoot a gun and then leave the city and let the city deal with it later. He stated that this is what is going on in the city. He stated that he is getting ready to open up a skating rink up in the City of Petersburg. He stated that he thought he kept it a secret but that the location is still secret. He stated that some people think that it will be dangerous for the city. He stated that he is not worried about it because he has the police department and the people to protect it. He stated that he wants to give a special shoutout to the Parks and Recreation Director. He stated that the fence in Berkeley Manor is fixed, and the grass was cut for a family reunion this weekend.

Council Member Westbrook stated today is an all or nothing day. He stated that he knows recently there have been talks about the comprehensive plan going forward. He stated that the citizens' voices are the ones to be heard. He stated that they try their best to move the city forward. He stated that he questions what everyone loves about Petersburg and the actions that they are moving on it together. He stated that the city as a whole cannot wait on entertainment or a casino to save the city. He stated that the entire Petersburg community has to invest into things like the Comprehensive Master Plan. He stated that they need to help out the Planning Commission. He stated that there is a drainage survey that is going on and he has to take that information to the Camelot residents because they complain about the ravine behind their houses. He stated that he has an example of how it can work. He stated that it is a big term called urban regeneration. He stated that it is a comprehensive approach that merges vision with action to solve problems. He stated that it is his pleasure to work with each one to move the city forward.

Council Member Myers stated that he has no comments.

Council Member Smith-Lee stated that she would like to welcome the new planning and public works director. She stated that she appreciates them for wanting to come to Petersburg and hopes and prays that they will do their very best to make a difference. She stated that she wanted to give a shoutout to Richard Harris who was the interim public works director. She stated that he did a good job in the position. She stated that she wanted to congratulate all of the students who are going on to college and the military and all those who have gotten scholarships. She stated that she wanted to congratulate Kenneth Miller and Lakishah White and the HR Department. She stated that they hired almost 80 students for the City of Petersburg. She stated that the funding did not just come from the city but from Kings Dominion and Dominion Power. She stated that the city has made an impact because they are getting paid and learning something during the summer. She stated that she appreciated them going the extra mile. She stated that she appreciates Marquis, Janell, and Massenburg for showing that the youth have something to do during the summer. She stated that she just wanted to say, "Petersburg Strong, It's a New Day."

Mayor Parham stated that he would like to take a moment to talk about the National Night Out. He stated that it will be next Tuesday August 1<sup>st</sup>. He stated that the look forward to going around the city. He stated that he would like to express his gratitude and appreciation for the city manager. He stated that he and the city manager were in New York on Wall Street talking about the City of Petersburg to get them in front of the rating agencies. He stated that they were very well received. He stated that they were well received. He stated that they formally introduced Mr. Altman as the new City Manager of the City of Petersburg and provided a perspective of improvements in fiscal health with the city based on audit information. He stated that

they provided them with information on bond ratings, economic development initiatives, and future projects. He stated that they were impressed and that they stated that the plan on visiting the city when the new Hotel Petersburg is completed.

**11. ITEMS REMOVED FROM CONSENT AGENDA:**

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

**12. FINANCE AND BUDGET REPORT:**

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

**13. UNFINISHED BUSINESS:**

- a. A public hearing and consideration of a petition for a Special Use Permit (SUP) for a Car Wash and Automotive Detailing at 1602 W. Washington Street. The property is located in the B-2 General Commercial Zoning District.

Mayor Parham stated that this item is pulled from the agenda tonight but that there was a gentleman who wanted to speak on it.

Wallace Warden, 1602 West Washington Street, stated that he owns the building on 1602 West Washington Street. He stated that he is currently renting the building out and the tenants have been waiting for their special use permit for about five months. He stated that she cannot get a business license or operate her business, but she is still paying rent. He stated that he hopes that the city council will consider passing the special use permit for a car wash. He stated that he would like to know why the action is being moved to September.

Mr. Altman stated that there was some concern about meeting the proper requirement of advertising and posting in the state code. He stated that if they moved forward and someone brought this up it could be a potential issue for null and void on the decision from council. He stated that they just want to check all boxes correctly and follow the procedure.

Mayor Parham stated that they will have a special meeting on September 5<sup>th</sup> to act on this item.

**14. NEW BUSINESS:**

- a. Consideration of appointment/s to the Appomattox River Water Authority (ARWA) Board.

**BACKGROUND:** The Appomattox River Water Authority consists of the Cities of Colonial Heights and Petersburg and the Counties of Chesterfield, Dinwiddie, and Prince George. The Authority is responsible for the operation of the Appomattox River Water Treatment Plan.

The Authority Board includes one (1) Member and one (1) Alternate Member from each of the political subdivisions. The City Council has the city manager, as have others as its representatives on the Board and the Director of Public Works as the alternate.

**RECOMMENDATION:** Recommend City Council appoint Jerry Byerly, Director of Public Works, as the alternate member to the Appomattox River Water Authority Board and reappoint John ‘March’ Altman, Jr, as the primary.

Council Member Myers made a motion to approve the resolution appointing Jerry Byerly, Director of

Public Works, as the alternate member to the Appomattox River Water Authority Board and reappoint John 'March' Altman, Jr, as the primary. Council Member Smith-Lee seconded the motion. The motion was approved on voice vote. On voice vote, voting yes: Cuthbert, Jones, Smith-Lee, Myers, Westbrook, and Parham; Absent: Hill

**23-R-47 A RESOLUTION REAPPOINTING JOHN M. "MARCH" ALTMAN, JR., CITY MANAGER, TO THE APPOMATTOX RIVER WATER AUTHORITY BOARD AS THE PRIMARY AND APPOINTING JERRY BYERLY AS THE ALTERNATE FOR TERM ENDING DECEMBER 31, 2023.**

- b. Consideration of a resolution approving the funding recipients for the FY23-24 Community Development Block Grant.

**BACKGROUND:** The CDBG 2023-2024 Action Plan will start on July 1, 2023, and ends on June 30, 2024. The estimated amount of funding the City of Petersburg will receive from the U.S. Department of Housing and Urban Development (HUD) for 2023-2024 is \$583,000. Please note that at the time of this notice, the 2023-2024 funding amounts have not been issued by HUD. CDBG funds will be used to support the following three activities: Housing Rehabilitation, Public Service, and Public Facilities/Infrastructure, which are described in the 2020-2024 Consolidate Plan.

**RECOMMENDATION:** Recommend City Council approve the resolution.

Kofi Adif, chairman from Community Development Block Grant Advisory Board, gave a briefing on the request.

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

**23-R-48 A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE THE FUNDING RECIPIENTS FOR THE FY23-24 COMMUNITY DEVELOPMENT BLOCK GRANT.**

- c. Consideration of a resolution to amend and re-adopt Articles V, VII, and VIII of the City of Petersburg Personnel Policies and Procedures Manual pertaining to Disciplinary Matters, Grievance and Appeal Procedures.

**BACKGROUND:** The City of Petersburg City Council previously approved and adopt the City of Petersburg Personnel Policies, which included Articles V – Disciplinary Actions, Demotions, Dismissals and Separations, Article VII – Grievance and Appeal Procedures and Article VIII – Grievance Hearing Panel. Revisions are being recommended in an effort to correct deficiencies which exist in the current policies as written, to improve the City’s defensibility in disciplinary and grievance matters, to implement a streamlined review process to include Human Resources, the City Attorney, and the City Manager, and to ensure standard forms and procedures exist to support both the disciplinary and grievance processes for the City of Petersburg.

**RECOMMENDATION:** Staff recommends the City Council make a motion to approve the resolution amending Articles V, VII, and VIII of the City of Petersburg Policies and Procedures Manual.

Lakishah White, Human Resource Director, gave a briefing on the request.

Council Member Smith-Lee made a motion to approve the resolution. 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, and Parham; Absent: Hill

**23-R-49 A RESOLUTION TO AMEND AND RE-ADOPT ARTICLES V, VII, AND VIII OF THE CITY OF PETERSBURG PERSONNEL POLICIES AND PROCEDURES MANUEL PERTAINING TO DISCIPLINARY MATTERS, GRIEVANCE AND APPEAL PROCEDURES.**

**15. CITY MANAGER’S AGENDA:**

Mr. Altman stated that Mayor Parham is an excellent representative of the city, and he did a great job in New York with the rating agencies. He stated that the mayor is the best salesman for the City of Petersburg. He stated that they had very good meetings. He stated that he was going to announce the new staff, but they have already been introduced and he welcomes them. He stated that it is a great time to be in the City of Petersburg. He stated that there are so many positive things going on in the city.

**16. BUSINESS OR REPORTS FROM THE CLERK:**

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

**17. BUSINESS OR REPORTS FROM CITY ATTORNEY:**

Mr. Williams stated that he has no report.

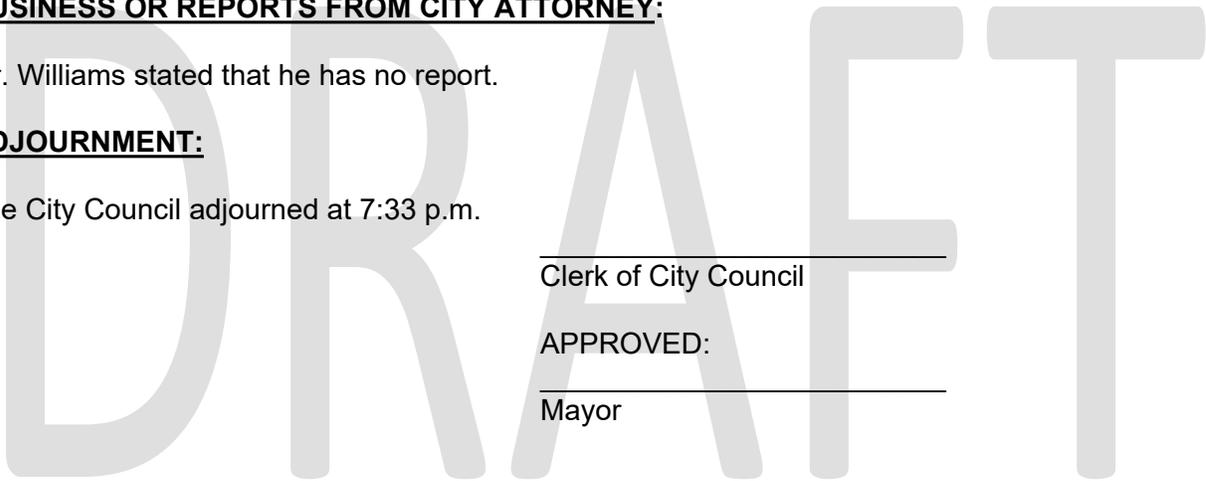
**18. ADJOURNMENT:**

The City Council adjourned at 7:33 p.m.

\_\_\_\_\_  
Clerk of City Council

APPROVED:

\_\_\_\_\_  
Mayor





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Wayne Crocker

**RE:** **Consideration of an appropriation ordinance for the Virginia Foundation for Healthy Youth Grant - 1st Reading (Page 18)**

**PURPOSE:** To provide funds to purchase updated “Al’s Pals: Kids Making Healthy Choices Curriculum Kits”.

**REASON:** The Petersburg Public Library has received a letter of intent to fund a Youth Tobacco Use Prevention grant from the Virginia Foundation for Healthy Youth. This funding will be used to purchase updated “Al’s Pals: Kids Making Healthy Choices Curriculum Kits” for 21 classrooms at Westview Early Childhood Education Center. In Year 1 another Pre-K in Petersburg will also be funded. Year 2 and Year 3 will add two other Pre-K sites for a total of 410 children participating in the program. The curriculum will also be woven into the Petersburg Public Library children’s programming.

**RECOMMENDATION:** Recommend City Council approve

**BACKGROUND:** Al’s Pals is a Social Emotional Learning (SEL) curriculum for preschool that provides young children with the skills to prepare for life’s challenges through interactive lessons, engaging puppets, original music, and impactful approaches. This curriculum has been a long-standing program at Westview Early Childhood Education Center.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** \$194,733.00

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Library Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS: N/A**

**ATTACHMENTS:**

1. VFHY Letter to the Petersburg Library (003)
2. Petersburg Al's PalsPacket August 2023
3. Ordinance VA Fdtn for Healthy Youth-Library Al's Pals 2023



Petersburg Public Library  
Wayne M. Crocker  
201 W Washington St,  
Petersburg, VA 23803

July 28, 2023

Dear Mr. Crocker:

The Virginia Foundation for Healthy Youth has received the Petersburg Public Library's preliminary proposal for our Youth Tobacco Use Prevention Petersburg Targeted Grant. This grant totals no more than \$195,000 over three years beginning 7/1/2023 and ending 6/30/2026. We are pleased to inform you that your proposal has been recommended for funding contingent upon:

- Our receipt of a Memorandum of Agreement signed by the Superintendent of Petersburg Public Schools, any participating school principals, and the Petersburg City Manager
- The Petersburg Public Library's completion of minor revisions to their proposal

Please do not hesitate to reach out to me if you have any questions. We look forward to our partnership.

Michael Parsons, MSW  
Director of Programs  
[mparsons@vfhy.org](mailto:mparsons@vfhy.org)  
Virginia Foundation for Healthy Youth (VFHY)

# Petersburg AI's Pals

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*Petersburg Targeted Grant*

*Petersburg Public Library - Youth Services*

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## *Ms. Pat Caulkins*

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201 W. Washington Street  
Petersburg, VA 23803

pcaulkins@ppls.org  
O: 5406491658

# Petersburg Targeted Grant

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## *SUMMARY INFORMATION*

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### **Project Name\***

Select a name to distinguish your program. For example: **Petersburg City Public School's CATCH My Breath Program.**

Petersburg Al's Pals

### **Geographic Region\***

Indicate the VFHY Geographic Region where programs/projects will be conducted. The VFHY regions are Central, North, Southeast and Southwest. A map with the four regions marked can be found here.

Southeast

### **Program Summary\***

Briefly describe your proposal.

If you are applying for Youth Tobacco Use Prevention, include information describing targeted youth, their age, how many will participate, the location(s) in which programming will be delivered, Curriculum Guide program(s) and total budget amount.

If you are applying for Childhood Obesity Prevention, highlight the focus of the project and its major components.

If you are applying for an Equipment Grant, briefly summarize the requested equipment.

Funding will be used to purchase updated Al's Pals: Kids Making Healthy Choices Curriculum Kits for 21 classrooms at Westview Early Childhood Education Center and for another Pre-K (ages 3-5) in Petersburg in Year 1. Years 2 and 3 will add two other Pre-K sites for a total of 410 children participating in the program. The curriculum will also be woven into Petersburg Public Library (lead agency) children's programming. The total budget requested is \$194,733.

### **Targeted Grant Type\***

For which targeted grant are you applying?

Youth Tobacco Use Prevention

## *PROGRAM INFORMATION*

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### **Staff & Responsibilities\***

List the position, titles, and roles of all staff who will work on the proposed program(s). This list should include fiscal and program coordination staff. Indicate full and/or part-time staff.

Funding is being requested for a Program Coordinator who will work directly with the school staff to implement the curriculum, hold any trainings, and support the classroom teachers at Westview Early Childhood Education Center and will help select a second site for expansion in Year 1. The position will be a full time employee of the Petersburg Public Library (City of Petersburg) and will work in the Youth Services Department supporting the Youth Services Department Director in incorporating Al's Pals concepts into Story Times and in outreach to Pre-schools and Daycares in Petersburg. All grant requirements, including fiscal management, will be fulfilled by the Program Coordinator in conjunction with City/Library staff.

## Memorandums of Agreement (MOA's)

An MOAs with the school system and any other partner organizations must be included. This must be a Memorandum of Agreement rather than letter of support. It must have a current date and specifically outline commitments for the entire three years of the grant period.

MOA Signed.pdf

## Program Fidelity\*

Provide information about the responsible staff who will monitor and ensure that proposed programs are conducted with fidelity and adhere to the requirements of the program developer. Identify and include the fidelity requirements of the selected program and describe how these will be monitored for compliance. Fidelity refers to the extent to which the program's core components are followed as described by the developer.

In order to replicate Al's Pals with fidelity, "complete lessons need to be delivered, in sequence, two per week, by a ... trained classroom teacher". That "teacher (typically the classroom educator), ... needs to spend at least five hours each week with the children receiving the program." There are 46 lessons available with the curriculum with the number of lessons required to achieve fidelity at 35. The Program Coordinator will work closely with a designated school or Pre-K staff person or administrator to insure fidelity. The Program Coordinator will be on site 2 times/week to assist with monitoring of fidelity. Lesson plans will reflect the number of lessons planned and conducted in the classrooms and all classroom educators will receive training. Al's Pals has been a long-standing program at Westview so it will not be a new or an additional program for the educators which will further insure fidelity.

## ***WORKPLAN***

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All submitted proposals must upload a Workplan for each year of the grant.

### Year 1 Workplan\*

workplan year 1. revised 23.24.docx

### Year 2 Workplan\*

workplan year 2 revised 24.25.docx

### Year 3 Workplan\*

workplan year 3. revised 25.26.docx

## ***PROGRAM IMPLEMENTATION MATRIX***

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All submitted proposals must upload a Program Implementation Matrix Form for each year of the grant.

### **Programs\***

Select all *Curriculum Guide* programs that will be conducted through this grant effort.

Al's Pals

### **Year 1 Matrix\***

matrix year one revised.docx

### **Year 2 Matrix\***

matrix year two revised.docx

### **Year 3 Matrix\***

matrix year three revised.docx

### **Total Youth\***

How many total youth do you estimate that you will reach over the entire 3-year grant?

For example, if you plan on reaching 100 youth in year 1, 100 youth in year 2 and 200 youth in year 3, your Total Youth would be 400.

410

### **VFHY Statewide Evaluation\***

Funded organizations are required to participate in the VFHY Statewide Evaluation process. This evaluation may include an online survey and focus groups and/or additional activities. Indicate your organization's agreement to participate by selecting "Yes".

Yes

## ***BUDGET AND BUDGET NARRATIVE***

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### **First Year Funding\***

How much is requested from VFHY for first year funding?

\$90,162.00

### **Second Year Funding\***

How much is requested from VFHY for second year funding?

\$51,657.00

### Third Year Funding\*

How much is requested from VFHY for third year funding?

\$52,914.00

### Total Funding Requested\*

Provide the total amount you are requesting from VFHY for this grant.

To calculate this number simply add together all the three numbers above.

\$194,733.00

### Budget Form

For Youth Tobacco Use Prevention Grants and Childhood Obesity Prevention Grants only. Not for Equipment Grants.

Please complete the VFHY Budget Form and then upload it to the application. Formulas are included to automatically add the line items. The budget form includes both a line item form and a narrative section to describe and justify all grant expenses. Both sections must be completed.

Copy of completed budget. revised (JS.PC).xlsx

## ***TERMS AND CONDITIONS***

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### Terms and Conditions/Required Statements\*

Applicants must enter the name of the organization's Authorized Representative to acknowledge the organization has reviewed and agrees to the Petersburg Targeted Grant Terms and Conditions, including the VFHY Required Statements, and further, that the Authorized Representative agrees to comply with all conditions described and explained. An Authorized Representative might be a Superintendent or Center Director.

Wayne Crocker, Petersburg Public Library Director

## File Attachment Summary

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### *Applicant File Uploads*

- MOA Signed.pdf
- workplan year 1. revised 23.24.docx
- workplan year 2 revised 24.25.docx
- workplan year 3. revised 25.26.docx
- matrix year one revised.docx
- matrix year two revised.docx
- matrix year three revised.docx
- Copy of completed budget. revised (JS.PC).xlsx

**Memorandum of Agreement between  
Petersburg City School Board  
&  
City of Petersburg  
on behalf of its Tobacco Prevention Grant**

Petersburg City School Board ("School Board") and the City of Petersburg/Petersburg Public Library (PPL) on behalf of its Tobacco Prevention Grant received from the Virginia Foundation for Healthy Youth (VFHY) (Individually "Party" and collectively "Parties"), enter into this Memorandum of Agreement (MOA) to implement tobacco prevention initiatives to address mutual goals for Petersburg City Public Schools' students and their families.

School Board will work with representatives from the City of Petersburg to:

- Implement updated tobacco prevention Al's Pals: Making Healthy Choices curriculum at Westview Early Childhood Education Center and assist with the evaluation of the curriculum
- Provide a representative who will:
  - Serve as liaison between PCPS and grant staff;
  - Attend individual and team meetings as appropriate;
  - Assist with adaptation of programs, initiatives, and activities to ensure consistency with School Board's goals, academic priorities, and capacity for implementation;
  - Identify staff to assist with implementation of Al's Pals & related training and activities as appropriate.

City of Petersburg will work with School Board to:

- Implement updated Al's Pals: Making Healthy Choices Curriculum at Westview Early Childhood Education Center
- Consult with School Board liaison to determine which programs, initiatives, and activities will be implemented and to adapt them prior to implementation.
- Establish timeline of activities
- Determine and submit future work plans that involve the PCPS
- Support implementation of programs, initiatives, and activities that are mutually agreed upon through:
  - Support from City of Petersburg grant staff and representatives; and
  - Material and supplies purchased using City of Petersburg Targeted Tobacco Grant funds

The Parties agree as follows:

- This MOA shall be effective from May 1, 2023 through June 30, 2025. This MOA shall be reviewed by the parties annually and may be renewed upon mutual agreement of the parties. Any Party may terminate this MOA by giving the other Parties written notice at least 60 days before the effective date of termination.
- City of Petersburg's employees, agents, and representatives shall abide by School Board Policies, Regulations, and Rules while performing services on school grounds.
- None of the provisions of this MOA are intended to create nor shall be deemed or construed to create any relationship between the Parties other than that of independent entities contracting with each other solely for the purpose of affecting the provisions of this MOA. The Parties' employees, personnel, agents or representatives shall not be construed to be an employee, personnel, agent or representative of the others. The Parties have no express or implied rights, nor authority to assume, or create any obligation, or responsibility on behalf of or in the name of the other Party, except as may otherwise be set forth in this MOA. Each Party shall be responsible for the actions of their respective employees.
- It is specifically understood and agreed that during the term of this MOA City of Petersburg's relationship to the School Board and the City of Petersburg's employees' relationship to the School Board will be that of an independent contractor and that neither this MOA nor the services to be rendered hereunder shall for any purpose whatsoever or in any way or manner create any employer-employee relationship between the Parties. This MOA shall not be construed as a partnership and the School Board shall not be liable for any obligation incurred by City of Petersburg.

- Pursuant to Code of Virginia 22.1-296.11, any person making a materially false statement regarding offenses which are required to be included in the certification referenced above shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services, The School Board shall not be liable for materially false statements regarding the certifications required under this MOA.
- In providing services under this MOA, City of Petersburg may have access to identifiable student information that are subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and its implementing regulations, and Virginia state law. Such information is considered confidential and is protected by FERPA. To the extent that City of Petersburg employees have access to "education records" under this MOA, each is deemed a "school official," as each of these terms are defined under FERPA. City of Petersburg agrees that education records will not be used for any purpose other than in the performance of this MOA. Except as required by law, City of Petersburg shall not disclose or share education records with any third party. Any data or material furnished by the School Board to City of Petersburg shall remain the property of the School Board and upon request by the School Board in writing, City of Petersburg shall either return such material promptly to the School Board or certify that such material has been deleted or destroyed.

The Parties shall maintain any and all relevant insurance coverage.  
 This MOA shall be governed by the laws of the Commonwealth of Virginia.

**Authorized Signatures**

**PCPS Superintendent**

Printed Name: Dr. Tamara Sterling, Superintendent Signature:    
 Date: 6/27/2023   
DocuSigned by: 806C31F587A8419...

**Westview Early Childhood Education Center, Principal**

Printed Name: Stacie Parham Signature: Stacie Parham   
 Date: 6/27/2023

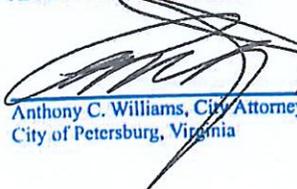
**CITY OF PETERSBURG, VIRGINIA**

Printed Name: John M. Altman, Jr. Signature: John M. Altman, Jr.   
 Date: 7.28.23

4/23 MOA targeted tobacco revised



APPROVED AS TO FORM:

 7/28/2023   
 Anthony C. Williams, City Attorney   
 City of Petersburg, Virginia

# Youth Development Workplan



Name of Organization: Petersburg Public Library Youth Services

YEAR ONE (2023)

YEAR TWO (2023-2024)

YEAR THREE (2024-2025)

Goals, Objectives and Strategies				
<b>Goal</b>	<input checked="" type="checkbox"/> To prevent the use of tobacco, nicotine, or vaping products by youth. <input type="checkbox"/> To provide tobacco, nicotine, or vaping use reduction/cessation programs for youth			
<b>Objective</b>	<p><i>Applicants must define their own measurable objective(s) in the space below.</i></p> <p>By June 2024, structures and processes will be in place in order to serve a total of 320 youth at Westview Early Childhood Education Center and another Pre-K in Petersburg through the implementation of the updated Al's Pals Curriculum in the Spring of 2024.</p>			
Strategies/Activities	Anticipated Start	Anticipated Completion	Responsible Staff	Expected Outcomes
Develop job description for the Program Coordinator and advertise for the position through Human Resources for the City of Petersburg	10/1/2023	10/30/2023	Library and Westview staff	A job description will be developed
Assemble hiring team & schedule interviews	10/1/2023	10/30/2023	Library and Westview staff	At least 3 people will be on the hiring team and at least 3 interviews will be scheduled
Conduct interviews & offer the position to the top candidate	11/1/2023	11/30/2023	Library and Westview staff	At least 3 interviews will be conducted and the top candidate will be hired and complete orientation with the City
Establish all accounting processes necessary to coordinate the grant finances with the City of Petersburg	11/1/2023	6/30/2024	Program Coordinator, Library Staff	Accounting and personnel paperwork will be developed or implemented
Set up work space in the Youth Services Department of the Petersburg Public Library (PPL)	11/1/2023	11/30/2023	Program Coordinator, Library Staff	The Program Coordinator will have a designated and stocked work space in the Youth Services Department of PPL

Set up grant notebook	11/1/2023	11/30/2023	Program Coordinator	The grant notebook will be established for record keeping
Establish and maintain regular contact with staff of Westview and other Pre-K to plan for implementation of updated curriculum and training	12/1/2023	6/30/2024	Program Coordinator, Westview Principal and/or designee; Other Pre-K designee	Weekly meetings or email correspondence will take place between the Coordinator and the Westview staff and also with the other Pre-K staff
Request and receive updated quote for AI's Pals curriculum	12/1/2023	12/30/2023	Program Coordinator	The updated quote will be received
Purchase curriculum materials for Westview Early Childhood Education Center and one other Pre-K	12/1/2023	1/31/2024	Program Coordinator	Curriculum will be purchased
Schedule training for curriculum on a date determined by Westview, the other Pre-K, and AI's Pals staff	12/1/2023	6/30/2024	Program Coordinator, Westview staff	Training Day will be held for 42 people; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Attend the VFHY Champions for Youth Summit	4/24/2024	4/26/2024	Program Coordinator	The Program Coordinator will attend the Champions for Youth Summit
Receive and inventory curriculum; plan distribution in collaboration with Westview and other Pre-K	1/1/2024	2/28/2024	Program Coordinator, Westview staff	The updated curriculum will be received and a plan for distribution will be developed in collaboration with Westview and the other Pre-K
Run copies of handouts for training, families, and children	2/1/2024	6/30/2024	Program Coordinator	Copies will be run and organized for distribution
Prepare for spring implementation of curriculum	1/1/2024	6/30/2024	Program Coordinator, Westview Staff	A written plan and timeline for implementation will be developed
Establish annual job review for Coordinator	6/1/2024	6/30/2024	Program Coordinator, Library Staff	A written job review document will be developed and completed each June
Submit grant requirements	9/1/2023	6/30/2024	Program Coordinator	All grant requirements will be submitted accurately, completely, and on time

Assist the PPL Youth Services Director with Story Times and networking with area Pre K/Day Care sites	11/1/2023	6/30/2024	Program Coordinator, Library Staff	The Youth Services Director and the Program Coordinator will hold weekly meetings; a written schedule for Story Times for 23/24 will be developed
Using the list of Petersburg Pre-K and Daycare Centers developed by the PPL, contact at least 2 sites and select one to implement AI's Pals	12/1/2023	1/31/2024	Program Coordinator, Library Staff	Contact will be made with at least 2 Pre-K sites in Petersburg; 1 site will be selected for AI's Pals implementation

# Youth Development Workplan



Name of Organization: Petersburg Public Library Youth Services

YEAR ONE (2023)

YEAR TWO (2023-2024)

YEAR THREE (2024-2025)

Goals, Objectives and Strategies				
<b>Goal</b>	<input checked="" type="checkbox"/> To prevent the use of tobacco, nicotine, or vaping products by youth. <input type="checkbox"/> To provide tobacco, nicotine, or vaping use reduction/cessation programs for youth			
<b>Objective</b>	<i>Applicants must define their own measurable objective(s) in the space below.</i> By June 2025, we will serve at least 365 pre-school children through the implementation of AI's Pals with 80% of the children completing the program according to fidelity.			
Strategies/Activities	Anticipated Start	Anticipated Completion	Responsible Staff	Expected Outcomes
Continue regular meetings or email contact with Westview and 2 other Pre-K staff pertaining to the AI's Pals curriculum and its implementation	7/1/2024	6/30/2025	Program Coordinator, Westview staff, Pre-K staff	Contact will continue at least weekly between the Coordinator and Westview and Pre-K staff
Coordinate and attend the training day	7/1/2024	8/30/2024	Program Coordinator, Westview Staff, Pre-K staff	The Training Day will be held for 30 people including Westview staff and the Program Coordinator; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Insure that the participating teachers have access to the curriculum and the materials & handouts they need for implementation	7/1/2024	8/30/2024	Program Coordinator, Westview Staff, Pre-K staff	All participating classroom teachers will be asked if they have the materials needed for implementation; all materials will be in place prior to implementation

Assist with the implementation at Westview and two Petersburg Pre-K schools, evaluate the implementation, and trouble shoot for the staff	8/30/2024	6/30/2025	Program Coordinator, Westview Staff, Pre-K staff	The Program Coordinator will be on site at least 2 times per week to assist with implementation; all 21 classrooms at Westview and 3 classrooms at each of two other Pre-K schools will implement the curriculum; 90% of the school enrollment will complete the program
Continue to run copies of handouts and distribute them to classrooms as needed	8/30/2024	6/30/2025	Program Coordinator	All classroom teachers will have the handouts they need provided to them by the Program Coordinator
Visit Westview and other Pre-K sites at least 2 times per week to assist with implementation, to observe the classrooms, and to establish working relationships with the staff	8/30/2024	6/30/2025	Program Coordinator	The Program Coordinator will be on site at least 2 times per week to observe Al's Pals implementation in the classrooms; all participating classrooms will be visited by the end of the school year
Using the list of Petersburg Pre K/Day Care sites developed by the PPL, contact at least 2 sites to determine interest in Al's Pals	1/10/2025	3/1/2025	Program Coordinator, PPL Youth Services Director	Two Pre K/Day Care sites will be contacted and introduced to the Al's Pals Curriculum
Choose one location to implement Al's Pals in the fall of 2024 & begin regular contact in person and via email	3/1/2025	3/30/2025	Program Coordinator, Staff of new site	One additional Pre K/Day Care location with at least 3 classrooms will be selected to implement Al's Pals; at least weekly contact will be established
Order the curriculum for the new location	3/30/2025	4/30/2025	Program Coordinator	Curriculum will be ordered and payment processed
Establish the training date and prepare for the training	3/30/2025	6/1/2025	Program Coordinator, Westview Staff, Staff of new site, Al's Pals staff	A training date for the summer of 2025 will be scheduled
Consult with the staff of Al's Pals and the Library Youth Services Director to find ways to incorporate Al's Pals concepts into Story Times with additional Pre K/Day cares	7/1/2024	1/30/2025	Program Coordinator, Library Staff, Al's Pals staff	At least 5 ideas to incorporate Al's Pals into Story Time will be developed

Assist the Youth Services Librarian with Story Time and networking with the Pre K/Day Cares in Petersburg	1/30/2025	6/30/2025	Program Coordinator, Library Staff	The Program Coordinator will participate in at least 3 Story Times reaching at least 30 children; Story Time will be presented in at least 3 Pre K/Day Care sites in Petersburg
Attend the VFHY Champions for Youth Summit	4/1/2025	4/30/2025	Program Coordinator	The Program Coordinator will attend the Summit
Maintain the grant notebook and submit all grant documents, including City paperwork, in an accurate and timely manner	7/1/2024	6/30/2025	Program Coordinator, Library Staff	All required paperwork for the VFHY and the City will be completed in an accurate and timely manner
Participate in the annual job performance evaluation for the Coordinator	6/1/2025	6/30/2025	Program Coordinator, Library Staff	The annual job performance evaluation will be held

# Youth Development Workplan



Name of Organization: Petersburg Public Library Youth Services

YEAR ONE (2023)

YEAR TWO (2023-2024)

YEAR THREE (2024-2025)

Goals, Objectives and Strategies				
<b>Goal</b>	<input checked="" type="checkbox"/> To prevent the use of tobacco, nicotine, or vaping products by youth. <input type="checkbox"/> To provide tobacco, nicotine, or vaping use reduction/cessation programs for youth			
<b>Objective</b>	<i>Applicants must define their own measurable objective(s) in the space below.</i> By June 2026, we will serve at least 410 pre-school children at four locations through the implementation of AI's Pals with 80% of the children completing the program according to fidelity.			
Strategies/Activities	Anticipated Start	Anticipated Completion	Responsible Staff	Expected Outcomes
Continue regular meetings or email contact with Westview staff and staff at new site pertaining to the AI's Pals curriculum and its implementation	7/1/2025	6/30/2026	Program Coordinator, Westview staff, Pre-K Staff	Contact will continue at least weekly between the Coordinator and site staff
Coordinate and attend the training day	6/1/2026	6/30/2026	Program Coordinator, Westview staff, Pre-K staff	The Training Day will be held for 27 people including site staff and the Program Coordinator; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Insure that all the classroom teachers at all sites have access to the curriculum and the materials & handouts they need for implementation	7/1/2025	8/30/2025	Program Coordinator, Westview staff, Pre-K Staff	All participating classroom teachers will be asked if they have the materials needed for implementation; all materials will be in place prior to implementation

Assist with the implementation at all sites, evaluate the implementation, and trouble shoot for the staff	8/30/2025	6/30/2026	Program Coordinator, Westview staff, Pre-K staff	The Program Coordinator will be on site at least 2 times per week to assist with implementation; all classrooms will implement the curriculum; 90% of the school enrollment will complete the program
Continue to run copies of handouts and distribute them to classrooms as needed	8/30/2025	6/30/2026	Program Coordinator	All classroom teachers at both sites will have the handouts they need provided to them by the Program Coordinator
Visit classrooms at least 2 times per week to assist with implementation, to observe the classrooms, and to establish working relationships with the staff	8/30/2025	6/30/2026	Program Coordinator	The Program Coordinator will be on site at least 2 times per week observe Al's Pals implementation in the classrooms; all classrooms will be visited by the end of the school year
Using the list of Petersburg Pre K/Day Care sites developed by the PPL, contact at least 2 sites to determine interest in Al's Pals	1/10/2026	3/30/2026	Program Coordinator, PPL Youth Services Director	Two Pre K/Day Care sites will be contacted and introduced to the Al's Pals Curriculum
Choose one location to implement Al's Pals in the spring of 2025 & begin regular contact in person and via email	3/1/2026	3/30/2026	Program Coordinator, Staff of new site	One additional Pre K/Day Care location with at least 3 classrooms will be selected to implement Al's Pals; at least weekly contact will be established
Order the curriculum for the new location	3/30/2026	4/30/2026	Program Coordinator	Curriculum will be ordered and payment processed
Establish the training date and prepare and hold the training	3/30/2026	6/15/2026	Program Coordinator, Westview Staff, Staff of new site, Al's Pals staff	The Training Day will be held for 30 people including Westview staff, other Pre-K site staff, and the Program Coordinator; at least 90% of the staff participating will report feeling comfortable with the implementation of the curriculum
Consult with the staff of Al's Pals and the Library Youth Services Director to find ways to incorporate Al's Pals concepts into Story Times with additional Pre K/Day cares	7/1/2025	1/30/2026	Program Coordinator, Library Staff, Al's Pals staff	At least 5 new ideas to incorporate Al's Pals into Story Time will be developed

Assist the Youth Services Librarian with Story Time and networking with the Pre K/Day Cares in Petersburg	1/30/2026	6/30/2026	Program Coordinator, Library Staff	The Program Coordinator will participate in at least 3 Story Times reaching at least 30 children; Story Time will be presented in at least 3 Pre K/Day Care sites in Petersburg
Attend the VFHY Champions for Youth Summit	4/1/2026	4/30/2026	Program Coordinator	The Program Coordinator will attend the Summit
Maintain the grant notebook and submit all grant documents, including City paperwork, in an accurate and timely manner	7/1/2025	6/30/2026	Program Coordinator, Library Staff	All required paperwork for the VFHY and the City will be completed in an accurate and timely manner
Participate in the annual job performance evaluation for the Coordinator	6/1/2026	6/30/2026	Program Coordinator, Library Staff	The annual job performance evaluation will be held



# Program Implementation Matrix

Name of Organization: Petersburg Public Library Youth Services

YEAR ONE (2023)

YEAR TWO (2023-2024)

YEAR THREE (2024-2025)

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
Al's Pals	Westview	In Person	Pre-K	21	13	275	46	15 min.	242	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 min.	34.5	2 times/week x 23 weeks
<b>Grand Totals</b>						<b>320</b>			<b>276.5</b>	

*Implementation Hours Calculations	
IN PERSON/LIVE	(E) x (H) x (I)
RECORDED BY GRANTEE	(H) x (I)
RECORDED BY DEVELOPER	Enter 0 hours



# Program Implementation Matrix

Name of Organization: Petersburg Public Library Youth Services

YEAR ONE (2023)

YEAR TWO (2023-2024)

YEAR THREE (2024-2025)

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
Al's Pals	Westview	In Person	Pre K	21	13	275	46	15 minutes	242	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
<b>Grand Totals</b>						<b>365</b>			<b>311</b>	

*Implementation Hours Calculations	
IN PERSON/LIVE	(E) x (H) x (I)
RECORDED BY GRANTEE	(H) x (I)
RECORDED BY DEVELOPER	Enter 0 hours



# Program Implementation Matrix

Name of Organization: Petersburg Public Library Youth Services

YEAR ONE (2023)

YEAR TWO (2023-2024)

YEAR THREE (2024-2025)

(A) Curriculum Guide Program	(B) Setting	(C) Method of Delivery	(D) Age/Grade of Youth	(E) # of Groups	(F) # of Youth Per Group	(G) Total # of Youth	(H) Sessions Per Group	(I) Session Length	(J) Total # of Implementation Hours*	(K) Session Frequency
Al's Pals	Westview	In Person	Pre K	21	13	275	46	15 minutes	242	2 times/week x 23 weeks
Al's Pals	Pre K TBD	In Person	Pre K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
Al's Pals	Pre-K TBD	In Person	Pre-K	3	15	45	46	15 minutes	34.5	2 times/week x 23 weeks
<b>Grand Totals</b>						<b>410</b>			<b>345.5</b>	

*Implementation Hours Calculations	
IN PERSON/LIVE	(E) x (H) x (I)
RECORDED BY GRANTEE	(H) x (I)

RECORDED BY DEVELOPER    Enter 0 hours

**VFHY Budget Form (Year 1)**

<b>ORGANIZATION NAME:</b>	Petersburg Public Library
<b>FUNDING TYPE:</b>	Petersburg Targeted Grant
<b>VFHY BUDGET YEAR:</b>	July 2023 - June 2024

**A. PERSONNEL:** Staff salary & benefits. A maximum of 5% of a supervisor’s salary may be charged to the grant for the supervision of grant-funded staff.

Position Title	Annual Salary	Request from VFHY
Program Coordinator	\$35,360	\$35,360
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$2,705
<b>Totals</b>		<b>\$38,065</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

Al's Pals Program Coordinator hired to work in the Youth Services Department of the Petersburg Public Library will coordinate the implementation of the curriculum at Westview Early Childhood Education Center and plan for the additional classrooms at another Pre-K site 40 hrs/week x 52 weeks x \$17/hr = \$35,360; FICA - .0765 x \$35,360 = \$2,705; 35,360 + \$2,705 = \$38,065

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Al's Pal Training Session/Trainer	\$3,495/30 people	\$3,495
Al's Pal Training for additional staff over 30	\$80/ea. additional staff	\$960

Al's Pals Training Session/Trainer	\$3,495/30 people	\$3,495
<b>Totals</b>		<b>\$7,950</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

Al's Pals Training for 1 day/30 people maximum = \$3,495; 12 additional people @ \$80 each = \$960; \$3,495 + \$960 = \$4,455

Al's Pals Training for 1 day/30 people maximum (18 new hires at Westview + 6 staff at an additional Pre K site = 27 staff) = \$3,495

**C. TRAVEL:** Cost for project staff's travel to implement projects.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Continuing Education Travel Allocation		\$1,000
Local travel reimbursement	65.5 cents/mile	\$190
<b>Totals</b>		<b>\$1,190</b>

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

Continuing Education Travel Allocation = \$1,000;  
travel to implement curriculum at Westview - 3.62 miles round trip from Petersburg Public Library to Westview x 65.5 cents/mile x 2 times/week x 40 weeks = \$190

**D. RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.

Type of Expense	Request from VFHY
<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

**E. MATERIALS:** Educational materials, products, supplies, incentive items for program or project participants. For Youth Development Applicants, incentive costs cannot exceed \$5.00 per program participant per year. This limit does not apply to Community Innovation.

Type of Expense	Request from VFHY
Al's Pals Curriculum	\$34,100
Al's Pals curriculum for 3 additional Pre K classrooms	\$4,650

<b>Totals</b>	<b>\$38,750</b>

**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

\$1,550 x 22 (21 classrooms at Westview and one set for the Petersburg Public Library) = \$34,100 (covers 3 years including updates for the next two years)

\$1,550 x 3 classrooms = \$4,650

**F. OTHER COSTS: Printing, copying, postage**

Type of Expense	Request from VFHY
Printing for training	\$50
Printing for training	\$30
Printing for Westview children & families	\$320
<b>Totals</b>	<b>\$400</b>

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

42 participants in training x 20 handouts each x .05/handout = \$42

27 training participants x 20 handouts each x .05/handout = \$27; 275 students enrolled at Westview - 275 x 18 family letters (4,950) + 275 completion certificates (275) + 8 recognition certificates x 138 students (given upon observation of the teacher)

(1,104) = 4,950 + 275 + 1,104 = 6,329 handouts x .05 = \$316.45

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY
Indirect	\$3,807
<b>Totals</b>	<b>\$3,807</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

A total of 10% of personnel costs is requested for all general operating expenses - 10% of \$38,065 Personnel Total Request = \$3,807

**H. TOTAL BUDGET**

<b>Total Amount Requested From VFHY</b>	<b>\$90,162</b>
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**VFHY Budget Form (Year 2)**

<b>ORGANIZATION NAME:</b>	Petersburg Public Library
<b>FUNDING TYPE:</b>	Petersburg Targeted Grant
<b>VFHY BUDGET YEAR:</b>	July 2024 - June 2025

**A. PERSONNEL:** Staff salary & benefits. A maximum of 5% of a supervisor’s salary may be charged to the grant for the supervision of grant-funded staff.

Position Title	Annual Salary	Request from VFHY
Program Coordinator	\$35,360	\$35,360
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$2,705
<b>Totals</b>		<b>\$38,065</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

Al's Pals Program Coordinator will coordinate the implementation of the curriculum at Westview Early Childhood Education Center and two other Pre-K/Daycares in Petersburg for 40 hours/week x 52 weeks x \$17/hour = \$35,360; FICA - .0765 x \$35,360 = \$2,705; \$35,360 + \$2,705 = \$38,065

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Al's Pals Training Session/Trainer	\$3,495/30 people	\$3,495

<b>Totals</b>		<b>\$3,495</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

AI's Pals Training for 1 day/30 people maximum (18 new hires at Westview + 6 staff at an additional Pre K site = 27 staff) = \$3,495

**C. TRAVEL: Cost for project staff's travel to implement projects.**

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Continuing Education Travel Allocation		\$1,000
Local travel reimbursement	65.5 cents/mile	\$210
<b>Totals</b>		<b>\$1,210</b>

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

Continuing Education Travel Allocation = \$1,000; travel to implement the curriculum at Westview and two other Pre K/Daycares estimated to be 4 miles x 65.5 cents/mile x 2 times/week x 40 weeks = \$209.60

**D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.**

Type of Expense	Request from VFHY
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<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

**E. MATERIALS:** Educational materials, products, supplies, incentive items for program or project participants. For Youth Development Applicants, incentive costs cannot exceed \$5.00 per program participant per year. This limit does not apply to Community Innovation.

Type of Expense	Request from VFHY
Al's Pals curriculum for 3 additional PreK Classrooms	\$4,650
<b>Totals</b>	<b>\$4,650</b>

**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

\$1,550 x 3 classrooms = \$4,650

<b>F. OTHER COSTS: Printing, copying, postage</b>	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Printing for children & families	\$400
Printing for training	\$30
<b>Totals</b>	<b>\$430</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
Family letters, completion & recognition certificates for 275 students enrolled at Westview + 90 children at additional Pre K/Daycare sites = 365 students; 8000 estimated handouts x .05 each = \$400; 30 training participants x 20 handouts each x .05/handout = \$30	
<b>G. INDIRECT Indirect costs cannot exceed 10% of the personnel costs charged to the grant.</b>	
<b>Type of Expense</b>	<b>Request from VFHY</b>
	\$3,807
<b>Totals</b>	<b>\$3,807</b>
<b>NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS</b>	
A total of 10% of personnel costs is requested for all general operating expenses - 10% of \$38,065= \$3,807	
<b>H. TOTAL BUDGET</b>	
<b>Total Amount Requested From VFHY</b>	<b>\$51,657</b>

**VFHY Budget Form (Year 3)**

<b>ORGANIZATION NAME:</b>	Petersburg Public Library
<b>FUNDING TYPE:</b>	Petersburg Targeted Grant
<b>VFHY BUDGET YEAR:</b>	July 2025 - June 2026

**A. PERSONNEL:** Staff salary & benefits. A maximum of 5% of a supervisor’s salary may be charged to the grant for the supervision of grant-funded staff.

Position Title	Annual Salary	Request from VFHY
Program Coordinator	\$36,400	\$36,400
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$2,785
<b>Totals</b>		<b>\$39,185</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

Al's Pals Program Coordinator will coordinate the implementation of the curriculum at Westview Early Childhood Education Center and three other Pre-K/Daycares in Petersburg for 40 hours/week x 52 weeks x \$17.50/hour = \$36,400; FICA - .0765 x \$36,400 = \$2,785; \$36,400 + \$2,785 = \$39,185

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Al's Pals Training Session/Trainer	\$3,495/30 people	\$3,495

<b>Totals</b>		<b>\$3,495</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

AI's Pals Training for 1 day/30 people maximum (18 new hires at Westview + 6 staff at an additional Pre K site = 27 staff) = \$3,495

**C. TRAVEL: Cost for project staff's travel to implement projects.**

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Continuing Education Travel Allocation		\$1,000
Local Travel reimbursement	65.5	\$210
<b>Totals</b>		<b>\$1,210</b>

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

Continuing Education Travel Allocation = \$1,000; travel to implement the curriculum at Westview and three other Pre K/Daycares estimated to be 4 miles x 65.5 cents/mile x 2 times/week x 40 weeks = \$209.60

**D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the program and clearly justified.**

Type of Expense	Request from VFHY
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<b>F. OTHER COSTS: Printing, copying, postage</b>	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Printing for children and families	\$425
Printing for training	\$30
<b>Totals</b>	<b>\$455</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
Family letters, completion & recognition certificates for 275 students enrolled at Westview + 135 children at additional Pre K/Daycare sites = 410 students; 8500 estimated handouts x .05 each = \$425; 30 training participants x 20 handouts each x .05/handout = \$30	
<b>G. INDIRECT Indirect costs cannot exceed 10% of the personnel costs charged to the grant.</b>	
<b>Type of Expense</b>	<b>Request from VFHY</b>
	\$3,919
<b>Totals</b>	<b>\$3,919</b>
<b>NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS</b>	
A total of 10% of personnel costs is requested for all general operating expenses - 10% of \$39,185= \$3,918.50	
<b>H. TOTAL BUDGET</b>	
<b>Total Amount Requested From VFHY</b>	<b>\$52,914</b>

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
FOR THE VIRGINIA FOUNDATION FOR HEALTHY YOUTH GRANT FOR  
PETERSBURG.**

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
ADD: Virginia Foundation For Healthy Youth Al's Pals: Kids Making Healthy Choices	<b>\$194,733.00</b>
<b>Total Revenue</b>	<b><u>\$194,733.00</u></b>

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:

<b>Previously adopted</b>	<b>\$ 0.00</b>
ADD: Virginia Foundation For Healthy Youth Al's Pals: Kids Making Healthy Choices	<b>\$194,733.00</b>
<b>Total Expenses</b>	<b><u>\$194,733.00</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Wayne Crocker

**RE:** **Consideration of an ordinance for a Virginia Foundation for Health Youth Grant (Page 56)**

**PURPOSE:** To provide funds to support healthy food choices in the home and community.

**REASON:** The Petersburg Public Library has received a letter of intent to fund a Childhood Obesity Prevention grant from the Virginia Foundation for Healthy Youth. This funding will be used to support existing programs with established partners and create new opportunities that increase access to healthy food options to youth. This grant addresses access by identifying ways to address social determinants of health and systemic challenges. It includes environmental changes in the home and community.

**RECOMMENDATION:** Recommend City Council Approval

**BACKGROUND:** Childhood obesity significantly impacts a child's physical and psychological health. Obesity can lead to severe health conditions, including non-insulin-dependent diabetes, cardiovascular problems, bronchial asthma, obstructive sleep apnea (OSA), hypertension, hepatic steatosis, gastroesophageal reflux (GER), and psychosocial issues. The preventive and therapeutic interventions in childhood obesity are crucial in decreasing the burden of health conditions.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** \$199,250.00

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** Library Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** N/A

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. VFHY Letter to the Petersburg Library for Childhood Obesity Prevention Grant
2. Petersburg Library Foundation Childhood Obesity Prevention Grant
3. Ordinance VA Fdtn for Healthy Youth-Childhood Obesity Prevention 2023



Petersburg Public Library  
Wayne M. Crocker  
201 W Washington St,  
Petersburg, VA 23803

August 23, 2023

Dear Mr. Crocker:

The Virginia Foundation for Healthy Youth has received the Petersburg Public Library's preliminary proposal for our Childhood Obesity Prevention Petersburg Targeted Grant.

This grant totals no more than \$200,000 over three years beginning 7/1/2023 and ending 6/30/2026.

We are pleased to inform you that your proposal has been recommended for funding contingent upon the Petersburg Public Library's completion of minor revisions to their proposal.

Please do not hesitate to reach out to me if you have any questions. We look forward to our partnership.

Michael Parsons, MSW  
Director of Programs  
[mparsons@vfhy.org](mailto:mparsons@vfhy.org)  
Virginia Foundation for Healthy Youth (VFHY)

# Petersburg Library Foundation Nutrition Literacy Program

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## *Petersburg Targeted Grant*

### ***Petersburg Public Library***

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201 W. Washington Street  
Petersburg, VA 23803

O: (804) 733-2387

### ***Fancie Terrell***

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201 W. Washington Street  
Petersburg, VA 23803

fancie@vt.edu  
O: 804-898-8929

# Petersburg Targeted Grant

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## *SUMMARY INFORMATION*

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### **Project Name\***

Select a name to distinguish your program. For example: **Petersburg City Public School's CATCH My Breath Program.**

Petersburg Library Foundation Nutrition Literacy Program

### **Geographic Region\***

Indicate the VFHY Geographic Region where programs/projects will be conducted. The VFHY regions are Central, North, Southeast and Southwest. A map with the four regions marked can be found here.

Southeast

### **Program Summary\***

Briefly describe your proposal.

If you are applying for Youth Tobacco Use Prevention, include information describing targeted youth, their age, how many will participate, the location(s) in which programming will be delivered, Curriculum Guide program(s) and total budget amount.

If you are applying for Childhood Obesity Prevention, highlight the focus of the project and its major components.

If you are applying for an Equipment Grant, briefly summarize the requested equipment.

To support existing programs with established partners and create new opportunities that increase access to healthy food options to youth. This proposal addresses access by identifying ways to address social determinants of health and systemic challenges. It includes environmental changes in the home and community.

To accomplish this we build on existing partnerships, support leadership with resources needed, use lessons learned in previous work and by learning from community.

### **Targeted Grant Type\***

For which targeted grant are you applying?

Child Obesity Prevention (for the Petersburg Library)

## *Childhood Obesity Prevention*

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### **Project Description - Year One\***

Please describe your proposed project and its major components for year one of the grant.

The project is designed to support healthy food choices in the home and community with the following partnerships and programs:

Pod Farms - Women owned, local business focused on developing ways to use hydroponics in the home and other learning and or growing environments. Connecting Petersburg youth and families to access hydroponic growing at home will have a direct impact on food access. 5 families participating in the existing POP Club or Farm 2 School program will be invited to the 6 week training and the grow kit. This program is in partnership with Pod Farms for equipment and training and PPLS (Petersburg Public Library System)

Nutrition literacy with Resist Books- Partnering with local book store, Resist, to develop a nutrition literacy reading program. \$30 gift cards will be available on a first come first serve basis to parents and guardians. Resist books will develop a section in the store for program participants to choose from.

POP Club - Nationally recognized food and nutrition learning program. Support programming with POP Club at River Street Market serving youth aged 4-14. Program provides cooking and nutrition education programs for youth. HCAT will support programming with printing (paid for with indirect funds and library support) HCAT staff will support 2 taste test during the grant year (see workplan for more details)

4-H - Nationally recognized program for youth services. HCAT will support cooking and nutrition literacy programming for youth participating in summer and after school program with funding and will participate in taste testing (see workplan for more details)

## Project Workplan - Year Two\*

Please describe your proposed project and its major components for year two of the grant.

The program is designed to support healthy food choices in the home, classroom and community.

Pod Farms - Connecting Petersburg youth and families to access hydroponic growing at home will have a direct impact on food access. The 5 families that participated in the year one will be invited back to learn how to train others in their network. They will then be supported in providing that training and the new trainee will be provided with a grow kit.

Nutrition literacy with Resist Books- Partnering with local book store, Resist, continue with nutrition literacy reading program. Program participants will earn \$30 gift cards. Resist books will reestablish a section in the store for program participants to choose from.

POP Club - Continuing to support existing programming with POP Club at River Street Market serving youth aged 4-14.

4-H - Continue to support existing programming for summer and after school programs.

## Project Description - Year Three\*

Please describe your proposed project and its major components for year three of the grant.

The program is designed to support healthy food choices in the home and community.

Pod Farms - 5 new families will have the opportunity to complete the at home hydroponic programming  
Farm 2 School field trip - working with partners to identify hands-on learning opportunities to explore food and growing systems.

Nutrition literacy with Resist Books- Partnering with local book store, Resist, to develop a nutrition literacy reading program. Program participants will earn \$30 gift cards. Resist books will develop a section in the store for program participants to choose from.

POP Club - Continuing to support existing programming with POP Club at River Street Market serving youth aged 4-14.

4-H - Continue to support existing programming for summer and after school programs.

## Existing HCAT\*

Describe how your proposed project will support the existing work of the Petersburg HCAT.

This proposal supports our existing HCAT by supporting additional and much needed support for existing staffing. This will allow us to safely expand our reach in the community in a sustainable way. We will also use these funds to continue to support funding to our POP Club program and our Farm 2 School program. Each of the new and existing proposed programs support the HCAT's original mission for increasing youth access to healthy food access including fruits and veggies. In this proposal we consider social and systemic barriers.

## Staff Role Description\*

Describe the position titles, names (if staff are already hired), and roles of all grant-funded staff. Indicate if staff are full time or part time.

HCAT Coordinator, Fancie Terrell - Support HCAT staff, be responsible for regular reporting, lead local HCAT group members, support Farm 2 School coordinator, maintain community partnerships and relationships.

Farm 2 School Coordinator, Marie Southerland - Lead Farm 2 School curriculum building and partnerships, leading Farm 2 School evaluations, leading social media and HCAT newsletter

## Project Workplan - Year One\*

We only need a detailed Workplan for year one of the grant.

Childhood Obesity Prevention Workplan FINAL.docx

## Partner Profile Agreements

Signed PPA 23\_24.pdf

## VFHY Statewide Evaluation\*

Funded HCAT's are required to participate in the VFHY Statewide Evaluation process. This evaluation may include an online survey, interviews or other evaluation activities. Indicate your organization's agreement to participate by selecting "Yes".

Yes

# ***BUDGET AND BUDGET NARRATIVE***

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## First Year Funding\*

How much is requested from VFHY for first year funding?

\$69,750.00

## Second Year Funding\*

How much is requested from VFHY for second year funding?

\$64,750.00

### Third Year Funding\*

How much is requested from VFHY for third year funding?

\$64,750.00

### Total Funding Requested\*

Provide the total amount you are requesting from VFHY for this grant.

To calculate this number simply add together all the three numbers above.

\$199,250.00

### Budget Form

For Youth Tobacco Use Prevention Grants and Childhood Obesity Prevention Grants only. Not for Equipment Grants.

Please complete the VFHY Budget Form and then upload it to the application. Formulas are included to automatically add the line items. The budget form includes both a line item form and a narrative section to describe and justify all grant expenses. Both sections must be completed.

Petersburg HCAT Targeted Grant Budget FINAL.xlsx

## *TERMS AND CONDITIONS*

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### Terms and Conditions/Required Statements\*

Applicants must enter the name of the organization's Authorized Representative to acknowledge the organization has reviewed and agrees to the Petersburg Targeted Grant Terms and Conditions, including the VFHY Required Statements, and further, that the Authorized Representative agrees to comply with all conditions described and explained. An Authorized Representative might be a Superintendent or Center Director.

Fancie Terrell

## File Attachment Summary

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### *Applicant File Uploads*

- Childhood Obesity Prevention Workplan FINAL.docx
- Signed PPA 23\_24.pdf
- Petersburg HCAT Targeted Grant Budget FINAL.xlsx

## Petersburg Targeted Grant Project Workplan 2023-2024

**HCAT Name:** Petersburg Public Library

**Goal:** To prevent and reduce childhood obesity in Virginia.

<b>Objective 1</b>	Support 5 Petersburg Farm 2 School participants and their families in multi-generational agriculture learning and increasing access to healthy veggies at home with Pod farms hydroponic growing kits. Pod Farms is a locally owned, women owned business focused on making hydroponic growing accessible.				
<b>Behavior</b>	Increase access to healthy fruits and veggies.				
<b>Strategy Steps</b>		<b>Anticipated</b>		<b>Responsible Partner/s</b>	<b>Expected Outcomes</b>
		<b>Start</b>	<b>End</b>		
HCAT staff participates hydroponic grow education. Team will run test pilots for the curriculum to be used for the program		July 1, 2023	August 30, 2023	HCAT Coordinator & POD Farms owner, Toni Sperry	HCAT staff have been introduced to the science and use of hydroponic equipment and have a basic understanding.
Petersburg HCAT collectively determines guidelines for participating families and criteria.		August 1, 2023	September 30, 2023	Petersburg HCAT team	Program participation guidelines are identified and documented during the July and August HCAT meetings.
Submit Monthly Invoice Reimbursement Request		August 2023	June 2024	Admin Coordinator	Invoice Reimbursement Requests are submitted on time.
Submit Quarterly Report to VFHY on grant status		October 2023	June 2024	HCAT Coordinator	Quarterly Reports are submitted on time.
Develop curriculum for families and in school hydroponic grow program		August 1, 2023	September 30, 2023	HCAT Coordinator, Farm 2 School team, POD Farms owner	Curriculum developed for both communities' program as well as curriculum that will be used of the Farm 2 School program
Identify the 7 potential families that will participate in the family learning program. Families will be identified by <ul style="list-style-type: none"> <li>● advertising the opportunity at the Petersburg Library</li> <li>● advertising with city communication (website, newsletters, etc)</li> <li>● with Petersburg City Public schools</li> <li>● with families participating in the POP Club activities</li> </ul>		August 1, 2023	September 30, 2023	HCAT Coordinator, Farm 2 School Lead	5 Petersburg families participate and complete in the hydroponic grow program.

HCAT staff member investing 5 hours weekly to media related work including publishing a quarterly newsletter and regular post with platforms such as Facebook and Instagram. Staff documents events and community programs with photos and video	September 1, 2023	June 30, 2024	Farm 2 School Coordinator; HCAT team	HCAT has quarterly newsletters and documents events and programming with photo and video for post and reporting.
The 5 participating families complete the in person safety training at the Petersburg Public Library	October 2, 2023	October 30, 2023	HCAT Coordinator, Farm 2 School Lead	Identified families complete the in-person training at the Petersburg library.
The 5 families participate in the remaining virtual trainings	October 2, 2023	February 29, 2024	HCAT Coordinator, Farm 2 School Lead	Identified families complete the virtual training sessions
Contractor maintains Learning Garden at Pleasants Lane Elementary School for student and staff access to the garden	July 1, 2023	December 30, 2023	HCAT Coordinator & Landscaping consultant	Learning garden at Pleasants Lane maintained.
Contractor maintains Learning Garden at Pleasants Lane Elementary School for student and staff access to the garden	March 2024	June 2024	HCAT Coordinator & Landscaping consultant	Learning garden at Pleasants Lane maintained.
HCAT team will develop evaluation process that can take place in-person, by phone or email for program feedback. Evaluation will include participants and partners.	March 1, 2024	April 30, 2024	HCAT Coordinator, Farm 2 School Lead	Identified families and other stakeholders complete the evaluations. 30 evaluation will be completed.

<b>Objective 2</b>	<p><i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i></p> <p>Collaborate with POP (Power of Produce) Club to create programming and initiatives that support nutrition literacy and will support Farm 2 School programming with <b>POP Club</b>. Programs will be measured by pre and post evaluations. Support nutrition education and youth and family engagement with POP (Power of Produce) Club hosted by the River Street Education at the River Street Market. Pop Club is a nation program that offers nutrition education to youth ages 4-14. The program has been operating within the weekly River Street Market with the support of HCAT and other groups since 2019.</p>				
<b>Behavior</b>	Nutrition Education increased				
<b>Strategy Steps</b>		<b>Anticipated</b>		<b>Responsible Partner/s</b>	<b>Expected Outcomes</b>
		<b>Start</b>	<b>End</b>		
Support POP Club activities with curriculum planning and printing needs		July 1, 2023	June 30, 2024	POP Club and HCAT Farm 2 School team	HCAT staff will provide materials for curriculum and printing services when needed.
<p>Will support at least 1 taste test at River Street Market's Pop Club. Engaging up to 15 youth.</p> <p>Will evaluate knowledge and interest in the featured produce along with taste test</p>		September 1, 2023	December 1, 2023	POP Club and HCAT Farm 2 School team	Engage 15 youth in taste testing and evaluation.
<p>Will support at least 1 taste test at River Street Market's Pop Club. Engaging up to 15 youth.</p> <p>Will evaluate knowledge and interest in the featured produce along with taste test.</p>		March 1, 2024	May 30, 2024	POP Club and HCAT Farm 2 School team	Engage 15 youth in taste testing and evaluation.

<b>Objective 3</b>	<p><i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i></p> <p>Collaborate with 4-H to create programming and initiatives that support nutrition literacy and will support Farm 2 School programming. Programs will be measured by pre and post evaluations. HCAT will support 4-H summer and afterschool activities with funds for nutrition based learning and taste testing opportunities. Activities topics centered around building culinary skills and nutrition education.</p>			
<b>Behavior</b>	Access to nutrition education			
Strategy Steps	Anticipated		Responsible Partner/s	Expected Outcomes
	Start	End		
Support 4-H activities with curriculum planning and printing needs	July 1, 2023	June 30, 2024	POP Club and HCAT Farm 2 School team	HCAT staff will provide materials for curriculum and printing services when needed.
HCAT will support at least one taste testing and nutrition based activity with 4-H	March 1 2024	May 1, 2024	POP Club and HCAT Farm 2 School team	10 youth complete taste testing and nutrition based activity
Evaluation activity for participants	May 1, 2024	May 30,2024	POP Club and HCAT Farm 2 School team	10 youth complete evaluation activity

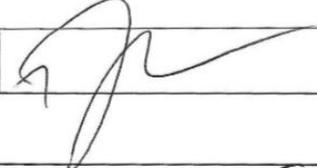
<b>Objective 4</b>	<i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i> Collaborate with Resist Books to create programming and initiatives that support nutrition literacy and will support Farm 2 School programming. Programs will be measured by pre and post evaluations. Resist Books is a locally owned book store in Petersburg, Va. The owner is an HCAT supporter.			
<b>Behavior</b>	Access to nutrition education			
<b>Strategy Steps</b>	<b>Anticipated</b>		<b>Responsible Partner/s</b>	<b>Expected Outcomes</b>
	<b>Start</b>	<b>End</b>		
Identify parents/guardians with participating youth in the Farm 2 School program or other HCAT related programs	September 1, 2023	October 1, 2023	HCAT Coordinator/ HCAT team	Develop relationships with parent/guardians, Identify those interested in participating in program and possibly HCAT membership or leadership roles.
Resist Books gift card distribution: HCAT team will have gift cards available for pick up at Resist Books and Petersburg Public Library during scheduled pick up times.	November 1, 2023	February 28, 2024	HCAT Coordinator /HCAT team	Identify 50 parent/guardians with youth participating in HCAT related activities to receive \$30 gift card. Track of distribution to conducted by HCAT Coordinator.
Evaluation process: HCAT team will develop evaluation process that can take place in-person, by phone or email for program feedback. Eval will include participants and partners.	March 1, 2024	May 30, 2024	HCAT Coordinator	50 evaluations completed.

<b>Objective 5</b>	<i>Build a S.M.A.R.T objective around an activity suggested from the Promising Practices Framework.</i> HCAT staff uses strategic steps to ensure success of programs and required reporting and evaluations.				
<b>Behavior</b>	Access to nutrition education				
<b>Strategy Steps</b>		<b>Anticipated</b>		<b>Responsible Partner/s</b>	<b>Expected Outcomes</b>
		<b>Start</b>	<b>End</b>		
HCAT staff participates hydroponic grow education. Team will run test pilots for the curriculum to be used for the program		July 1, 2023	August 30, 2023	HCAT Coordinator & POD Farms owner, Toni Sperry	HCAT staff have been introduced to the science and use of hydroponic equipment and have a basic understanding.
HCAT maintains regular quarterly reporting for VFH, monthly reporting to Petersburg Library Director and regular financial documentation reporting to the city of Petersburg and VFHY on a monthly basis.		July 1, 2023	June 30, 2024	HCAT Coordinator, Admin Coordinator	HCAT reports regularly.
Evaluation process: HCAT team will develop evaluation process that can take place in-person, by phone or email for program feedback. Eval will include participants and partners.		March 1, 2024	May 30, 2024	HCAT Coordinator	30 evaluations completed.



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, upload to the online application.

Representative Name	Demetrius Frazier				
Organization Name (if applicable)	Resist Books				
Address	233 N. Sycamore St. Suit B Petersburg, Va				
Contact Phone Number	804-805-8721				
Contact Email Address	demetrius@resistbooksellers.com				
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	<input type="checkbox"/>	Youth	
	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Faith	
	<input type="checkbox"/>	Community Member	<input type="checkbox"/>		Other (please describe):
	<input checked="" type="checkbox"/>	Business			
	<input type="checkbox"/>	Civic			
How long have you been a member of this HCAT?					
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.					
<ul style="list-style-type: none"> <li>● parents of guardians of Farm 2 School participants will receive a \$30 gift card to purchase books from Resist Books</li> <li>● Collaborative events and programming</li> <li>● Data collection and evaluation support</li> <li>● Technical expertise and knowledge sharing</li> </ul>					
Signature			Date	Aug 18, 2023	
Printed Name	Demetrius Frazier				

## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, upload to the online application.

Representative Name	Rosella Humbles		
Organization Name (if applicable)	4-H		
Address	3811 Corporate Rd. Petersburg, Va		
Contact Phone Number	804-733-1880		
Contact Email Address	rosella@vt.edu		
Type of Organization (Check primary affiliation)	<input type="checkbox"/> Education	<input checked="" type="checkbox"/>	Youth
	<input type="checkbox"/> Healthcare	<input type="checkbox"/>	Faith
	<input type="checkbox"/> Community Member	<input type="checkbox"/>	Other (please describe):
	<input type="checkbox"/> Business	<input type="checkbox"/>	
	<input type="checkbox"/> Civic	<input type="checkbox"/>	
How long have you been a member of this HCAT?			
Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period. <ul style="list-style-type: none"> <li>- Technical expertise and knowledge sharing</li> <li>- Working in collaboration with HCAT to support produce taste testing and cooking experiences for participating youth</li> <li>- Working in collaboration to support youth summer activities for participating youth</li> <li>- Collaborative events and programming</li> <li>- Data collection and evaluation support</li> </ul>			
Signature	<i>Rosella Humbles</i>	Date	08/01/2023
Printed Name: Rosella Hubles			



## PARTNER PROFILE AGREEMENT

This form must be completed and signed by each HCAT partner.  
Once signed, upload to the online application.

Representative Name	Toni Sperry		
Organization Name (if applicable)	Pod Farms		
Address			
Contact Phone Number	(864) 671-0879		
Contact Email Address	toni.sperry@podfarms.com		
Type of Organization (Check primary affiliation)	<input type="checkbox"/>	Education	Youth
	<input type="checkbox"/>	Healthcare	Faith
	<input type="checkbox"/>	Community Member	Other (please describe):
	<input checked="" type="checkbox"/>	Business	
	<input type="checkbox"/>	Civic	
How long have you been a member of this HCAT?			
<p>Describe the role of your organization in the proposed Healthy Communities Action Team. Provide specific items your organization is committing to work on during the grant period.</p> <ul style="list-style-type: none"> <li>- Support the Family Grows program with group facilitation</li> <li>- Providing equipment needed for Farm 2 School programming and Family Grow program</li> <li>- Provide technical support and expertise for participating family units during the grant period</li> <li>- Supporting HCAT events when possible</li> </ul>			
Signature	<i>Toni L. Sperry</i>		Date
			08/15/2023
Printed Name Toni L. Sperry			

VFHY Budget Form (Year 1)		
ORGANIZATION NAME:	Petersburg Literacy Education Project	
FUNDING TYPE:	Petersburg Targeted Grant	
VFHY BUDGET YEAR:	2023-2024	
A. PERSONNEL: Staff salary & benefits. A maximum of 5% of a supervisor's salary may be charged to the grant for the supervision of grant-funded staff.		
Position Title	Annual Salary	Request from VFHY
Farm 2 School Coordinator -	\$20/hr	\$30,000
HCAT Coordinator -	\$20/hr	\$15,000
Admin Coordinator -	\$20/hr	\$5,000
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		\$3,826
<b>Totals</b>		<b>\$53,826</b>
<b>NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL</b>		
<p>Farm 2 Coordinator - Duties include but not limited to working in classroom with Farm 2 School participants; leading Farm 2 School curriculum development; point of contact for Farm 2 School activities and relationships. Leading media efforts including social media posting, project photography documentation.</p> <p>30 hours x \$20 / 50 weeks x 7.65% x 30,000 = \$2,295 in Fringe Benefits;</p> <p>Admin Coordinator - Duties including but no limited to: supporting grants budget requirements and reporting deadlines alongside HCAT Coordinator</p> <p>5 hrs/ x \$20/hrs x 50 weeks = \$5000 = \$383 in Fringe benefits</p> <p>HCAT Coordinator - Managing and maintaining local HCAT; Hosting HCAT meetings; HCAT partner driven program management; managing Farm 2 School program; building Safe Routes to School program; <i>supporting Admin Coordinator</i>; regular reporting to VFHY</p> <p>15/hr x \$20/ 50 weeks = \$15000 x 7.65% = \$1148 in Fringe Benefits</p> <p><b>TOTAL PERSONNEL \$53,826</b></p>		

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
Landscaping, Brenden Jackson -	\$20/hour	\$3,700
Toni Sperry, Pod Farms -	\$20/hour	\$300
<b>Totals</b>		<b>\$4,000</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

**Landscaping for Learning Garden at Plesants Lane** - Maintaning Learning Garden at Plesants Lane Elementary for student and staff use during the periods of July 1st - December 30th and March 1st - June 30th  
 5 hrs/ x \$20/hrs x 37 weeks = \$3,700

**Pod Farms Consultant** - Facilitation and tech support for the Farm 2 School and Family Grow progam hydroponic kits and programming.  
 \$20/hour x 15 hours = \$300

**TOTAL CONSULTANTS = \$9,000**

**C. TRAVEL:** Cost for project staff's travel to implement projects.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY
<b>Totals</b>		

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

**D. RENTAL SPACE/EQUIPMENT:** With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000.

Type of Expense	Request from VFHY
<b>Totals</b>	<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

**E. MATERIALS:** Educational materials, products, supplies.

Type of Expense	Request from VFHY
Pod Farms kits and equipment cost	\$1,195
4-H Partnership	\$1,000
Camera	\$500
Book program with Resistance Books	\$1,500
POP Club	\$2,000
	<b>\$6,195</b>

**NARRATIVE DESCRIPTION FOR SECTION E. MATERIALS**

Pod Farms equipment - (individual cost listed) *grow lights - \$57, timers - \$7, pH control kits - \$55, nutrients - \$10, Media \$13, Clay pellets - \$9, seeds - \$13 total kits = \$164 x 5 kits = \$820 + \$75 part replacement cost for each unit = \$375. Total cost = \$1195*

4-H Partnership- Operation and supply cost

Cooking kits - \$50 x 6 = \$300

Gift Cards - \$20 x 10 Parent of participant = \$200

Shopping Vouchers - \$100 x 5 classes = \$500

**F. OTHER COSTS: Printing, copying, postage**

Type of Expense	Request from VFHY
HCAT banner(2) for outdoor events and marketing	\$348
<b>Totals</b>	<b>\$348</b>

**NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS**

Banners for outdoor events and marketing \$173 x 2 = \$347

**other cost total = \$347**

**G. INDIRECT** Indirect costs cannot exceed 10% of the personnel costs charged to the grant.

Type of Expense	Request from VFHY
Indirect	\$4,844
<b>Totals</b>	<b>\$4,844</b>

**NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS**

**H. TOTAL BUDGET**

<b>Total Amount Requested From VFHY</b>	<b>\$69,213</b>

**VFHY Budget Form (Year 2)**

<b>ORGANIZATION NAME:</b>	Petersburg Literacy Education Project
<b>FUNDING TYPE:</b>	Petersburg Targeted Grant
<b>VFHY BUDGET YEAR:</b>	2024-2025

**A. PERSONNEL:** Staff salary & benefits. A maximum of 5% of a supervisor’s salary may be charged to the grant for the supervision of grant-funded staff.

Position Title	Annual Salary	Request from VFHY
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		
<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY

<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

--

**C. TRAVEL: Cost for project staff's travel to implement projects.**

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY

<b>Totals</b>		<b>\$0</b>
---------------	--	------------

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

--

**D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the project and clearly justified.**

Type of Expense	Request from VFHY

<b>Totals</b>		<b>\$0</b>
---------------	--	------------

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

--



<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
<b>G. INDIRECT</b> Indirect costs cannot exceed 10% of the personnel costs charged to the grant.	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Indirect	
<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS</b>	
<b>H. TOTAL BUDGET</b>	
<b>Total Amount Requested From VFHY</b>	<b>\$0</b>

**VFHY Budget Form (Year 3)**

<b>ORGANIZATION NAME:</b>	Petersburg Literacy Education Project
<b>FUNDING TYPE:</b>	Petersburg Targeted Grant
<b>VFHY BUDGET YEAR:</b>	2025-2026

**A. PERSONNEL:** Staff salary & benefits. A maximum of 5% of a supervisor’s salary may be charged to the grant for the supervision of grant-funded staff.

Position Title	Annual Salary	Request from VFHY
Fringe Benefits for Personnel (FICA, Health, etc.) The rate of fringe benefits may not exceed 30% of personnel salaries requested from VFHY.		
<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION A. PERSONNEL**

**B. CONSULTANTS:** Cost to utilize trainer, artist, evaluators or other contractor(s) for short-term work.

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY

<b>Totals</b>		<b>\$0</b>

**NARRATIVE DESCRIPTION FOR SECTION B. CONSULTANTS**

--

**C. TRAVEL: Cost for project staff's travel to implement projects.**

Type of Expense	Rate/ Unit of Reimbursement	Request from VFHY

<b>Totals</b>		<b>\$0</b>
---------------	--	------------

**NARRATIVE DESCRIPTION FOR SECTION C. TRAVEL**

--

**D. RENTAL SPACE/EQUIPMENT: With clear justification, one computer system with peripherals may be purchased, not to exceed \$1,000. Other equipment MUST be unavailable in the organization, related to the project and clearly justified.**

Type of Expense	Request from VFHY

<b>Totals</b>		<b>\$0</b>
---------------	--	------------

**NARRATIVE DESCRIPTION FOR SECTION D. RENTAL SPACE/EQUIPMENT**

--



<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION F. OTHER COSTS</b>	
<b>G. INDIRECT</b> Indirect costs cannot exceed 10% of the personnel costs charged to the grant.	
<b>Type of Expense</b>	<b>Request from VFHY</b>
Indirect	
<b>Totals</b>	<b>\$0</b>
<b>NARRATIVE DESCRIPTION FOR SECTION G. INDIRECT COSTS</b>	
<b>H. TOTAL BUDGET</b>	
<b>Total Amount Requested From VFHY</b>	<b>\$0</b>

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
 MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
 COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
 FOR THE VIRGINIA FOUNDATION FOR HEALTHY YOUTH GRANT FOR  
 PETERSBURG.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
ADD: Virginia Foundation For Healthy Youth Childhood Obesity Prevention Grant	<b>\$199,250.00</b>
<b>Total Revenue</b>	<b><u>\$199,250.00</u></b>

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:

<b>Previously adopted</b>	<b>\$ 0.00</b>
ADD: Virginia Foundation For Healthy Youth Childhood Obesity Prevention Grant	<b>\$199,250.00</b>
<b>Total Expenses</b>	<b><u>\$199,250.00</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Anthony Williams

**RE:** **Consideration of a public hearing and an ordinance to Amend 21-2 of the City Code - Arts Council Terms of Office - 1st Reading (Page 88)**

**PURPOSE:** Councilman Myers, as patron of the Ordinance creating the Arts Council has requested that proposed revisions as depicted in the attached Ordinance be incorporated into Section 21-2 pertaining to terms of office for Arts Council board members.

**REASON:** Councilman Myers, as patron of the Ordinance creating the Arts Council has requested that proposed revisions as depicted in the attached Ordinance be incorporated into Section 21-2 pertaining to terms of office for Arts Council board members.

**RECOMMENDATION:** Adopt Ordinance on Second Reading after public hearing on September 19, 2023.

**BACKGROUND:** Councilman Myers, as patron of the Ordinance creating the Arts Council has requested that proposed revisions as depicted in the attached Ordinance be incorporated into Section 21-2 pertaining to terms of office for Arts Council board members.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 8/19/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** N/A

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Amends previously adopted Ordinance for Section 21-2 of the City Code.

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. DRAFT PAAC Ordinance

## **ORDINANCE TO AMEND AND RE-ADOPT SECTION 21-2 PERTAINING TO TERMS OF THE ARTS COUNCIL**

WHEREAS, City Council has previously adopted Chapter 21 of the Petersburg City Code pertaining to the Arts Council; and

WHEREAS, the terms of office are set forth under Section 21-2 of the City Code; and

WHEREAS, it is the belief of Council that the Arts Council will function more effectively with additional members and the removal of ward restrictions on service.

NOW therefore be it ORDAINED that Section 21-2 of the Petersburg City Code is hereby amended and re-adopted as follows:

### **Sec. 21-2 Terms of Office: Filling Vacancies in Office.**

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~~ five at-large members appointed for one year and the ~~other at large member~~ remaining six members 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 art council members must be residents of the city or represent a business or an arts non-profit located in the city of Petersburg. The public art council shall consist of ~~nine~~ eleven (911) members and be composed of the following representatives: at least three (3) practicing artists, at least two (2) members belonging to an arts or culture organization, at least two (2) members associated with design and historical architecture, and the remaining members shall be citizens of, property owners, government or school officials, or business owners in the City of Petersburg. No member who has served three complete terms shall be eligible for reappointment until after a lapse of an intervening period of one year.



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Naomi Siodmok

**RE:** **Consideration of a public hearing and an Ordinance approving a petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District - 1st Reading (Page 91)**

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**PURPOSE:** To consider an ordinance approving the petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District

**REASON:** To comply with policies, procedures and laws regarding the rezoning of properties.

**RECOMMENDATION:** It is recommended that the City Council holds a Public Hearing and considers an Ordinance approving a Petition to rezone the property located at 2255 Jamestown Road, from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District.

**BACKGROUND:** The City of Petersburg received a Petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District.

The purpose of the rezoning is to permit the construction of buildings for the operation of a light industrial and warehouse uses and the proposed use is permitted in the M-1 district. The current Comprehensive Plan Future Land Use Plan identifies the property as commercial. The Planning Commission is scheduled to consider the petition during the June 1, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition. Pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing and consideration of a petition to rezone the property located at 2255 Jamestown Road and 2262 County Drive, and the public hearing was advertised, in accordance with applicable laws.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** Revenue from the development of the property.

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** N/A

**AFFECTED AGENCIES:** City Assessor; Economic Development, Planning and Community Development; Public Works; Neighborhood Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** The City Code Appendix B. Zoning

**REQUIRED CHANGES TO WORK PROGRAMS:** N/A

**ATTACHMENTS:**

1. 0606\_2023OrdinanceREZ2255JamestownRd2262CountyDr
2. 0601\_2023CaseReport2023REZ05\_2255Jamestown

**AN ORDINANCE APPROVING A PETITION TO REZONE THE PROPERTY LOCATED AT 2255 JAMESTOWN ROAD FROM A, AGRICULTURAL ZONING DISTRICT TO M-1, LIGHT INDUSTRIAL ZONING DISTRICT, AND 2262 COUNTY DRIVE FROM B-2, GENERAL COMMERCIAL ZONING DISTRICT TO M-1, LIGHT INDUSTRIAL ZONING DISTRICT.**

WHEREAS, the City of Petersburg received a Petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District; and

WHEREAS, the purpose of the rezoning is to permit the construction of buildings for the operation of a light industrial and warehouse uses; and

WHEREAS, the proposed use is permitted in the M-1 district; and

WHEREAS, the current Comprehensive Plan Future Land Use Plan identifies the property as Commercial; and

WHEREAS, the Planning Commission is scheduled to consider the petition during the June 1, 2023 meeting, prior to a City Council Public Hearing and consideration of the petition; and

WHEREAS, pursuant to the requirements of Title 15.2-2204 of the Code of Virginia, as amended, this is a public hearing and consideration of a petition to rezone the property located at 2255 Jamestown Road and 2262 County Drive, and the public hearing was advertised, in accordance with applicable laws.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Petersburg that the petition to rezone the property located at 2255 Jamestown Road, PIN: 040030005 from A, Agricultural Zoning District to M-1, Light Industrial Zoning District, and 2262 County Drive, PIN: 040030006 from B-2, General Commercial Zoning District to M-1, Light Industrial Zoning District is hereby approved.



# City of Petersburg

Department of Planning and  
Community Development  
804-733-2308

135 N. Union Street, Room 304  
Petersburg, Virginia 23803  
srobinson@petersburg-va.org

**TO:** Chairman Alexander and Members of the Petersburg Planning Commission

**FROM:** Reginald Tabor, Planning Manager  
Sandra A Robinson, Zoning Administrator

**SUBJECT:** Case 2023-REZ-05  
2255 Jamestown Road and 2262 County Drive  
Tax Parcel: 040030005 and 040030006

**DATE:** May 25, 2023

A petition from Onward and Upward Land LLC c/o Andrew M. Condlin, Power of Attorney, Roth Jackson Gibbons Condlin, PLC to rezone 2255 Jamestown Road further identified as Tax Parcel # 040030005 and containing approximately 73.87 acres of land which is zoned A, Agricultural District and having no road frontage; and 2262 County Drive further identified as Tax Parcel # 040030006, zoned B-2, General Commercial District, having approximately 2.272 acres of land fronting along the south side of County Drive to M-1, Light Industrial District to permit Industrial Development and Distribution uses. The project covers a total acreage of approximately 76.142 acres. This project is located on the south side of the intersection of U.S. Route 460E (County Dr.) at the unimproved portion of Jamestown Road. This parcel of land has approximately 600' of public road frontage along County Drive. The city's 2014 Comprehensive Plan suggests that the area is suitable for commercial and/or industrial uses.

**DATE:** Delivery to the Planning Department on May 4, 2023, for consideration of the rezoning of properties located at 2255 Jamestown Road and 2262 County Drive.

## I. APPLICANT'S PROPOSAL

The applicant is requesting to rezone said property, fronting along County Drive (2262 County Drive, a residentially built structure presently utilized as a Barber Shop) from B-2, General Commercial District to M-1, Light Industrial District. The applicant proposes to develop a 950,000 square foot warehouse distribution center accompanied by parking and other site related improvements. Please see the submitted conceptual plan provided by the applicant and titled "sekivolutions" Sheet No C1. Per the site plan, it is the applicants desire to construct in phases three (3) warehouse buildings ranging in size from Warehouse Building #1 – 391,000 sq ft with 96 loading spaces; Warehouse Building # 2 – 308,800 sq ft with 85 loading spaces and lastly, Warehouse Building #3 - 250,660 sq ft, with 54 loading spaces; Although, Article 22. Height, Area, and Bulk Requirements

restrict the height of buildings not to exceed seventy-five (75') feet or six (6) stories. It is further stipulated within Article 17. Light Industrial District Regulations. Section 3. Height, area, and bulk regulations (3) Whenever any building in the M-1, Light Industrial District adjoins or abuts upon a residential district, such building shall not exceed two (2) stories nor thirty-five (35') in height, unless it is setback one foot from all required yard lines for each one foot of additional height above thirty-five (35') feet. The ordinance also stipulates that there shall be a side yard of not less than ten (10') feet in width on the side of a lot adjoining a residential district and a rear yard not less than ten (10') feet in depth on the rear of a lot adjoining a residence district.

The proposed structures would allow usage for wholesale, processing, and warehousing with indoor storage. There is a required One Hundred (100') foot setback measured from the center line of County Drive. Given the sites proximity to I-95, and I-295 corridors the applicant believes this site is ideally suited for distribution uses, which would create hundreds of jobs in the city. The applicant also believes that the request to rezone the subject parcels of land is consistent with the city's future land use goals. There has been no particular user identified or selected and the applicant would like to be prepared and in position to secure an industrial user involved in distribution, processing, production, and warehousing services.

The proposed rezoning designation of M-1, which is the Light Industrial zoning designation would permit a range of light industrial uses, such as light manufacturing, trucking, storage, warehousing, and production operations. Typically, these uses may have a lot of truck and vehicular traffic, however, the subject property will include dedicated access to and from Route 460, which prevents conflicts between vehicles serving the site and other uses in the vicinity. The uses proposed are low-intensity industrial uses and are generally compatible with adjoining, existing uses currently in the area, to include Norfolk Southern Railway, Interstate 95, Route 460 (County Drive) large tracts/parcels of vacant land and a very limited number of residential properties. There are several mobile home parks in the vicinity of the proposed request. Those Mobile Home Parks namely are as follows: Spring Garden Mobile Home Park and Campground, 2178 County Dr, TP# 035030003; Ford's Mobile Home Park, 2122 County Dr, behind Whelan's Garage/Truck/Convenience Store TP# 034030006 and 1.77 acres; at 14.8 acres, Sunset Mobile Home Park, 2120 County Dr. TP# 034030003; 2200 Jamestown Dr, TP# 035030006, Shodon, vacant/heavily wooded parcel of land 30.91 acres zoned Mobile Home Park; 2174 County Dr., Alpha Storage LLC., 5 acres, TP# 035030006. Other uses in the area include the American Inn Hotel, at 2209 County Dr.: The Budget Motor Inn Motel at 2151 Jamestown Dr and the California Inn at 2214 County Dr.

Warehousing, wholesale distribution, fabrication, processing, and manufacturing are uses allowed under the M-1, Light Industrial zoning designation. It should be noted that in some instances, a particular use may be required to be approved for an overlay district classification per Article 23. Supplementary Use Regulations-Special Uses. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

The parcel of land located in the rear of 2262 County Dr. and addressed as 2255 Jamestown Dr. is currently entirely wooded. If properly buffered the development of the subject parcel of land should not have any impact on any neighboring residential developments or residentially used properties. The location is excellent for commercial or light industrial activities, as it's near the highway and other commercially related uses. A specific user has not been identified at the time of application submittal.

The applicant is proposing to provide appropriate landscaping and buffering of the project area within the City of Petersburg, Virginia to reduce any potential negative impact to existing residential properties along Poe Lane. The applicant has met with the City's' Development Review Team to discuss the regulations as it relates to public utilities, VDOT standards for construction of internal roadways.

This rezoning request would only allow by-right development. If a use is deemed objectionable as defined in the Zoning Ordinance or as determined by the Zoning Administrator that use will require review and approval by the Planning Commission and City Council.

The development of this land would provide opportunities for additional jobs, and taxes for the City of Petersburg.

## **II. CHARACTER OF THE AREA**

The access point of the subject property is immediately adjacent to the California Inn, and the intersection of N. Stedman Dr., Poe Lane, and County Drive. See Sheet C1 submitted by the applicant.

It is my understanding that discussions from an engineering standpoint, the subject parcel is anticipated to be served by public utilities (water and sewer) from Poor Creek system.

## **III. PUBLIC INPUT:**

As of the writing of this report, the staff has received support of the request from the Director of Economic Development, Mr. Brian Moore, two telephone inquiries were made from adjoining property owners prior to the receipt of the application for a rezoning petition was received from the applicant(s). These owners were not in support of the request.

## **IV. FINDINGS AND STAFF ANALYSIS:**

The City's Comprehensive Plan 2014 designates the area for commercial/light industrial uses. Staff recommends approval of the request to rezone the subject properties, addressed as 2262 County Dr., Tax Parcel # 040030006 from B-2, General Commercial District and 2255 Jamestown Dr., Tax Parcel # 040030005 from A, Agricultural District to M-1, Light Industrial District. The proposed use requested, if permitted, will be controlled by zoning conditions and ordinance standards.

Any land disturbance associated with the project more than 10,000 sq ft will require review and approval by Mr. Darryl Walker, Stormwater Manager, City of Petersburg. Other permits may be required contingent upon the acreage and size of building(s) to be constructed.

See correspondence dated April 5, 2023, and signed by Stig Owens, P.E. sekivsolutions. Traffic Impact Analysis, GOROVE SLAD, dated April 20, 2023; VDOT Commercial Entrance Design information.

Any disturbances to areas designated as wetlands must possibly undergo a review by the Army Corps of Engineers.

The proposed project will require the submission of a site plan and meet all applicable zoning requirements, building and fire code regulations.

If the subject request is approved, the Petersburg Department of Planning and Community Development will work with the applicant(s) to ensure that all building/zoning permit reviews & approvals are granted prior to the authorization of construction of any new structures.

All buffering, landscaping, access, and road improvements to include outdoor lighting will be addressed during the site plan review process with the Development Review Team and staff in the Department of Planning and Community Development. An adequate buffer to block out potentially loud noise, dust, emission of odors, or toxic gases and smoke should be addressed and implemented particularly where construction and use may

impact those residents who reside along Poe Lane. If possible, a natural, mature tree line would be helpful in maintaining a sound barrier from any potential noise or dust from truck or delivery vehicle traffic within the Jamestown Drive Warehouse site. Those homeowners who live near the site will feel more at ease knowing that their property is protected as well as their solitude giving them better peace of mind.

The applicant will review a copy of this case report prior to the meeting date.

The request is in line with the City of Petersburg's Comprehensive Plan and in keeping with the City's Economic goals by promoting economic growth, job creation, and increased tax revenue.

## **V. EXHIBITS**

Tax Parcel Map Extract

Zoning Map Extract

Applicants Petition

Supplemental Information:

TIA Study BSI – VDOT; RPA Approval.

Public Notification Information

# Petersburg, Virginia

Parcel: 040030006

## Summary

Owner Name	ARAKAWA WOODROW L TAE C	National Historic District:	
Owner Mailing Address	2709 OXFORD DR SUTHERLAND, VA 23885	Enterprise Zone:	
Property Use	410	Opportunity Zone:	51730811200
State Class:	4 Commercial and Industrial	VA Senate District:	16
Zoning:	B-2	Va House District:	63
Property Address	2262 COUNTY DR Petersburg, VA	Congressional District:	4
Legal Acreage:	2.272	City Ward:	1
Legal Description:	2.272 ACRES	Polling Place:	Blandford Academy
Subdivision:		Primary Service Area:	
Assessment Neighborhood Name:		Census Tract:	8112
Local Historic District:		Elementary School:	Lakemont
		Middle School:	Vernon Johns Middle School
		High School:	Petersburg High School

## Improvements

Finished (Above Grade):	2,195	Shed:	
Basement:		Total Rooms:	
Attached Garage:		Bedrooms:	
Detached Garage:		Full Baths:	1
Enclosed Porch:	45	Half Baths:	
Open Porch:		Foundation:	
Deck/Patio:		Central A/C:	100%

## Ownership History

Previous Owner Name	Sale Date	Sale Price	Doc # or Deed Book/pg
	5/16/2006	\$250,000	2006/2365

## Assessments

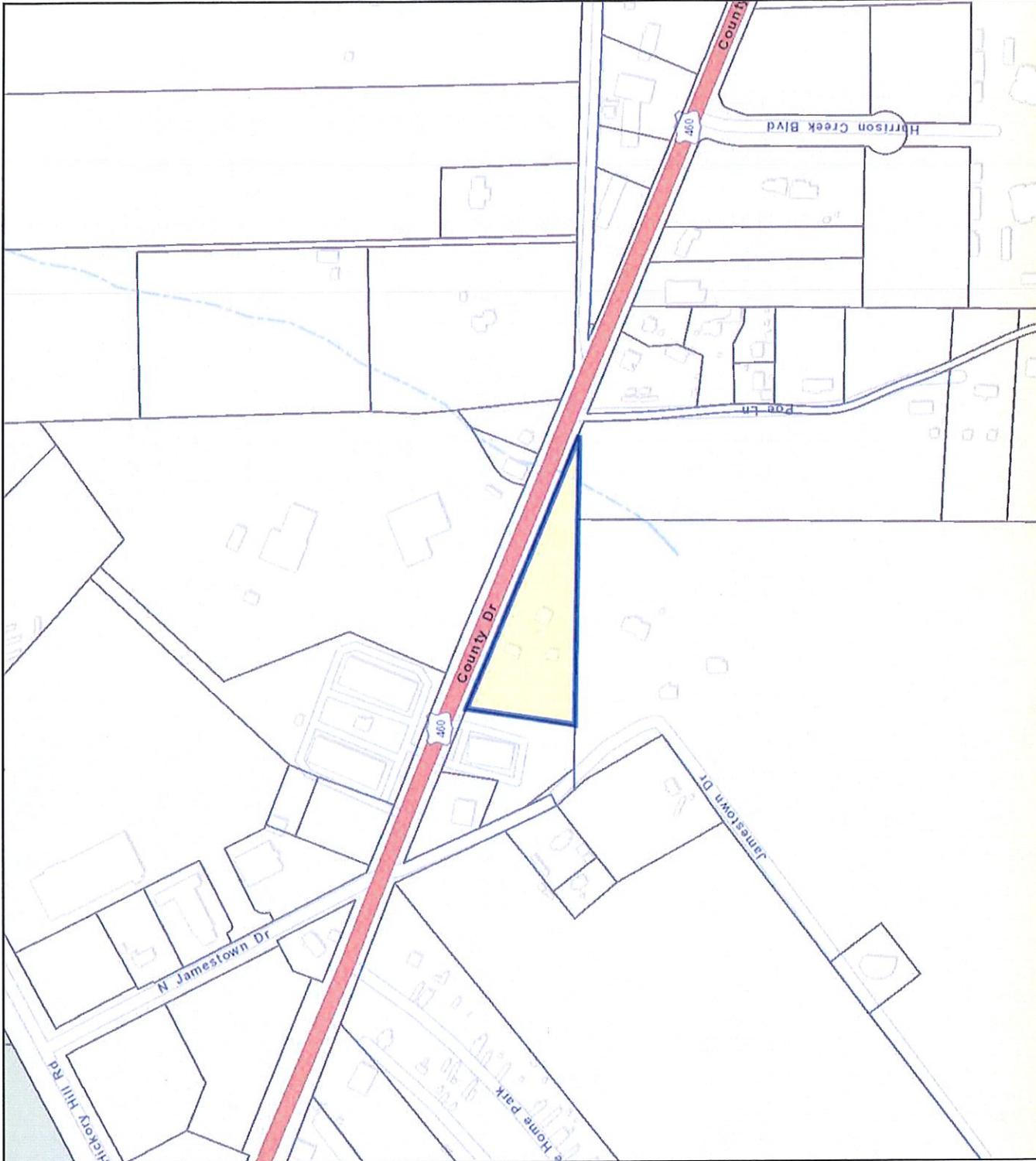
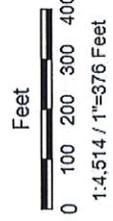
Valuation as of	01/01/2018	01/01/2019	01/01/2020	01/01/2021	01/01/2022
Effective for Billing:	07/01/2018	07/01/2019	07/01/2020	07/01/2021	07/01/2022
Reassessment					
Land Value	\$94,600	\$94,600	\$94,600	\$94,600	\$94,600
Improvement Value	\$118,800	\$118,800	\$118,800	\$118,800	\$118,800
Total Value	\$213,400	\$213,400	\$213,400	\$213,400	\$213,400

## Property Tax (Coming Soon)

# Petersburg, Virginia

## Legend

- County Boundaries
- Parcels



**Parcel #: 040030006**

**Date: 5/25/2023**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*

# 2262 County Dr - B-2, General Commercial



# Petersburg, Virginia

Parcel: 040030005

## Summary

Owner Name	CLEMENTS LARRY THOMAS THACKSTON MARY C	National Historic District:	
Owner Mailing Address	401 RIVERS BEND CT CHESTER, VA 23836	Enterprise Zone:	
Property Use	501	Opportunity Zone:	51730811200
State Class:	5 Agricultural 20 - 100 acres	VA Senate District:	16
Zoning:	A	Va House District:	63
Property Address	2255 JAMESTOWN DR Petersburg, VA	Congressional District:	4
Legal Acreage:	73.87	City Ward:	1
Legal Description:	73.87 ACRES	Polling Place:	Blandford Academy
Subdivision:		Primary Service Area:	G
Assessment Neighborhood Name:		Census Tract:	8112
Local Historic District:		Elementary School:	Lakemont
		Middle School:	Vernon Johns Middle School
		High School:	Petersburg High School

## Improvements

Finished (Above Grade):	1,740	Shed:	
Basement:		Total Rooms:	6
Attached Garage:		Bedrooms:	3
Detached Garage:		Full Baths:	1
Enclosed Porch:	360	Half Baths:	1
Open Porch:		Foundation:	
Deck/Patio:		Central A/C:	0%

## Ownership History

Previous Owner Name	Sale Date	Sale Price	Doc # or Deed Book/pg
2255 JAMESTOWN DRIVE LLC,	11/8/2017	\$0	2017/0086
CLEMENTSELIZABETH H & LARRY T	10/13/2016	\$0	2016/2585
	12:00:00 AM	\$0	644/702

## Assessments

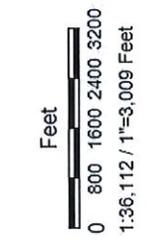
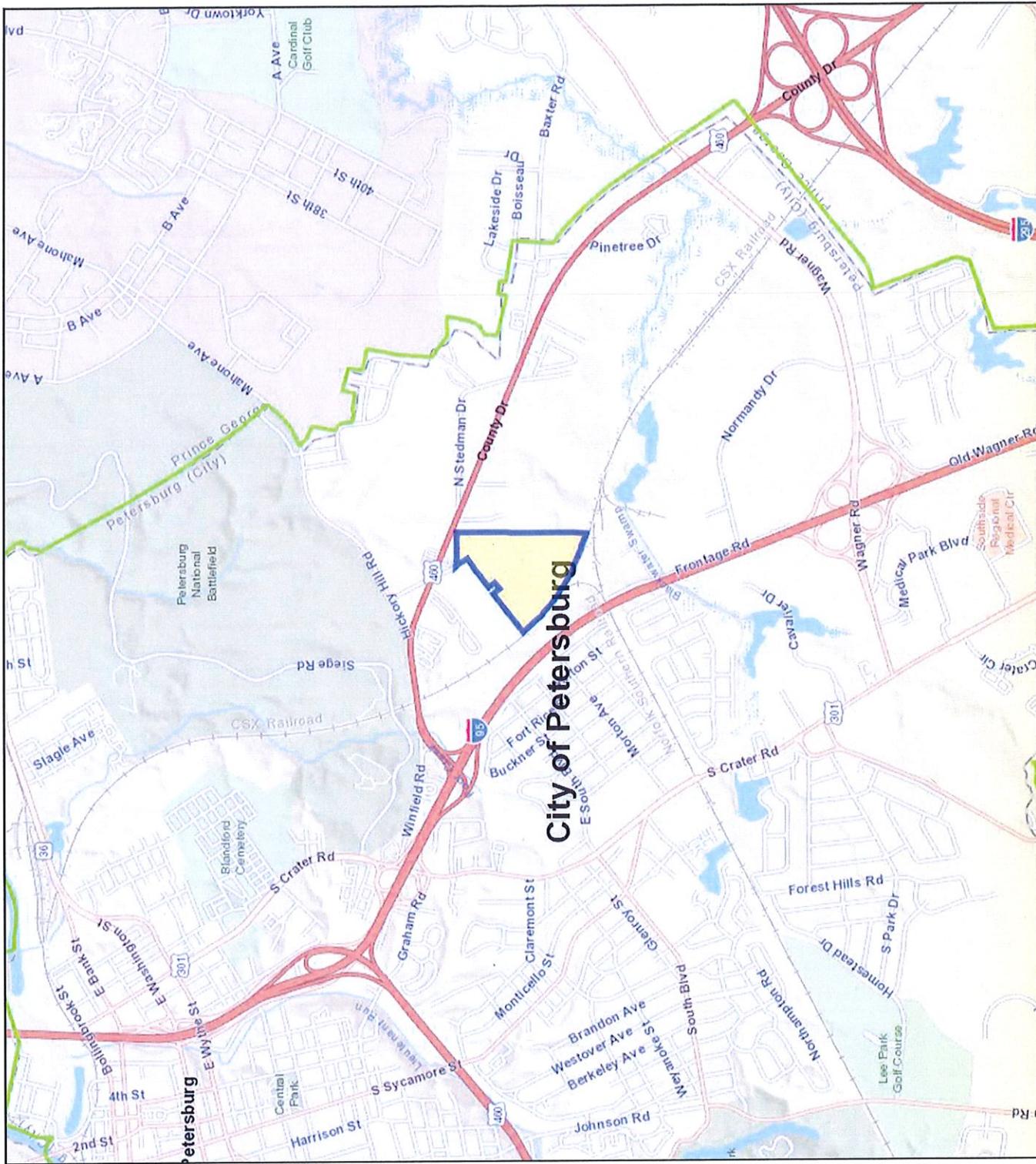
Valuation as of	01/01/2018	01/01/2019	01/01/2020	01/01/2021	01/01/2022
Effective for Billing:	07/01/2018	07/01/2019	07/01/2020	07/01/2021	07/01/2022
Reassessment					
Land Value	\$429,600	\$429,600	\$429,600	\$429,600	\$429,600
Improvement Value	\$108,900	\$108,900	\$108,900	\$108,900	\$108,900
Total Value	\$538,500	\$538,500	\$538,500	\$538,500	\$538,500

## Property Tax (Coming Soon)

# Petersburg, Virginia

## Legend

 County Boundaries



**Parcel #: 040030005**

**Date: 5/25/2023**

*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Petersburg is not responsible for its accuracy or how current it may be.*

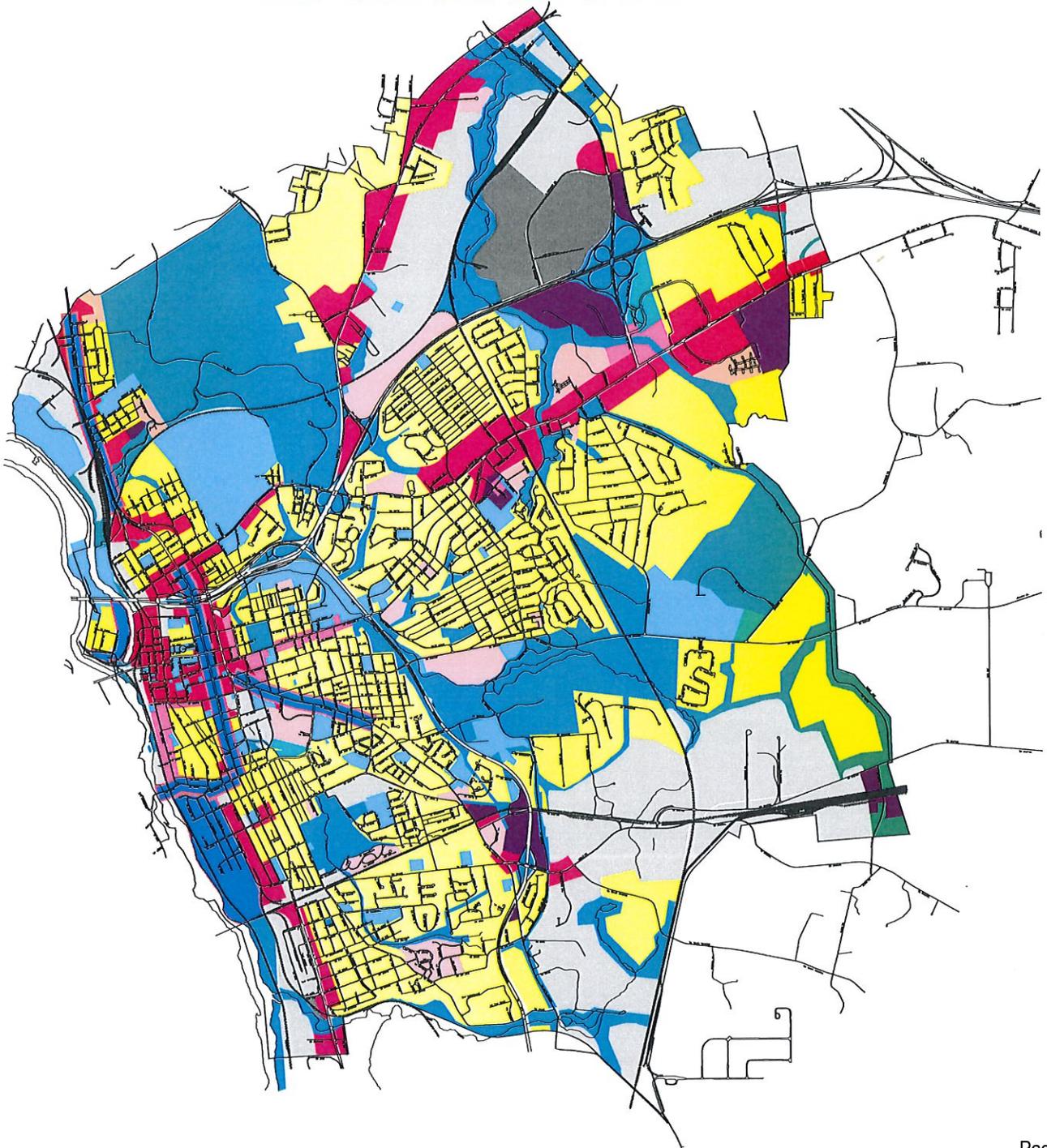


# LEGEND

- LOW DENSITY RESIDENTIAL
- MEDIUM / HIGH DENSITY RESIDENTIAL
- MIXED COMMERCIAL / PROFESSIONAL
- COMMERCIAL
- LIGHT INDUSTRIAL/FLEXIBLE
- HEAVY INDUSTRIAL
- INSTITUTIONAL
- PARKS & OPEN SPACE
- MIXED USE (OFFICE, INSTITUTIONAL, COMMERCIAL, RESIDENTIAL)
- RTE. 36 (E. WASHINGTON STREET) DEVELOPMENT CORRIDOR
- EAST CITY LIMITS to E. BANK STREET
- WASHINGTON STREET DEVELOPMENT CORRIDOR
- CRATER ROAD to ADAMS STREET
- WASHINGTON STREET DEVELOPMENT CORRIDOR
- ADAMS STREET TO SOUTH STREET
- HALIFAX STREET DEVELOPMENT CORRIDOR
- W. WYTHE STREET to VIRGINIA AVENUE
- UNIVERSITY BOULEVARD / N. SOUTH STREET DEVELOPMENT CORRIDOR
- W. WASHINGTON STREET to APPOMATTOX RIVER
- POCAHONTAS ISLAND DEVELOPMENT DISTRICT
- BATTERSEA DEVELOPMENT DISTRICT

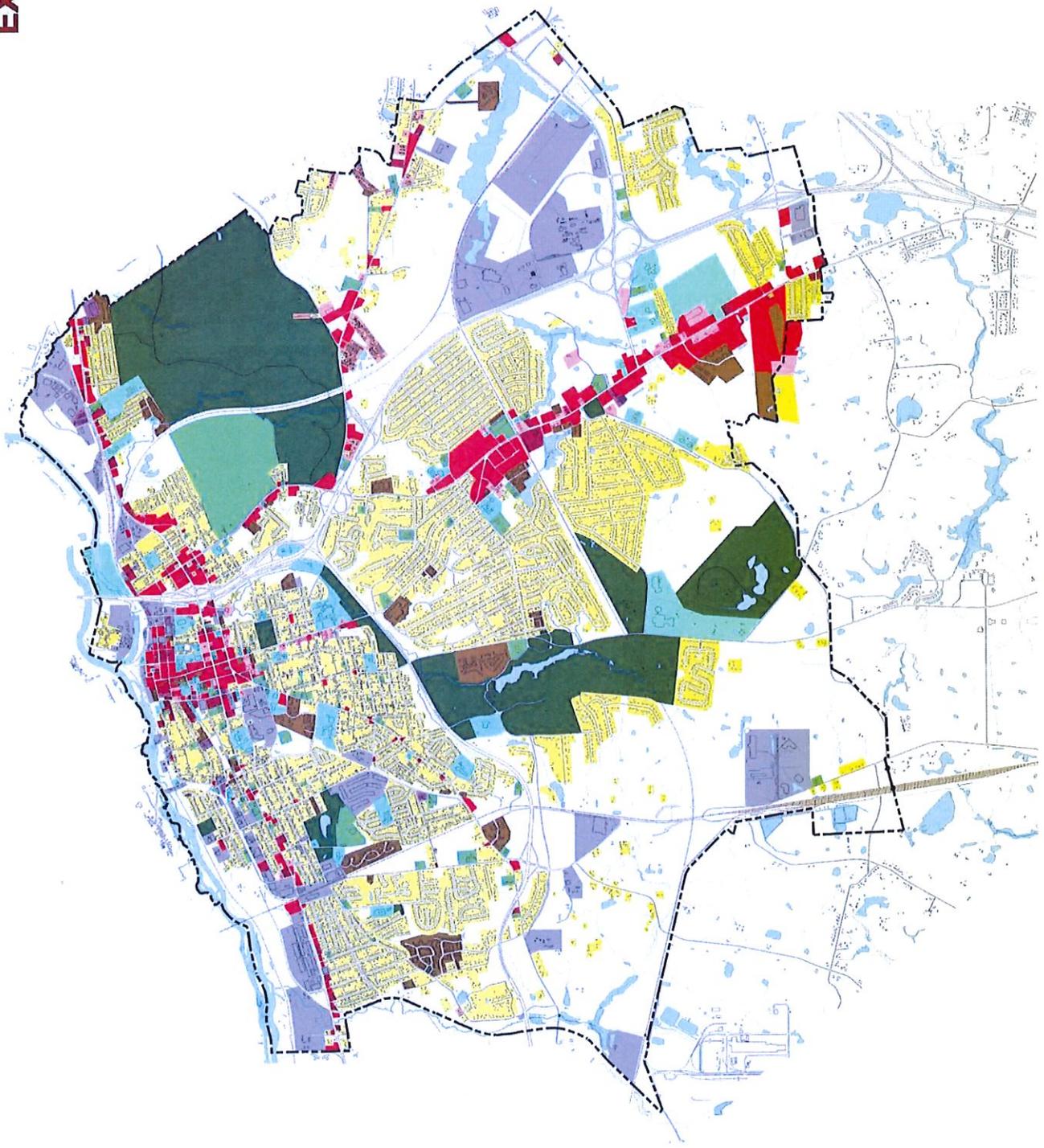
# FUTURE LAND USE PLAN

CITY OF PETERSBURG, VIRGINIA  
 COMPREHENSIVE PLAN 2014



# EXISTING LAND USE COMPREHENSIVE PLAN City of Petersburg, Virginia

- LEGEND**  
Land Use Classifications
- Residential**
    - SINGLE FAMILY
    - MOBILE HOME
    - MULTI-FAMILY
  - Commercial**
    - RETAIL & SERVICE
    - GENERAL COMMERCIAL
    - BUSINESS / PROFESSIONAL SERVICE
  - Industrial**
    - INDUSTRIAL
    - WAREHOUSING
  - Public & Semi-Public**
    - COMMUNITY FACILITIES
    - PLACES OF WORSHIP, CEMETERIES
    - LODGES
    - PARKS & RECREATION
  - VACANT



MAY 20, 2008  
K.W. Poore and Associates, Inc.  
Community Development Consultants



# City of Petersburg

Department of Planning and  
Community Development  
804-733-2308

135 N. Union Street, Room 304  
Petersburg, Virginia 23803  
srobinson@petersburg-va.org

## Public Notice

Notice is hereby given to all interested persons, that the City of Petersburg Planning Commission will hold a Public Hearing on Thursday, June 1, 2023, beginning at 6:30pm., at the Petersburg Public Library, Multi-Purpose Room, 201 W Washington Street, Petersburg, Virginia, 23803 to hear the following case:

2023-REZ-05: A public Hearing and consideration of a resolution recommending approval of a Petition to rezone the property located at 2255 Jamestown Drive and 2262 County Drive from B-2, General Commercial District and A, Agricultural District to M-1, Light Industrial District to allow for the development of a warehouse distribution center with parking and related site improvements.

Information and related material concerning the Public Hearing items may be examined on the Planning Commission Website: <http://www.petersburgva.gov/119/Planning-Commission>, or by contacting the Department of Economic Development, Planning and Community Development at (804)-733-2308.

All interested persons shall have the opportunity to be heard at said public hearing.

Should you have any questions or need additional information, please contact the Department of Economic Development, Planning and Community Development by postal mail sent to 135 N Union Street, Petersburg, VA. 23803, via telephone at 804-733-2308, or via email at [pcd@petersburg-va.org](mailto:pcd@petersburg-va.org).

Reginald Tabor, Planning Manager

Department of Economic Development, Planning and Community Development



## Goals and Objectives

### Issues, Policy Goals, Objectives

The purpose of the Comprehensive Plan is to set the relevant policies which will help carry out Vision of the City. The intent of the Plan and its recommendations is to improve and protect the health, safety, and welfare of the citizens of Petersburg.

#### Issues

Issues identified through background reports, public input and consultation with community stakeholders are the foundation for formulating policy goals and objectives. It is important to note the identified issues are usually connected to other issues, and solutions may require a comprehensive approach which incorporates innovative and out of the box initiatives. Housing issues may be influenced by the economy while the economy is affected by land use and transportation.

#### Policy Goals

A policy sets forth the principles and values which will guide the actions to be taken by the City of Petersburg to solve identified public issues. In this document policies were formulated through input from the public and community stakeholders.

#### Objectives

Objectives are intended to be the beginning steps to overcome identified issues, and the means to carrying out adopted policies. Objectives are measurable tasks for which specific city departments and managers are responsible and held accountable.

#### Housing Issues

- Older city neighborhoods have a concentration of deteriorating, vacant, and blighted housing.
- Renovated or new affordable, safe housing is in short supply.
- Homeownership rates are low.
- Renters currently have a greater Housing Cost Burden than home owners.
- The City of Petersburg owns a lot of property that is currently vacant land. Reinvestment in housing is not targeted or done at a scale large enough to impact the neighborhoods in decline.
- Historic Districts have a high concentration of blighted and derelict properties.
- Historic Property Owners doing work without the appropriate approvals.

#### Housing Policies

**Policy Goal I:** Encourage the renovation or new construction of housing in older neighborhoods in a manner which provides a critical mass to investment and revitalization efforts.

**Objective 1:** Partner with the PRHA or a non-profit CDC to aggressively target priority revitalization and redevelopment efforts.

“Housing Cost Burden” is a standard HUD formula that calculates household income to housing costs. Generally, households who are paying greater than 30% of their income on housing are seen as “burdened” by those costs.



**Policy Goal II:** Act as an equal partner in public/private ventures to revitalize historic, older and downtown neighborhoods and improve the housing stock.

**Objective 1:** Review and identify city-owned properties for redevelopment opportunities in partnership with nonprofit housing agencies and developers.

**Objective 2:** Prioritize infrastructure improvements and CDBG funds to maximize the impact of redevelopment efforts with non-profit housing partners and developers.

**Objective 3:** Utilize local community plans, such as the Battersea Quality of Life Plan, as a guide for City revitalization in neighborhoods identified in the future land use plan.

**Policy Goal III:** Promote a variety of affordable housing types to meet the needs of owners and renters of varying levels of income through partnerships with nonprofits and developers.

**Objective 1:** Prioritize revitalization activities and efforts according to the Comprehensive Plan.

**Objective 2:** Update and take to Planning Commission and Council for action a revised zoning ordinance which includes policies toward allowing for diversity in neighborhood, design standards and varied housing types, and increased densities.

**Policy Goal IV:** Continue to do an inventory in all the Historic Districts to understand where the most critical need exist.

**Objective 1:** Procure the services of Preservation Virginia to complete an inventory for the remaining historic districts not inventoried.

**Objective 2:** Create a Community Land Trust with the assistance of LISC using the Detroit Model. This

**Objective 3:** Continue to seek out educational and financing opportunities for residents owning homes in a historic district or potential homeowners in a historic district.

### Land Use & Transportation Issues

- Vibrant/alternative land uses are needed at Gateways and main neighborhood entrance corridors to improve the city's image.
- Large industrial parcels are not available for the expansion or relocation of manufacturing to Petersburg.
- Land Use and zoning are inconsistent in certain areas of the city.
- Contiguous parcels are not readily available for redevelopment and investment in new/renovated housing.
- No policies or master plan exists for parking in Old Towne and the Central Business District.
- Infrastructure improvements for cars, pedestrians, and bikes are needed in historic neighborhoods as well as new growth areas.
- Public Transit has limited hours and service to/from neighborhoods to regional employment centers.
- Directional sign improvements are needed along entrance corridors and interstates.
- Congestion/lack of road interconnectivity on South Crater Road around the new Southside Regional Medical Center

## Land Use & Transportation Policies

**Policy Goal II:** Promote redevelopment of gateway corridors to have a vibrant mixed-use component.

**Objective 1:** Include in the Zoning Ordinance overlay district guidelines for the Halifax Corridor, Route 36 Corridor, West Washington Street Corridor, University Boulevard Corridor, Commerce Street Corridor and Gateways.

**Policy Goal III:** Promote redevelopment of blighted areas comprehensively through both the Petersburg Housing Authority and the Industrial Development Authority.

**Objective 1:** Overhaul the zoning ordinance to coincide with the Land Use Plan and allow for by-right mixed-use developments on an urban/pedestrian scale incorporating transit oriented and new urbanism principles and design standards.

**Objective 2:** Create an urban design ordinance using the R/UDAT Plan as the guide and tie it to the City's zoning ordinance

**Objective 3:** Coordinate with public works infrastructure and utility improvements based on revitalization and redevelopment initiatives.

**Objective 4:** Continue to utilize CDBG resources within a land use and transportation framework that creates collaboration between City departments and primary stakeholders.

**Policy Goal III:** Promote an efficient, well-marked, and convenient parking network in the central business district and Old Town without compromising aesthetics but accommodating pedestrian and multi-modal transit activity.

**Objective 1:** Undertake a master plan and management effort for parking in the Central Business District.

**Objective 2:** Study the benefit and cost versus expense of maintaining parking meters or a pay parking system.

**Objective 3:** Consider a private/public initiative to construct a parking deck in a strategic location convenient to businesses, entertainment and recreational uses.

**Policy Goal IV:** Provide efficient, frequent, reliable transit service to employment centers.

**Objective 1:** Continue to study and identify route and service improvements to better connect Petersburg residents with employment centers throughout the region.

**Objective 2:** Continue to seek grants to offset the expansion of service cost.

**Policy V:** Promote interconnected pedestrian and road network to reduce "bottle-neck" congestion on major thoroughfares.

**Objective 1:** Identify roadway connections to improve the street grid to reduce "bottle-neck" congestion, such as on South Crater Road and Exit 52.

**Objective 2:** Install traffic lights at the appropriate intersections to manage the traffic flow during peak hours.

## Economic Issues

- A disproportionate number of residents of Petersburg residents go to other localities to shop.
- Petersburg must continue to capitalize on partnerships, such as Fort Lee.





- Petersburg has a shortage of available, marketable industrial land above 50 acres.
- Challenges with the public schools and perception of high crime make attracting investors and developers problematic.
- Perception of the City from current residents.

**Economic Policies**

**Policy Goal I:** Assess the skills needed for the industries the City is working to attract, as well as the industries that are currently in the City.

**Objective 1:** Build and strengthen partnerships with regional and local organizations to create meaningful workforce development programs.

**Objective 2:** Design training programs that meet the future and current employer’s needs.

**Policy Goal II:** Build partnerships with private sector players, regional and community stakeholder groups to capitalize on significant development opportunities.

**Objective 1:** Continue to work with Virginia’s Gateway Region to promote the City’s many assets to potential investors.

**Objective 2:** Continue hosting the Executive Roundtable Discussions; expand to include institutions of higher learning and private schools as well as smaller family owned businesses.

**Objective 3:** Review and become familiar with the Strategic Economic Development Plan.

**Objective 4:** Continue to promote the Vision of the City.

**Objective 5:** Create a Vision for the Office of Economic Development.

**Objective 6:** Continue to build significant partnerships with regional agencies such as the Virginia Gateway Region, Ft. Lee and the Cameron Foundation and City businesses.

**Objective 7:** Educate City leaders and staff on redevelopment projects eligible for New Market Tax Credit, and other federal, state and local incentives (see incentives in Appendices).

**Objective 8:** Leverage CDBG monies and stakeholder efforts in specified revitalization areas as identified in the Future Land Use Map.

**Objective 9:** Creatively capitalize on development opportunities at the old hospital site, Titmus and Roper Brothers.

**Policy Goal III:** Promote the assembly of smaller tracts of land through the IDA to create marketable industrial or technology development sites.

**Objective 1:** Work closely with the Assessor’s Office and the Office of Planning and Community Development to assemble contiguous parcels of underutilized land for large marketable industrial or development sites.

**Policy Goal IV:** Consider the benefit of expanding the Enterprise Zones to other districts and areas of the City.

**Objective 1:** Apply for an expansion of our current Enterprise Zones and consider adding two additional zones.

**Objective 2:** Create a Business Improvement District for Downtown

**Policy Goal V:** Increase revenue by working with the Planning Department to permit nightclubs and other cultural and



**C. JUSTIFICATION FOR REZONING**

- 1. The proposed change in zoning is necessary for the preservation and enjoyment of a substantial property right because: (Provide a detailed statement of reasons why the proposed rezoning should be granted).**

Given the City's urbanization, agricultural uses are no longer desirable within the City limits, and there are very few remaining sites suitable for light industrial uses. Given the site's close proximity to I-95, the applicant believes this site is ideally suited for distribution uses, which would create hundreds of jobs in the City. Furthermore, the City has already expressed a desire for light industrial uses at this site, as indicated in its 2014 Comprehensive Plan. The applicant therefore believes this rezoning is entirely consistent with the City's future land use goals.

- 2. The material impact of the proposed rezoning will not be detrimental to the public welfare of the City nor to adjacent property owner(s) or properties located within the nearby vicinity because: (Specify reasons to substantiate this statement).**

The subject property will include dedicated access to/from Route 460, which prevents conflicts between vehicles serving the site and other uses in the vicinity. The low-intensity industrial uses proposed are generally compatible with adjoining uses, which include the Norfolk Southern Railway, Interstate 95, Route 460, large tracts of vacant land and a very limited number of residential properties

- 3. The proposed rezoning will be advantageous to the City and benefit the welfare of the general public because: (Specify reasons to substantiate this statement).**

The proposed development will align the property with the City's future land use designation of "light industrial" as indicated in the 2014 Comprehensive Plan. By promoting economic growth, job creation, and increased tax revenue for the City. The requested rezoning also supports the City's economic goals, as indicated on page 99 of the 2014 Comprehensive Plan.

- 4. The proposed rezoning is necessary because suitable property for the proposed use is not presently situated within required existing zoning districts. (Specify reasons for this determination).**

Few, if any, undeveloped parcels larger than 70 acres are suitable for light industrial uses within the City limits. In order to achieve the City's economic objectives and future land use goals (as reflected in the 2014 Comprehensive Plan), rezoning of underused agricultural parcels is required.

**D. CERTIFICATION:**

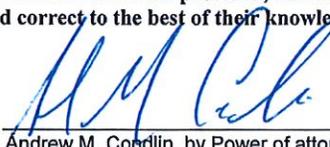
The undersigned applicant certifies that they:

\_\_\_\_\_ (a) are the owner, lessee or agent for (specified in writing)

X  (b) possess a proprietary interest in (contract or option agreement)

the property(ies) identified within this PETITION FOR REZONING, and that the foregoing information and statements herein provided, and all other information herewith submitted, are in all respects true and correct to the best of their knowledge and belief.

Signed:



Andrew M. Condlin, by Power of attorney

Mailing Address:

Roth Jackson Gibbons Condlin, PLC  
1519 Summit Avenue, Suite 102  
Richmond, Virginia 23230

Phone Number:

(804) 977-3373

Email Address:

acondlin@rothjackson.com

APPROVED

\_\_\_\_\_  
City Attorney

TO BE FILED IN THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

**ACTION RECORD**

Date Filed (with Planning Department):

5-4-2023

Date of Planning Commission Public Hearing:

\_\_\_\_\_

Planning Commission Action(s):

\_\_\_\_\_

Date of City Council Hearing:

\_\_\_\_\_

City Council Action(s):

\_\_\_\_\_





**SPECIAL LIMITED POWER OF ATTORNEY  
LAND USE APPLICATIONS**

**KNOW ALL MEN BY THESE PRESENTS**, that **MARY C. THACKSTON** authorized on behalf of **LARRY THOMAS CLEMENTS AND MARY C. THACKSTON and 2255 JAMESTOWN DRIVE, LLC** has made, constituted and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN** or **KIMBERLY M. LACY**, either of whom may act, our true and lawful attorney-in-fact ("Attorney"), to act as our true and lawful attorney-in-fact in our name, place and stead with such full power and authority we would have, if acting personally, to file all such applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently under contract the undersigned, such real estate being located in the City, commonly known as situated along Jamestown Drive, containing approximately +/-73.87 acres, and designated in the Real Estate Assessment Records of the County as Tax Parcel 040030005 (the "Property"), including, but not limited to, an application to rezone the Property and to submit and amend proffers. Our said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the City of Petersburg Application and related to the Property, as fully as we might or could do if acting personally.

The undersigned hereby confirm all lawful acts done by our Attorney pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who

(015206#0)v1)

has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This authorization shall continue until it is otherwise rescinded or modified.

WITNESS the following signatures and seals this 18 day of April, 2023.

Mary C. Thackston (SEAL)  
MARY C. THACKSTON, Individually

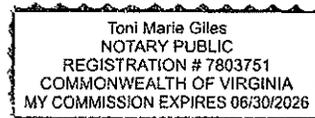
2255 JAMESTOWN DRIVE, LLC

Mary C. Thackston (SEAL)  
BY: MARY C. THACKSTON, Member

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF Chesterfield, to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by Mary C. Thackston, individually and as a member of 2255 JAMESTOWN DRIVE, LLC, on this 18 day of April, 2023.

Toni Marie Giles  
Notary Public  
My Commission expires: 6-30-2026  
My Registration No.: 7803751



[01520680,v1]

**SPECIAL LIMITED POWER OF ATTORNEY  
LAND USE APPLICATIONS**

**KNOW ALL MEN BY THESE PRESENTS**, that **LARRY THOMAS CLEMENTS** authorized on behalf of **LARRY THOMAS CLEMENTS AND MARY C. THACKSTON and 2255 JAMESTOWN DRIVE, LLC** has made, constituted and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN** or **KIMBERLY M. LACY**, either of whom may act, our true and lawful attorney-in-fact ("Attorney"), to act as our true and lawful attorney-in-fact in our name, place and stead with such full power and authority we would have, if acting personally, to file all such applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently under contract the undersigned, such real estate being located in the City, commonly known as situated along Jamestown Drive, containing approximately +/-73.87 acres, and designated in the Real Estate Assessment Records of the County as Tax Parcel 040030005 (the "Property"), including, but not limited to, an application to rezone the Property and to submit and amend proffers. Our said Attorney is also authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the City of Petersburg Application and related to the Property, as fully as we might or could do if acting personally.

The undersigned hereby confirm all lawful acts done by our Attorney pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Attorney shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This authorization shall continue until it is otherwise rescinded or modified.

WITNESS the following signatures and seals this 18<sup>th</sup> day of April, 2023.

(01520672)v21

Larry Thomas Clements (SEAL)  
LARRY THOMAS CLEMENTS, Individually

2255 JAMESTOWN DRIVE, LLC  
Larry Thomas Clements (SEAL)  
BY: LARRY THOMAS CLEMENTS, MEMBER

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF Chesterfield, to-wit:

The foregoing instrument was acknowledged before me in my jurisdiction aforesaid by Larry Thomas Clements, individually and as a member of 2255 JAMESTOWN DRIVE, LLC, on this 18 day of April, 2023.

Toni Marie Giles  
Notary Public  
My Commission expires: 6-30-2026  
My Registration No.: 7803751

Toni Marie Giles  
NOTARY PUBLIC  
REGISTRATION # 7803751  
COMMONWEALTH OF VIRGINIA  
MY COMMISSION EXPIRES 06/30/2026

# SPECIAL LIMITED POWER OF ATTORNEY/LAND USE APPLICATIONS

PIN: 040-030006

Prepared By:  
THOMAS P CHEELEY, ESQ.  
VSB #16680  
2314 Boulevard  
Colonial Heights, Virginia 23834

*KNOW ALL MEN BY THESE PRESENTS*, that we, the undersigned, both jointly and individually have made, constitutes and appointed, and by these presents do hereby make, constitute and appoint **ANDREW M. CONDLIN** and/or **KIMBERLY M. LACY**, either of whom may act, our true and lawful Agents to act as our true and lawful attorney-in-fact, in name, place and stead with full power and authority we would have, if acting personally, to file any and all applications required by the City of Petersburg, Virginia (the "City"), with respect to that certain real property currently under contract with the undersigned as Sellers and Onward and Upward Land LLC, as Purchasers, with such land being located in the City of Petersburg, Virginia, commonly known as situated along County Drive, and containing approximately 2.272 +/- acres, and designated in the Real Estate Assessment Records of the City as Tax Parcel 040-030006 (the "Property"), including, but not limited to, an application to rezone the property and to submit and amend proffers; *however subject to*.

**AGENTS SHALL NOT INCUR ANY COSTS, FEES, PROFFERS, OR ANY OTHER EXPENSES IN WHICH THE PRINCIPALS HEREIN SHALL BEAR OR BE REQUIRED TO REIMBURSE, OTHERWISE THE PRINCIPALS SHALL BE ENTITLED TO VOID THIS POWER OF ATTORNEY AB INITIO. AGENTS SHALL REIMBURSE AND/OR INDEMNIFY THE PRINCIPALS FOR ANY AND ALL EXPENSES THAT MAY ARISE ON ACCOUNT OF THEIR ACTIONS TAKEN BY VIRTUE OF THIS POWER OF ATTORNEY. REGARDLESS OF WHETHER THE REZONING REQUEST IS SUCCESSFUL OR NOT OR WHETHER THE CONTINGENT CONTRACT IS CONSUMMATED INTO A SETTLEMENT OR NOT, THE AGENTS HEREIN PERSONALLY OR THE PURCHASER AS THEIR PRINCIPAL OR EMPLOYER SHALL ASSUME AND BEAR RESPONSIBILITY FOR ALL COSTS AND DAMAGES.**

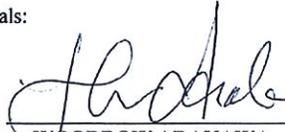
The appointed Agents herein are authorized and directed to sign, seal, acknowledge and deliver all such documentation and consents as required for the rezoning Application, and to do, execute and perform all and every other act or acts, thing or things in law needful and necessary to be done as required for the City of Petersburg Application as related to the property, as fully as we might or could do if acting personally.

Page 1 of 2

The undersigned further confirm all lawful acts done by our Agents pursuant to this Special Limited Power of Attorney. We further declare that as against ourselves or persons claiming under us, everything which our Agent shall do pursuant to this Special Limited Power of Attorney shall be valid and binding in favor of any person or entity claiming the benefit hereof who has not received actual written notice that this Special Limited Power of Attorney has been revoked.

This express authorization shall continue until 12:01 P.M. on December 15, 2023 unless it is otherwise modified or rescinded by a written document recorded in the Circuit Court Clerk's Office of the City of Petersburg, Virginia.

WITNESS the following signatures and seals:

  
WOODROW ARAKAWA (SEAL)

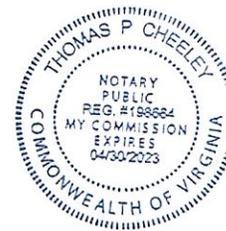
  
TAE C. ARAKAWA (SEAL)

COMMONWEALTH OF VIRGINIA  
CITY OF COLONIAL HEIGHTS, to-wit::

The foregoing Instrument was acknowledged before me on this 24th day of April, 2023, by  
WOODROW ARAKAWA and TAE C. ARAKAWA.

  
Notary Public

My Commission expires: April 30, 2023  
Notary Registration No: 198664.



Mr. Darryl E. Walker  
Stormwater Program Manager  
Office of Development and Operations  
1340 East Washington Street  
Petersburg, VA 23803  
Direct Telephone: 804.733.2357  
Office Telephone: 804.733.2353

April 5, 2023

**Re: Jamestown Drive Warehouses - RPA Determination Approval**  
2255 Jamestown Drive & 2262 County Drive - City of Petersburg, VA

Dear Mr. Walker:

As you are aware, Greg Monnett of **Enviro-Utilities** performed a wetlands and Waters of the U.S. delineation for the proposed project located at the above referenced location (see exhibit below). In conjunction with this effort, **Enviro-Utilities** also performed a Resource Protection Area Determination (RPAD) and submitted this report to you for review and approval on March 28, 2023. In this report, it is stated that .... **"Enviro-Utilities, Inc. (EU) evaluated the above property to conduct a wetland delineation and Resource Protection Area (RPA) determination study on the referenced property. Wetlands were delineated utilizing the Routine Determination Method as outlined in the 1987 Corps of Engineers Wetland Delineation Manual. Any connected or contiguous streams (Waters of the US) were evaluated for perennality using the North Carolina DEQ Stream Identification Method. Forested wetlands were observed on the property and were flagged in the field and GPS located. The wetland locations are shown on the attached map. The streams which were downstream of the wetlands on the property scored as intermittent, therefore, these waters and associated wetlands do not have an associated RPA buffer."**

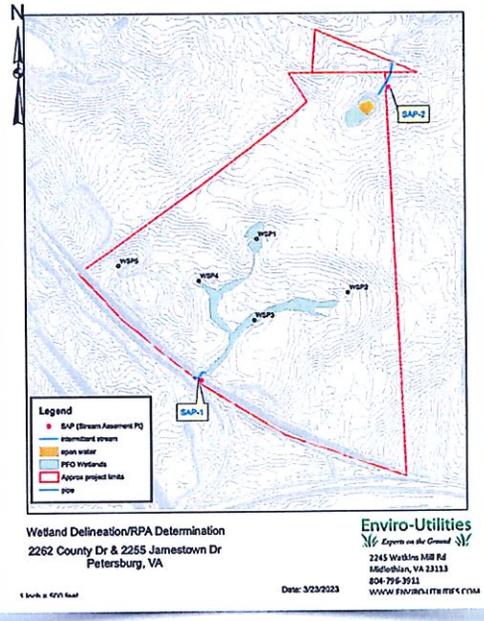
In an email back to Greg Monnett on March 28, 2023, you stated that you **"typically do not review site-specific RPA determinations submitted apart from the development plan submittals during the site plan review process. I will review the report upon the initial submittal of the proposed site plan and provide any comments I have at that time (along with the site plan comments from that initial submittal)."**

In other jurisdictions, we routinely have RPAD's reviewed and approved prior to the development of the site plans. In fact, because it is such a vital component to the overall planning and site plan development process, it is preferred to have this approval prior to the preparation of the site plans such that no time is wasted speculating on the limits of the RPA. Therefore, we respectfully request that the RPAD be reviewed and evaluated during the rezoning process for these properties such that the site plans can be developed with more certainty relative to constraints of the existing conditions. Thus, we have included this letter as part of the formal rezoning application.

Thank you for your consideration, and we hope to hear from you soon on this issue.



Stig Owens, P.E.  
sekivsolutions



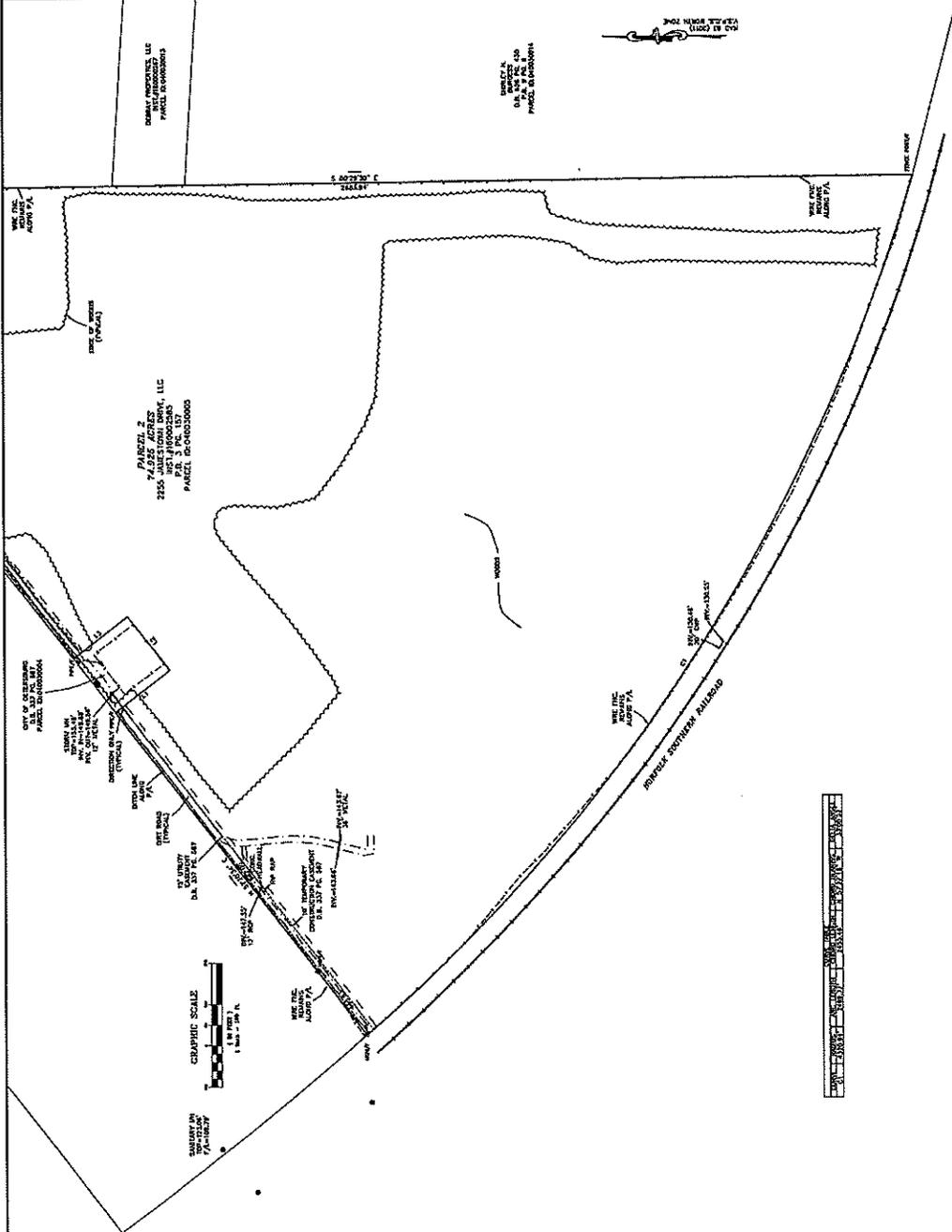
Sekiv Solutions, LLC | 14207 Pond Chase Place, Midlothian, VA | Phone: 804.938.8864 | Email: sowens@sekivsolutions.com





ALANSPS LAND TITLE SURVEY  
 LYING ON THE SOUTHLINE OF COUNTY  
 SHOWING TWO PARCELS OF LAND  
 DRIVE - U.S. ROUTE 460  
 CITY OF PETERSBURG, VA

Thomas Surveying  
 2203 Darby Drive  
 Portsmouth, VA  
 23139  
 804-239-5118  
 Surveying and Consulting





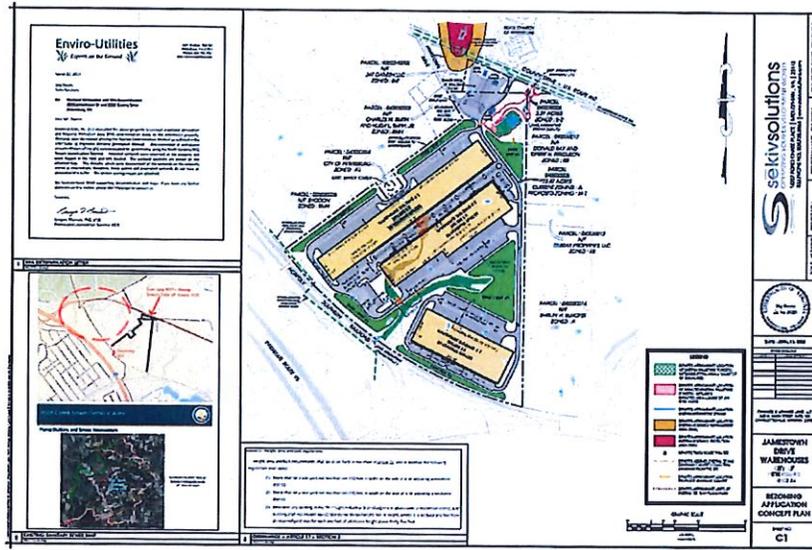


Figure 2: Preliminary Site Plan

### Existing Conditions

County Drive is a four-lane undivided Principal Arterial with a posted speed limit of 35 mph and a 2021 average daily traffic (ADT) volume of 10,000 vehicles per day (vpd).

A 12-hour (7:00 AM – 7:00 PM) turning movement traffic count was conducted at the intersection of County Drive at Church Driveway / Barber Shop Driveway on March 7 by Burns Services, Inc. The AM peak hour occurred from 7:15 – 8:15 AM and the PM peak hour occurred from 4:45 – 5:45 PM. The count data is included in the Appendix and the existing 2023 traffic volumes are shown in Figure 3.

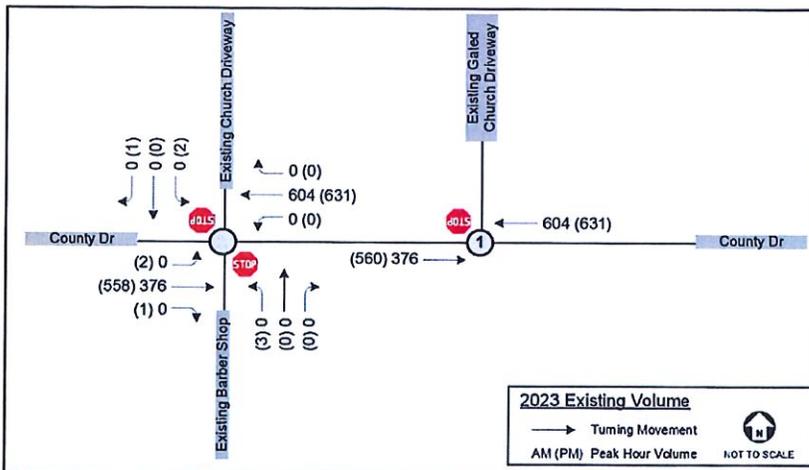


Figure 3: Existing 2023 AM and PM Peak Hour Traffic Volumes

## No-Build Conditions

### Approved Developments

Based on our TIA scope meeting, we understand that there are no nearby approved developments that will impact the site driveway.

### No-Build 2025 Traffic Volumes

The existing traffic volumes were increased by an annual growth rate of 1.0% for two years to estimate the No-Build 2025 traffic volumes, which are shown in Figure 4.

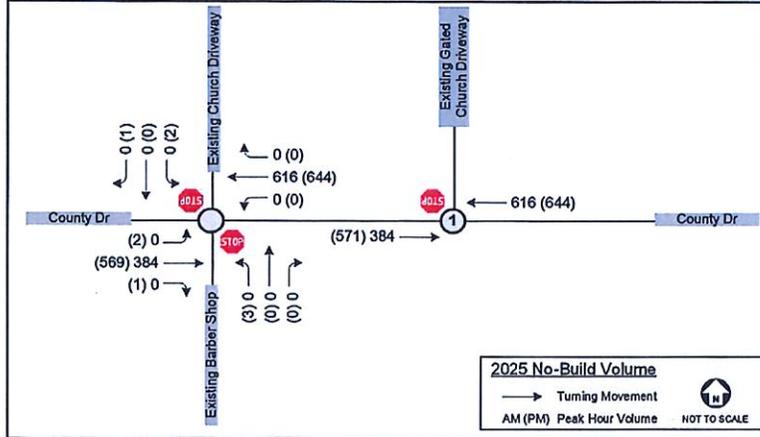


Figure 4: No-Build 2025 AM and PM Peak Hour Traffic Volumes

## Build Conditions

### Site Generated Trips

Table 1 shows the trip potential of the proposed commerce park based on the 11<sup>th</sup> Edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.

Table 1: ITE Trip Generation – Typical Weekday – 11<sup>th</sup> Edition

Land Use (ITE Land Use Code)	Size	Average Daily Traffic (vpd)		AM Peak Hour (vph)		PM Peak Hour (vph)	
		Enter	Exit	Enter	Exit	Enter	Exit
High-Cube Transload and Short-Term Storage Warehouse (154)	260,000 SF	182	182	16	5	7	19
High-Cube Fulfillment Center Warehouse (Non-Sort) (155)	710,000 SF	643	643	86	21	44	70
<b>Total</b>	<b>970,000 SF</b>	<b>825</b>	<b>825</b>	<b>102</b>	<b>26</b>	<b>51</b>	<b>89</b>
80% Passenger Cars		660	660	82	21	41	71
20% Trucks		165	165	20	5	10	18

**Site Trip Distribution**

The following site trip distribution was based on input from the City during the scoping meeting:

Inbound trips:

- 65% from the west on County Drive
- 35% from the east on County Drive

Outbound trips:

- 100% to the east on County Drive

The site trip distribution and assignment are shown in Figure 5 and Figure 6, respectively.

**Build (2025) Traffic Volumes**

The build traffic volumes were estimated by adding the no-build traffic volumes (Figure 4) and the site trip assignment (Figure 6). Figure 7 shows the build 2025 peak hour traffic volumes.

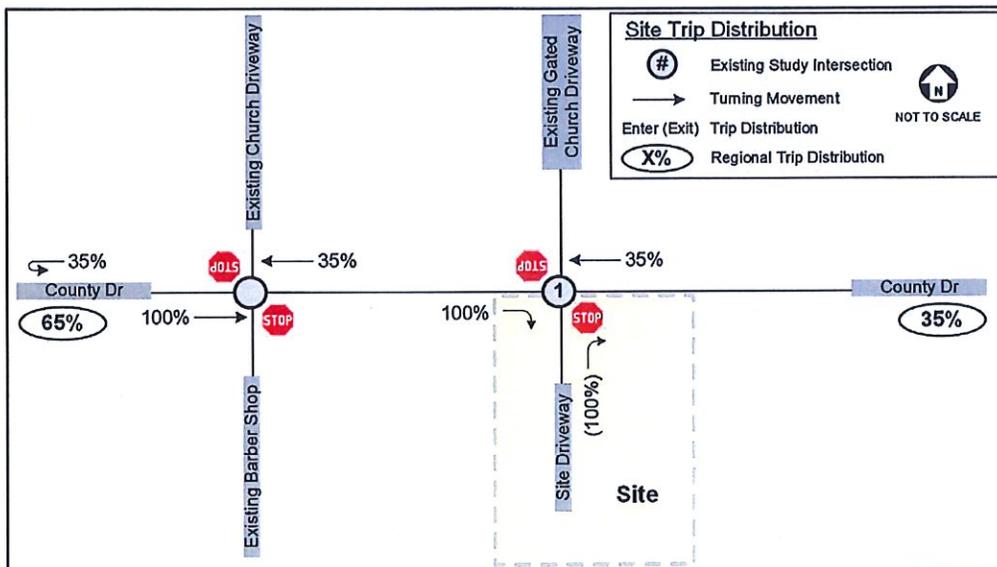


Figure 5: Site Trip Distribution

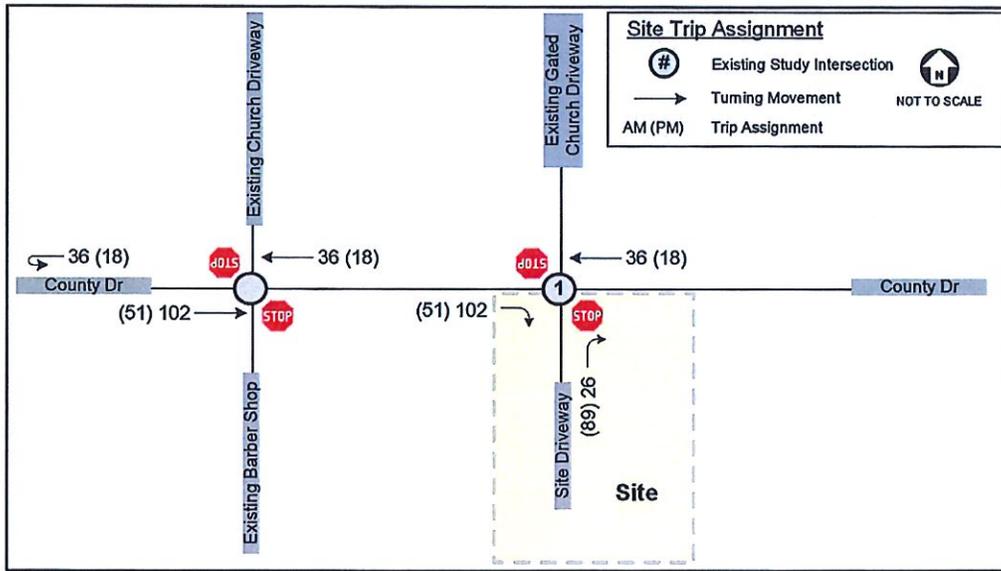


Figure 6: Site Trip Assignment

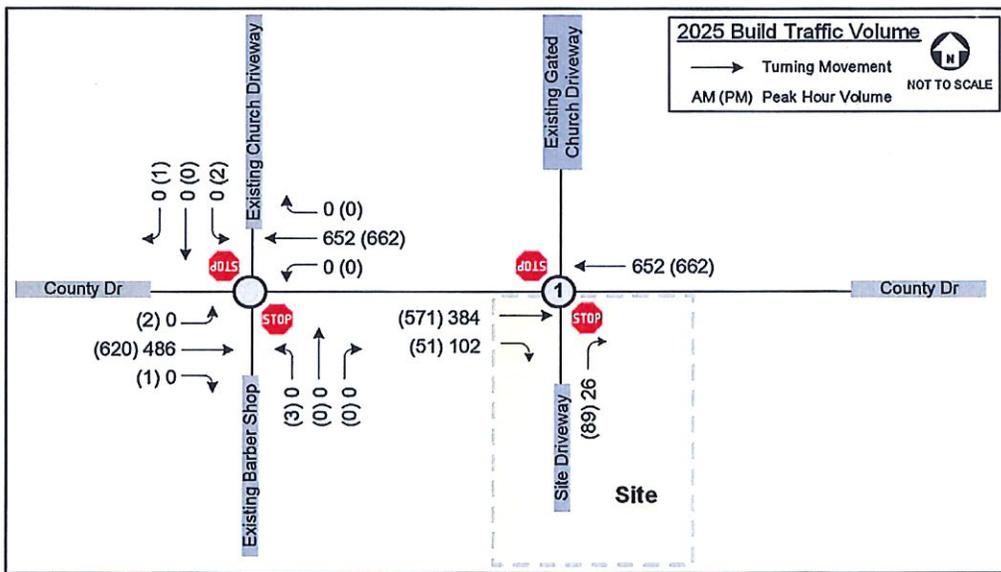


Figure 7: Build 2025 AM and PM Peak Hour Traffic Volumes

## Turn Lane Warrant Analysis

The need for an eastbound right-turn lane was evaluated at the site driveway under build 2025 conditions. The VDOT turn lane warrant graphs are included in the Appendix.

**Table 2: Right-Turn Lane Warrant Analysis**

Intersection	Approach Volume	Right Turn Volume	Minimum Right Turn Taper Threshold	Minimum Right Turn Full Lane Threshold	Treatment
County Drive at Site Driveway (AM)	486	102	21	55	Full-width Lane and Taper Required
County Drive at Site Driveway (PM)	822	51	20	40	Full-width Lane and Taper Required

## Capacity Analysis

Capacity analysis was performed at the study intersection during the weekday AM and PM peak hours under the build analysis scenario. Synchro, Version 11 was used to analyze the study intersection based on the Highway Capacity Manual (HCM) methodology and includes level of service (LOS), delay, and queue lengths for the turning movements analyzed. SimTraffic queues were based on the maximum of an average of 10 microsimulation runs. The queuing analysis results are summarized in the table below and the Synchro / SimTraffic output reports are included in the appendix.

For unsignalized intersections, the average delays for the minor street movements are described as short delays (less than 25 seconds), moderate delays (between 25 and 50 seconds), and long delays (greater than 50 seconds). It is common for side street movements to experience long delays during the peak hours at intersections with major thoroughfares.

**Table 3: Level-of-Service Summary for County Drive at Church Driveway / Site Driveway**

Condition	Lane Group	Lane Storage (ft.)	AM Peak Hour			PM Peak Hour		
			LOS	Delay (sec)	Queue (ft.)	LOS	Delay (sec)	Queue (ft.)
Build (2025) Conditions	EBT	-	-	-	-	-	-	-
	EBR	200	-	-	-	-	-	-
	WBT	-	-	-	-	-	-	-
	NBR	-	B	10.0	3	B	11.7	13

Under build conditions, the minor street right-turn movement is anticipated to operate with short delays during the AM and PM peak hours with the following configuration:

- Construct the site driveway with one ingress lane and one egress lane
- Construct an eastbound right turn lane on County Drive with 200 feet of storage and 150 feet of taper

## Access Management

Access Management regulations were evaluated for the proposed site driveway on County Drive based on VDOT's Road Design Manual Appendix F. County Drive is classified as a Principal Arterial with a posted speed limit of 35 mph therefore, VDOT requires at least 305 feet of spacing. The proposed driveway is 465 feet east of the California Inn driveway and 390 feet west of Poe Lane, so an Access Management Exception (AME) is not required.

## Conclusions

Based on the results of the analysis, the site driveway is expected to operate with short delays and queues under build 2025 conditions with the following configuration:

- Construct the site driveway with one ingress lane and one egress lane
- Construct an eastbound right turn lane on County Drive with 200 feet of storage and 150 feet of taper

The recommended lane configuration can be seen in Figure 8

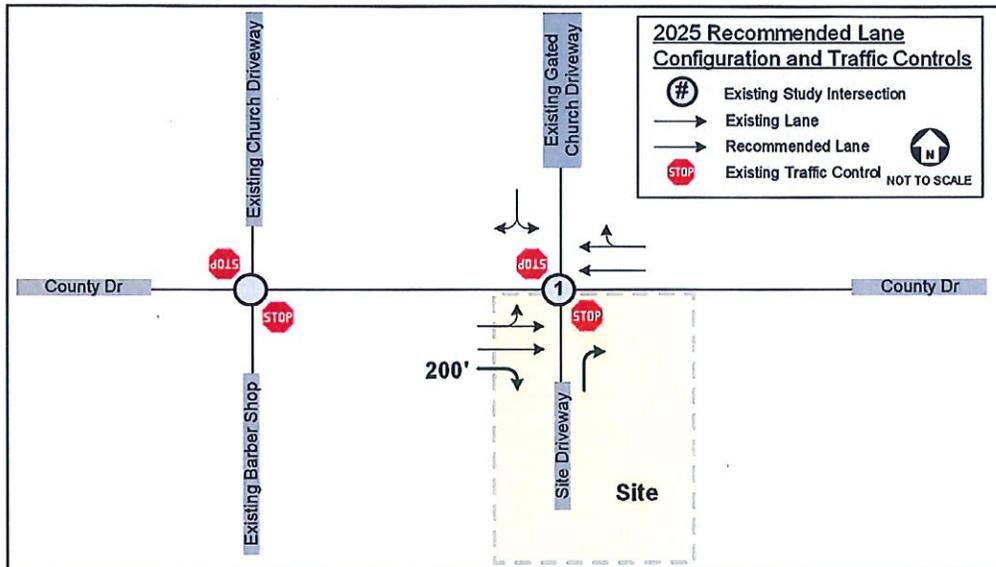


Figure 8: Build 2025 Recommended Lane Configuration



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for Virginia Department of Fire Programs - Aid to Locality, carryover of funds from FY23 to FY 24 budget in the amount of \$21,959.58 - 1st Reading (Page 132)**

**PURPOSE:** To carry over unspent funding from the Virginia Department of Fire Programs – Aid to Locality for FY 2023 to the Department of Fire, Rescue and Emergency Services FY 2024 fiscal budget in the amount of \$21,959.58.

**REASON:** Unspent funds shall remain available to the agency in accordance with the Code of Virginia Title §38.2-401, Fire Programs Fund.

**RECOMMENDATION:** Recommend for the Council to carryover funding from the Virginia Department of Fire Programs – “Aid-to-Localities” in the amount of \$21,959.58 from the Department of Fire, Rescue and Emergency Services FY23 to FY 24 budget.

**BACKGROUND:** The City of Petersburg, Department for Fire, Rescue and Emergency Services receives the Virginia Department of Fire Programs Aid-to-Localities grant annually to assist with specific training and designated firefighting equipment.

**COST TO CITY:** No cost to the City.

**BUDGETED ITEM:** N/A (Grant)

**REVENUE TO CITY:** \$21,959.58

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. ATL FY 24 Carryover

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
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, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (3-200-024040-0615-0-207)	<b><u>\$21,959.58</u></b>
<b>Total Revenues</b>	<b><u>\$21,959.58</u></b>

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:

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (4-200-032101-3190-0-207)	<b><u>\$21,959.58</u></b>
<b>Total Expenses</b>	<b><u>\$21,959.58</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant, carryover of funds from FY 23 to FY 24 Budget in the amount of \$3,949.98 - 1st Reading (Page 136)**

**PURPOSE:** To request the Council to approve the carryover of funds from the Virginia Department of Emergency Management – Radiological Emergency Preparedness Grant from FY23 to FY24 budget in the amount of \$3,949.98.

**REASON:** The Radiological Emergency Preparedness Grant (REP) supports efforts in planning and response to hazardous materials and radiological emergencies to develop and maintain a Comprehensive Emergency Management Program.

**RECOMMENDATION:** Recommend that Council approve the carryover of funds from FY23 to FY 24 budget for the Virginia Department of Emergency Management - Radiological Emergency Preparedness Grant in the amount of \$3,949.98.

**BACKGROUND:** The City of Petersburg receives annual funding from the Virginia Department of Emergency Management for enhancement, planning and response to radiological emergencies.

**COST TO CITY:** NOne

**BUDGETED ITEM:** None.

**REVENUE TO CITY:** \$3,949.98

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services, and Emergency Management

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. REP FY 24 Carryover

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
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, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Radiological Emergency Preparedness Grant (3-200-024040-0615-0-212)	<b><u>\$3,949.98</u></b>
<b>Total Revenues</b>	<b><u>\$3,949.98</u></b>

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:

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Radiological Emergency Preparedness Grant (4-200-032104-3190-0-211)	<b><u>\$3,949.98</u></b>
<b>Total Expenses</b>	<b><u>\$3,949.98</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management – Emergency Management Performance Grant carryover of funds from FY23 to FY24 Budget in the amount of \$1,717.27 - 1st Reading (Page 139)**

**PURPOSE:** To request Council to approve the carryover of funds from the Virginia Department of Emergency Management - Emergency Management Performance Grant for FY23 to FY24 budget in the amount of \$1,717.27.

**REASON:** The Emergency Management Performance Grant (EMPG) supports our efforts to develop and maintain a Comprehensive Emergency Management Program.

**RECOMMENDATION:** Recommend that Council approve the carryover of the Virginia Department of Emergency Management EMPG funds in the amount of \$1,717.27.

**BACKGROUND:** The City of Petersburg received annual funding from the Virginia Department of Emergency Management. These funds are used to enhance the Emergency Management and Operations during preparedness, response, mitigation and recovery during significant incidents.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$1,717.27

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services, and Emergency Management

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. EMPG Ordinance FY24 Carryover

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
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, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (3-200-024040-0615-0-208)	<b><u>\$1,717.27</u></b>
<b>Total Revenues</b>	<b><u>\$1,717.27</u></b>

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:

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (4-200-032102-3190-0-208)	<b><u>\$1,717.27</u></b>
<b>Total Expenses</b>	<b><u>\$1,717.27</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Fire Programs - Aid to Locality FY23 funding allocation in the amount of \$134,237.00 - 1st Reading (Page 142)**

**PURPOSE:**

The Commonwealth of Virginia established a fund for fire departments under the Code of Virginia, Section §38.2-401.

**REASON:** The Department of Fire, Rescue and Emergency Services receives annual funding through the Virginia Department of Fire, Programs - Aid to Locality to assist with firefighter training and specialized firefighting equipment.

**RECOMMENDATION:** Recommend the Council approve and appropriate the Virginia Department of Fire Programs - Aid to Locality FY 23 funding in the amount of \$134,237.00.

**BACKGROUND:** The Department of Fire, Rescue and Emergency Services receives the Fire Programs Fund - Aid to Locality Grant annually to assist with firefighter training and the purchase of other specialized firefighting equipment.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$134,237.00

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. ATL FY 24 Funding

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
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, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (3-200-024040-0615-0-207)	<b><u>\$134,237.00</u></b>
<b>Total Revenues</b>	<b><u>\$134,237.00</u></b>

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:

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Fire Programs – Aid to Localities (ATL) (4-200-032101-3190-0-207)	<b><u>134,237.00</u></b>
<b>Total Expenses</b>	<b><u>\$134,237.00</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance for the Virginia Department of Emergency Management - Emergency Management Performance Grant in the amount of \$850.44 - 1st Reading (Page 145)**

**PURPOSE:**

To request the Council to approve appropriate funds from the Virginia Department of Emergency Management - Emergency Management Performance Grant in the amount of \$850.44.

**REASON:**

The Emergency Management Performance Grant (EMPG) supports our efforts to develop and maintain a Comprehensive Emergency Management Program.

**RECOMMENDATION:**

Recommend that Council approve the carryover of the Virginia Department of Emergency Management EMPG in the amount of \$1,717.27.

**BACKGROUND:**

The City of Petersburg received annual funding from the Virginia Department of Emergency Management. These funds are used to enhance the Emergency Management and Operations during preparedness, response, mitigation and recovery during significant incidents.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$850.44

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services and Emergency Management

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. EMPG FY24

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
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, 2023, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (3-200-024040-0615-0-208)	<b><u>\$850.44</u></b>
<b>Total Revenues</b>	<b><u>\$850.44</u></b>

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:

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Emergency Management Performance Grant (4-200-032102-3190-0-208)	<b><u>\$850.44</u></b>
<b>Total Expenses</b>	<b><u>\$850.44</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Christopher Magann

**RE:** **Consideration of an appropriation ordinance to accept and appropriate funding from the Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) in the amount of \$52,757.10 - 1st Reading (Page 148)**

**PURPOSE:**

The Commonwealth of Virginia, Office of Emergency Medical Services established a fund for licensed emergency medical services agencies under the Code of Virginia 12VAC5-31-2850 and §44-146.16.

**REASON:** The Virginia Office of Emergency Medical Services is providing 100% reimbursement to the City of Petersburg for purchased computer hardware on apparatus utilized in upgrading electronic patient care reporting.

**RECOMMENDATION:** Recommend that Council accept and appropriate the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) grant in the amount of \$52,757.10 for reimbursement to the fiscal year 2023 budget of the Department of Fire, Rescue, and Emergency Services.

**BACKGROUND:**

The City of Petersburg, Department of Fire, Rescue and Emergency Services may apply for financial assistance through the Virginia Office of EMS for grants to support special projects and initiatives as they determine are applicable. The current grant is a 100% funded reimbursement grant for the acquisition of computer hardware for use in patient care reporting as required by regulations in the Code of Virginia, 12VAC5-31-560.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** \$52,757.10

**CITY COUNCIL HEARING DATE:**

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** None

**AFFECTED AGENCIES:** Department of Fire, Rescue and Emergency Services

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** None

**ATTACHMENTS:**

1. RSAF FY 23 Reimbursement

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
COMMENCING JULY 1, 2022, AND ENDING JUNE 30, 2023  
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, 2022, in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2023.

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) (3-200-024040-0615-0-210)	<b><u>\$52,757.10</u></b>
<b>Total Revenues</b>	<b><u>\$52,757.10</u></b>

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2022 and ending June 30, 2023, the following sums for the purposes mentioned:

<b>Previously adopted</b>	<b>\$0.00</b>
<b>ADD:</b> Virginia Office of EMS – Rescue Squad Assistance Fund (RSAF) (4-200-32104-3190-0-210)	<b><u>\$52,757.10</u></b>
<b>Total Expenses</b>	<b><u>\$52,757.10</u></b>



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** John Michalek

**RE:** **Consideration of an adoption of the City of Petersburg, Virginia 2023 Emergency Operations Plan - 1st Reading (Page 151)**

**PURPOSE:**

The Code of Virginia § 44-146.19.E. requires the city's Emergency Operations Plan to be updated every four-years to remain current across all phases of emergency management as it relates to prevention, response, mitigation, and recovery from disasters.

**REASON:**

The Code of Virginia § 44-146.19.E. requires the City Council to formally review and re-adopt the City of Petersburg Emergency Operations Plan every four years.

**RECOMMENDATION:**

The Code of Virginia § 44-146.19.E. requires The City Council to formally review and adopt the City of Petersburg Emergency Operations Plan, as revised, in accordance to the Code of Virginia § 44-146.19.E.

**BACKGROUND:** The City Council of Petersburg, Virginia recognizes the need to prepare for, respond to, and recover from natural and human-made disasters; and has a responsibility to provide for the safety and well-being of its citizens and visitors.

**COST TO CITY:** None

**BUDGETED ITEM:** None

**REVENUE TO CITY:** None

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** All City Departments

**AFFECTED AGENCIES:** None

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** None

**REQUIRED CHANGES TO WORK PROGRAMS:** To be reviewed by all city departments and supporting entities.

**ATTACHMENTS:**

1. 2023 EOP Adoption Resolution
2. City of Petersburg EOP\_2023 revised FINAL

A RESOLUTION FORMALLY ADOPTING THE  
CITY OF PETERSBURG, VIRGINIA EMERGENCY OPERATIONS PLAN

WHEREAS, the City of Petersburg Department of Fire Rescue and Emergency Services, Office of Emergency Management, regularly and routinely publishes and updates an Emergency Operations Plan for the City of Petersburg; and

WHEREAS, the Code of Virginia § 44-146.19.E. requires the City Council to formally review and re-adopt the City of Petersburg Emergency Operations Plan every four years; and

WHEREAS, the City Council of Petersburg, Virginia recognizes the need to prepare for, respond to, and recover from natural and human-made disasters; and has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the four-year review and revision of the City of Petersburg Emergency Operations Plan is complete; and

WHEREAS, the City of Petersburg has established a Manager and Coordinator of Emergency Management, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Petersburg, Virginia, this Emergency Operations Plan, as revised, is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it is ordered to come before this council.

Adopted by the City Council of the City of Petersburg, Virginia, this day \_\_\_\_\_ of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Samuel Parham, Mayor

ATTEST:

\_\_\_\_\_  
Nykesha D. Lucas  
Clerk of City Council



City of Petersburg

# Emergency Operations Plan



June 2023

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# City of Petersburg Emergency Operations Plan

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**Record of Change**

<b>Change Number</b>	<b>Effective Date</b>	<b>Description of Change</b>	<b>Plan Section</b>	<b>Initials</b>
1	2/15/11	Complete Plan re-write	All	DLF
2	1/1/12	Plane Review, No Change	All	MAM
3	1/1/13	Plan Review, No Change	All	MAM
4	6/3/13	Changed City Seal	Cover Page	MAM
5	1/1/14	Plan Review, No Change	All	MAM
6	1/1/15	Updated Adoption Date on Cover Page	Cover Page	MAM
7	2/2/15	Plan Review	All	MAM
8	1/17/15	Council Re-Adoption of Plan	All	TCH
9	4/21/16	Plan Review, No Change	All	MAM
10	7/12/18	Updated EOC Organization Chart	Basic Plan pg. 3	MAM
11	7/12/18	Removed Deputy Fire Chief, added Assistant Fire Chief, updated Code Compliance	Basic Plan pgs. 2, 11, 12, 13	MAM
12	4/30/19	Removed Fire Chief and Assistant Chief, added Public Safety Director and Deputy Fire Chief	Basic Plan pgs. 2, 11, 12, 13	MAM
13	4/30/19	Updated EOC Organization Chart	Basic Plan pg. 3	MAM
14	5/6/19	Removed Fire Chief, added Public Safety Director	Fire and Rescue Services Branch Pgs. 37, 38	MAM
15	5/6/19	Updated the date on the cover page	Cover Page	MAM
16	6/1/23	Review and update of EOP	All	JKM

# City of Petersburg Emergency Operations Plan

## INTRODUCTORY ITEMS

### Approval and Implementation

*This document introduces the plan, outlines its applicability, and indicates that it supersedes all previous plans.*

The Code of Virginia, [§44-146.19](#), requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep current a local emergency operations plan. Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of inter-jurisdictional agencies, the EOP must be adopted by the governing body of each locality within the inter-jurisdictional agency.

### Resolution for Emergency Operations Plan

WHEREAS, the City Council of \_\_\_\_\_, Virginia recognizes the need to prepare for, respond to, and recover from natural and human-made disasters; and

WHEREAS, the City of Petersburg has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, the City of Petersburg has established and appointed a Director and Coordinator of Emergency Management;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Petersburg, Virginia, this Emergency Operations Plan, as revised, is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Management, or his/her designee, is tasked and authorized to maintain and revise as necessary this document during the next four (4) year period or until such time it is ordered to come before this council.

\_\_\_\_\_  
City Mayor, City Council

ATTEST:

\_\_\_\_\_  
Clerk of  
Council

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##

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## Basic Plan

### Introduction

The City of Petersburg is vulnerable to a variety of hazards including flash flooding, river flooding, hurricanes, winter storms, tornadoes, hazardous materials incidents, epidemic or infectious disease outbreaks, power failures, high wind events, resource shortages, and terrorism. In order to respond effectively to any emergency of size or complexity beyond a routine response, it is critical that all City of Petersburg public officials, departments and agencies, non-governmental emergency organizations, and the general public understand their role(s) and responsibilities explained in this document. These responsibilities begin as soon as the incident is recognized, and response ensues and becomes particularly important as command organizes for effectively managing the incident.

A prepared and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more effectively restore essential services. This document, known as the City of Petersburg Emergency Operations Plan, is the foundation for a coordinated response to these events or disasters. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, Chapter 3.2, § 44-146.13 to 44-146.29:3) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for incidents. The Emergency Management Coordinator and Director will ensure the annual document review and update every 4 years to comply with this law set forth by the Commonwealth. It consists of a Basic Plan followed by the Emergency Support Functions, Support Annexes, and Incident Annexes.

### Purpose

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the City of Petersburg in response to any type of disaster or large-scale emergency. It assigns broad responsibilities to City departments and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for specific human-caused and natural disasters set forth the concepts and procedures whereby the City can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

### Assumptions

Emergencies of various types, sizes, intensity, and duration may occur within or near the jurisdictional boundaries of the City with or without warning. These emergencies can develop into disasters, which affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.

The government of the City of Petersburg will use the National Incident Management System (NIMS)

# City of Petersburg Emergency Operations Plan

and the Incident Command Structure (ICS). Each department with assigned responsibilities in this plan will develop procedures to accomplish those responsibilities.

The Emergency Management Coordinator and Deputy Coordinator will update the Emergency Operations Plan annually. He/she will coordinate with each emergency resource organization and ensure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The Coordinator should have the plan readopted every four years.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

Citizens of the jurisdiction should prepare to be independent for three days (72 hours) after the onset of a disaster.

## Situation

The City of Petersburg is an independent city located on the Appomattox River in Central Virginia approximately 23 miles south of the City of Richmond. The City of Petersburg is a growing community and part of the Metro-Richmond area. Much of the City's 23.2 square miles are made up of urban, rural, scenic, and historic areas along the Appomattox River and throughout the city. The U.S. Census for 2020 population in the City of Petersburg was 33,458, an increase of 3.2% over the 2010 total of 32,420 people. The City of Petersburg has a continued growth of 0.31% annually.

According to the 2022 Richmond – Crater Multi-Region Hazard Mitigation Plan, which is under revision, the primary high-risk hazards facing the City are the threat of flooding, severe wind, and tornadoes. Other hazards facing the City include tropical and severe winter weather, extreme heat, and hazardous materials.

The City has been significantly impacted by several occurrences of flash flooding, ice storms, and tropical weather systems in the recent past. Due to the location of the City inward of the east coast and westward of the Blue Ridge Mountains, the combination of remnants of hurricanes from the southeast and gulf stream flows from the south, heavy rains and flash flooding from weather systems have the potential to severely impact the community, inundating homes in low-lying areas and cutting off critical roadways. High winds and downed trees cause significant damage to local electrical infrastructure.

Winter storms also have the potential to render roadways impassable and disrupt electrical service. Historically, this has caused some citizens to seek shelter in emergency shelters, though in fewer numbers than hurricanes and tropical storms.

The City is also at risk for tornadoes. Particularly in the historic business district and high-density residential areas. Tornadoes have the potential to severely damage homes displace large numbers of residents and impact the historic business district of Old Towne which is an economic focal point of the City.

In addition, the City is home to several large industrial and pharmaceutical chemical facilities, including ethanol and butane transfer stations and a grain storage facility. These facilities present the

# City of Petersburg Emergency Operations Plan

risk of a hazardous materials release, which could necessitate the evacuation of portions of the city and the displacement of a large number of residents.

Virginia Emergency Services and Disaster Law, as amended, requires the City to prepare and keep current an emergency operations plan. This plan should be officially adopted by the local governing body and promulgated by the chief administrative official.

The government of the City of Petersburg is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both human-made and natural disasters. City government must continue to function throughout a disaster or emergency.

In the event of an emergency that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; Statewide Mutual Aid (SMA), and Emergency Management Assistance Compact (EMAC) through the State EOC; or nongovernmental organization (NGOs). A local emergency must be declared, and local capacity must be exceeded or fully committed before requesting state and federal assistance

## Concept of Operations

The Commonwealth of Virginia Emergency Services and Disaster Law; as amended provides that emergency services organizations and operations will be structured around the existing constitutional government. The City of Petersburg's organization for emergency operations consists of existing government departments and private emergency response organizations.

The Director of Emergency Management is the City Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Management Coordinator and Deputy Coordinator. The Director, in conjunction with the Emergency Management Coordinator, will direct and control emergency operations in times of emergency and issue directives to other agencies, services, and organizations concerning disaster preparedness and response. The City's Public Information Officer will be responsible for emergency public information.

The Emergency Management Coordinator, assisted by City department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in times of emergency. The primary EOC is currently located in the Petersburg Area Transit Center (2<sup>nd</sup> Floor). The alternate EOC facility is located in the City Fire Administration Building.

The City's emergency operations center is organized and operates based on six branches. Though the EOC does not operate using emergency support functions each of the six branches has responsibilities based on and organized by emergency support functions. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the Basic Plan, Emergency Coordination Guides, and annexes.

On-scene coordination of emergency response will be accomplished using the National Incident Management System and the Incident Command System, allowing local, state, and federal assets to be more readily incorporated into the incident framework.

# City of Petersburg Emergency Operations Plan

On-scene coordination of emergency response will be accomplished using the National Incident Management System and the Incident Command System, allowing local, state, and federal assets to be more readily incorporated into the incident framework.

The day-to-day activities of the emergency management program, for which the Emergency Management Coordinator and Deputy Coordinator are responsible include developing and maintaining the Emergency Operations Plan, maintaining the City EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

The Director of Emergency Management, with the consent of the City Council, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

The Emergency Management Coordinator or designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Police Department with assistance from the Sheriff's Departments, as needed, will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Emergency Management Coordinator or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

The Director of Emergency Management or designee will notify the Virginia Department of Emergency Management immediately upon declaration of a local emergency, and develop daily situation reports for local stakeholders and the State EOC as appropriate to the event. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

The Coordinator of Emergency Management will ensure compatibility between the City's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the City, as appropriate.

The City must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or human-caused disaster.

The Emergency Management Coordinator or designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The level of staffing of the EOC will be dependent on the type and scope of the event. The EOC will provide logistical and administrative support to response personnel deployed to the event site(s). Available warning time will be used to implement increased readiness measures which will ensure maximum protection of the population, property, and supplies from the effects of disasters.

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively accomplish their assigned tasks.

Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related

# City of Petersburg Emergency Operations Plan

expenditures will be maintained. In a time of emergency, the heads of City offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

The Commonwealth of Virginia Emergency Operations Plan requires the submission of the following reports by the local government in time of emergency.

- Situation Reports
- Initial Damage Assessment Report
- Request for Assistance Form

Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the Director of Emergency Management or designee, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the City of Petersburg to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency Management Coordinator or designee when he/she determines that such assistance is necessary and feasible.

## Organization and Assignment of Responsibilities

- A. The Commonwealth of Virginia Emergency Services and Disaster Law; as amended provides that emergency services organizations and operations be structured around the existing constitutional government. The EOC is organized into six branches (see page 9 Attachment 1). Each branch has an identified Primary Department. The City maintains the following primary emergency services departments to deal with normal day-to-day emergencies. The following is a list of those Primary Departments with their general duties and assigned responsibilities.
  1. Emergency Management
    - Continuity of government
    - Direction and control of the City EOC
    - Coordination with other local and state EOC
    - Coordination of disaster assistance and recovery
    - Coordinate damage assessment
  2. Fire, Rescue, and Emergency Services
    - Fire prevention and suppression
    - Hazardous materials incident response and training
    - Emergency medical treatment
    - Radiological monitoring and decontamination

# City of Petersburg Emergency Operations Plan

3. Southside Virginia Emergency Crew
  - Emergency medical treatment
  - Casualty Triage
  - Patient transport
  
4. Petersburg Health Department
  - Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster
  - Identify animal and plant disease outbreaks
  - Conduct food-borne disease surveillance and field investigations
  - Coordinate, facilitate, and provide applicable health guidance and preventative health
  - Ensure health standards, including food, sanitation, and water, are maintained at all service sites
  
5. Police Department
  - Law enforcement
  - Communications
  - Initial alert and warning
  - Security of emergency site(s), evacuated areas, shelters, vital facilities, and supplies
  - Traffic control
  - Evacuation and access control of threatened areas
  - Search and rescue
  
6. Sheriff's Office
  - Law enforcement
  - Initial alert and warning
  - Security of emergency site(s), evacuated areas, shelters, vital facilities, and supplies
  - Traffic control
  - Evacuation and access control of threatened areas
  - Search and rescue
  
7. Public Works
  - Coordinate the maintenance and continued operation of utilities
  - Assist with assuring the continued supply of potable water
  - Assist with providing minimum essential sanitation services
  - Coordinate debris removal
  
8. Social Services
  - Provide personnel, equipment, supplies, and other resources to support in setting up and running shelter facilities
  - Providing feeding for disaster victims and emergency workers in shelter facilities
  - Provide behavioral health services
  - Assist with temporary housing for displaced citizens

# City of Petersburg Emergency Operations Plan

B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following supporting departments and organizations that have been assigned emergency duties in addition to their primary day-to-day functions. Those specific duties have been identified in the Emergency Coordination Guides and Annexes to this plan.

1. City Council
2. City Manager
3. City of Petersburg Public School System
4. Petersburg Health Department
5. Department of Public Works
6. American Red Cross of Virginia, Capital Virginia Chapter
7. Southside Virginia Emergency Crew
8. Planning and Zoning
9. Economic Development
10. Neighborhood Services (Code Compliance / Fire Marshal Divisions)
11. City Attorney
12. Finance Department
13. Parks and Recreation Department

## Plan Maintenance

The Emergency Management Coordinator has overall responsibility for maintaining and updating this plan. It should be updated, revised based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or drill, as needed. The Coordinator will have the EOP readopted every four years. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Management or the Emergency Management Coordinator appropriate improvements and changes based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

## Exercises and Training

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the City of Petersburg Emergency Operations Plan and sub-plans. The City of Petersburg will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the City of Petersburg Emergency Operations Plan through the Incident Command System (ICS). All personnel will be provided with the necessary ICS training to execute their responsibilities effectively and responsibly.
- B. The Emergency Management Coordinator and Director of Emergency Management are responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the City of Petersburg. This program will be comprised of a general core, functionally specific, as well as ongoing refresher training

# City of Petersburg Emergency Operations Plan

programs designed to attain and sustain an acceptable level of emergency preparedness for the City of Petersburg.

- C. Training will be based on federal and state guidelines. All training and exercises conducted in the City of Petersburg will be documented. Training needs will be identified, and records maintained for all personnel assigned emergency response duties in a disaster.
- D. The Emergency Management Coordinator will facilitate the development of an annual exercise. These exercises will be designed not only to test the City of Petersburg Emergency Operations Plan and sub-plans, but also to train all appropriate officials, emergency response personnel, and City employees, and improve the overall emergency response organization and capability of the City of Petersburg. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

## Authorities

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

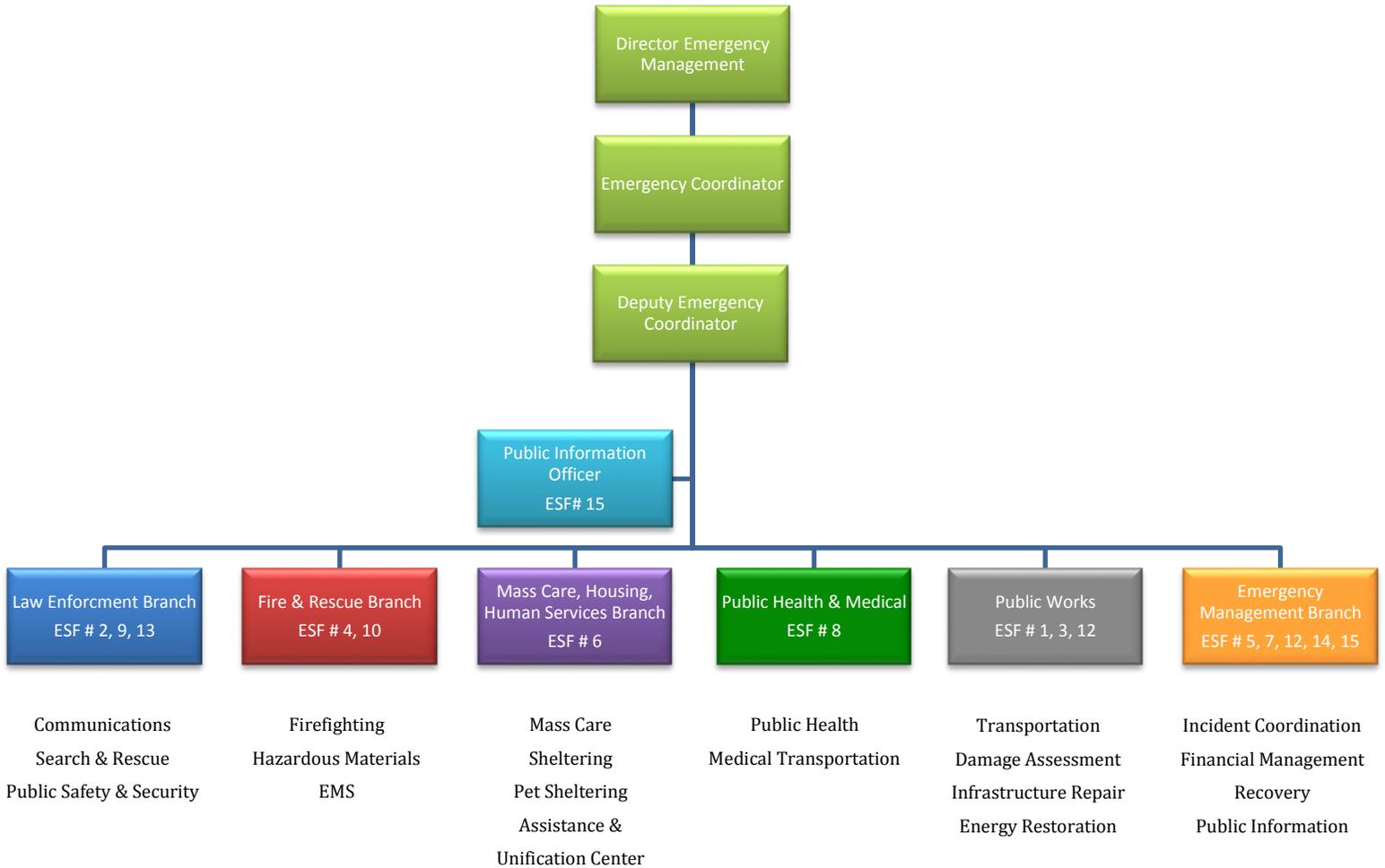
- A. Federal
  - 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
  - 2. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- B. State
  - 1. Commonwealth of Virginia Emergency Services and Disaster Law, as amended.
  - 2. The Commonwealth of Virginia Emergency Operations Plan, as amended.

## References

- A. The National Response Framework, Department of Homeland Security, October 2019.
- B. Comprehensive Preparedness Guide 101, Version 3.0, Federal Emergency Management Agency, September 2021.

**Attachment 1**

**City of Petersburg EOP Organizational Chart**



Attachment 1

MATRIX OF RESPONSIBILITIES

Health Branch	Social Services Branch	Fire & EMS Branch	Law Enforcement Branch	Public Works Branch	Emergency Management Branch	
<b>S</b>		<b>P</b>	<b>S</b>		<b>P</b>	Fire -Rescue
	<b>S</b>	<b>S</b>	<b>P</b>	<b>S</b>		Police
	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>		Sheriff Office
<b>S</b>	<b>S</b>	<b>S</b>				Southside VA Emergency Crew
		<b>S</b>	<b>S</b>			Emergency Communications Center
				<b>S</b>		Neighborhood Services
				<b>P</b>		Public Works
		<b>S</b>	<b>S</b>		<b>P</b>	Information Technologies
					<b>S</b>	City Manager's Office
					<b>S</b>	City Attorney's Office
					<b>S</b>	Finance & Purchasing
	<b>P</b>					Social Services
					<b>S</b>	Economic Development
				<b>S</b>		Petersburg Area Transit
				<b>S</b>		Parks & Leisure
					<b>S</b>	Planning & Zoning
	<b>S</b>					American Red Cross
<b>P</b>	<b>S</b>					Health Department
	<b>S</b>					Public School System
	<b>S</b>					District 19
				<b>S</b>		Extension Agent

**Primary Area of Responsibility**

**Secondary Area of Responsibility**

## Attachment 3

### SUCCESSION OF AUTHORITY

Continuity of operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency that might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

<b><u>Organization/Service Function</u></b>	<b><u>Authority in Line of Succession</u></b>
Emergency Management	<ol style="list-style-type: none"><li>1. Director of Emergency Management</li><li>2. Emergency Management Coordinator</li><li>3. Deputy Coordinator</li><li>4. Fire Chief</li></ol>
Public Information Officer	Public Information Officer Director of Emergency Management Emergency Management Coordinator Fire Chief or Joint Information Center (if activated)
Fire-Rescue	<ol style="list-style-type: none"><li>1. Chief of Fire, Rescue and Emergency Services</li><li>2. Division Chief</li><li>3. Battalion Chief</li><li>4. Captain</li></ol>
Police	<ol style="list-style-type: none"><li>1. Police Chief</li><li>2. Deputy Police Chief</li><li>3. Captain</li><li>4. Lieutenant</li></ol>

# City of Petersburg Emergency Operations Plan

## Sheriff's Office

- Sheriff
- Lieutenant Colonel
- Major
- Captain

## Neighborhood Services

Director of Neighborhood Services (Fire Marshall)

### Code Compliance

- Building Maintenance Official
- Building Official
- Building Inspector
- Building Inspector

### Fire Marshal Office

- Fire Marshall
- Assistant Fire Marshall

## Department of Public Works

1. Director of Public Works
2. Assistant Director
3. General Manager of Utilities

## Department of Social Services

1. Director
2. Benefits Program Supervisor
3. Social Worker Supervisor

## Public School System

1. Superintendent
2. Deputy Superintendent
3. Director of Operations
4. Director of Safety

# City of Petersburg Emergency Operations Plan

## Southside Virginia Emergency Crew

1. Director
2. Assistant Director
3. Shift Captain

## Petersburg Health Department

1. District Health Director
2. Business Manager
3. Environmental Health Manager
4. Nurse Manager
5. Emergency Coordinator

**Attachment 4**

**CITY OF PETERSBURG RESOLUTION FOR THE DECLARATION OF A LOCAL EMERGENCY**

AT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF PETERSBURG, VIRGINIA, HELD AT \_\_\_\_\_, ON \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_,

RESOLUTION \_\_\_\_\_ - \_\_\_\_\_ DECLARING A LOCAL EMERGENCY TO EXIST IN THE CITY OF PETERSBURG, VIRGINIA

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

1. That due to the occurrence of \_\_\_\_\_, the City of Petersburg is facing a condition of extreme peril to the lives, safety, and property of the residents of the City of Petersburg;
2. As a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Council of the City of Petersburg, Virginia, that a local emergency now exists throughout the City of Petersburg; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this emergency, the powers, functions, and duties of the Director of Emergency Management and the Emergency Services organization and functions of the City of Petersburg shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the City of Petersburg in order to mitigate the effects of said emergency.

# City of Petersburg Emergency Operations Plan

In order to carry out the effect of this resolution, a sum of money, not to exceed \$ \_\_\_\_\_, is hereby appropriated from the City's un-appropriated fund balance (from the City's Special Account fund) to cover the reasonable operational costs of emergency services pending a further report to this Council and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency.

Dated: \_\_\_\_\_

City Council, City of Petersburg, VA

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Attest: \_\_\_\_\_

Clerk of Council

City of Petersburg, Commonwealth of Virginia

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## Emergency Coordination Guide Emergency Management Branch

### Primary Agency

City Manager's Office  
Fire, Rescue and Emergency Services

### Secondary Agency

Finance Department  
Economic Development  
Information Technologies

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #5, #7, #12, #14, and #15 under one element within the Emergency Operations Center. The City's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Coordinator of Emergency Management or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary City agencies identified in this guide. The Department of Emergency Services will coordinate the responsibilities associated with Emergency Support Functions #5-Emergency Management, #7-Resource Support, #14-Recovery, and #15-External Affairs.

- ESF#5 provides overall coordination of emergency operations for all City agencies.
- ESF #7 identifies, procures, inventories, and distributes critical resources for the City during an emergency.
- ESF #12 coordinates the restoration of public utility systems critical to saving lives through coordination with private utility providers.
- ESF #14 facilitates both short term and long-term recovery following a disaster.
- ESF #15 provides for an efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media before, during, and following an emergency or disaster.

### Concept of Operations

Many hazards have the potential to cause disasters that require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center, thereby allowing field units to concentrate on essential tasks.

## City of Petersburg Emergency Operations Plan

When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. The Emergency Operations Center is a staff-level function, which provides guidance, decision-making, and resources to each branch of the EOC. It obtains information from a variety of sources and seeks information to develop an accurate picture of the emergency.

Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The Branch Director or other designated party is responsible for the coordination and performance of their emergency support functions.

To manage their operations, all branches will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that are of common value or need more than one branch or operational element to create an overall perspective of the incident.

The staff of the Emergency Operations Center will support short-term and long-term planning for operations. The Emergency Operations Center staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.

During an emergency/disaster, the Director of Emergency Management exercises direction and control, establishes policy, and provides overall supervision of the emergency/disaster operations.

All City departments have resources that can be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and others may be critical for long-term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. However, adequate local resources may not exist to cope with a catastrophic event. Public and private sector resources from outside the City may be available when needed for emergency response.

The Coordinator of Emergency Management will initiate the commitment of resources from outside the City government with operational control being exercised by the on-site commander of the service requiring that resource.

All resource expenditures will be reported to the Emergency Operation Center during activations.

A disaster or emergency may affect areas of the City disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular City service delivery. Routine operations may be disrupted or postponed to support recovery.

Any disaster or emergency is likely to have an economic impact on the City which must be assessed in order to minimize the long-term impact on the City and its fiscal condition. Completing this assessment is likely to require the assistance of outside consultants.

The Emergency Management Branch will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.

# City of Petersburg Emergency Operations Plan

Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.

During an emergency/disaster, the public requires instructions and information about government response and recovery operations. Therefore, it is important to provide timely and accurate information to the public and media outlets.

Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of television, radio, and print media outlets, the Emergency Alert System, the City website, and outdoor warning systems. News coverage will be monitored to ensure that accurate information is being disseminated.

## Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Emergency Management Branch is responsible for maintaining records of all expenses related to its emergency functions.

## Emergency Services

### ESF #5 – Emergency Management, Coordination, Information, and Planning

- Provide multi-agency Citywide coordination for emergency operations;
- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;
- Support and coordinate the damage assessment process;
- Support short term and long-term planning activities; and
- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

### ESF #7 – Logistics

- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with local, and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the locality;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Provide frequent updates to the Emergency Operations Center during resource management operations; and
- Maintain records of costs and expenditures associated with resource procurement

# City of Petersburg Emergency Operations Plan

## ESF #12 – Energy

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

## ESF #14-Recovery, Cross-Sector Business, and Infrastructure

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the City’s participation in recovery operations with FEMA, SBA, and other federal agencies co-located in the Joint Field Office or another command center;
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support the implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort;
- Determine City agency responsibilities for recovery activities; and
- Provide regular updates to the EOC on the status of recovery operations.

## ESF #15-External Affairs

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazard present;
- Develop rumor control procedures;
- In coordination with the City Manager’s Office, brief local news media personnel, community officials, and local, state, and federal agencies on City emergency policies, plans, and procedures;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Coordinate emergency-related public information with the Joint Information Center;
- Assist with the preparation/transmission of EAS messages, if needed;
- Monitor the media to ensure the accuracy of the information and correct inaccurate as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

## City Manager’s Office

### ESF #14-Recovery, Cross-Sector Business, and Infrastructure

- Prepare an economic impact analysis of the event detailing the event’s short and long-term effects on all facets of the City’s economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and

## City of Petersburg Emergency Operations Plan

- Work with the Emergency Management Coordinator to identify appropriate Federal programs and agencies to support the implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

### ESF #15-External Affairs

- Brief local news media personnel, community officials, and local, state, and federal agencies on City emergency policies, plans, and procedures;
- Coordinate public information with VDEM PIO, the Governor's Press Secretary and the Secretary of Public Safety; and Joint Information Center
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- Disseminate information to elected officials through the legislative liaison.

### Finance Office

#### ESF #14-Recovery, Cross-Sector Business, and Infrastructure

- Assist with maintaining records of costs and expenditures associated with resource procurement.
- Work with the Emergency Management Coordinator to identify appropriate Federal programs and agencies to support the implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

### Economic Development

#### ESF #14-Recovery, Cross-Sector Business, and Infrastructure

- Prepare an economic impact analysis of the event detailing the event's short and long-term effects on all facets of the City's economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and
- Work with the Emergency Management Coordinator to identify appropriate Federal programs and agencies to support the implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

### Information Technology

#### ESF #2-Communications

- Provide voice, video, and data services to the Emergency Operations Center and/or incident site; and
- Secure additional technology equipment/resources when needed.

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## Emergency Coordination Guide - Fire & Rescue Services Branch

### Primary Agency

Fire, Rescue and Emergency Services

### Secondary Agency

Southside Virginia Emergency Crew

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #4 and #10 under one element within the Emergency Operations Center. The City's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Emergency Services Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Fire Branch with the Emergency Support Functions comparable to the day-to-day operations of the city agencies listed. The Department of Fire, Rescue and Emergency Services will coordinate the responsibilities associated with Emergency Support Functions #4-Firefighting and #10-Oil & Hazardous Materials Response.

- ESF #4 provides fire, rescue, and emergency medical services to ensure the safety of life and property within the city.
- ESF #10 responds to and stabilizes hazardous materials incidents.

### Concept of Operations

In a disaster, the fire department may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department will assist with the rescue and extrication of trapped persons, assess hazardous materials situations, remove debris on primary roadways, evacuations, reconnaissance, and other duties as necessary. Also, the neighborhood fire stations may become a place where people go for information and assistance.

Four fire stations are staffed with career personnel 24 hours/7 days a week at each station. Southside Virginia Emergency Crew staff career and volunteers at a single station separate from the fire stations. Southside Virginia Emergency Crew is a third-party entity that provides EMS to the city under an agreement. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and rescue personnel and equipment will be able to cope with most emergencies without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state and federal agencies, through the Emergency Communications Center, or during activations of

# City of Petersburg Emergency Operations Plan

the Emergency Operations Center.

The Incident Command System will be implemented on an appropriate scale at the scene of every fire/rescue incident in the City. If fire or threat of fire is involved, the Emergency Services Coordinator or his/her designated representative will be the Incident Commander.

During the critical phases of an emergency/disaster, fire stations will be staffed continuously as conditions permit. Communications will be established with the Emergency Communications Center and the Emergency Operations Center. Extra response units will be staffed as the situation warrants.

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents, although the most probable occurrence is household hazardous materials. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

Petersburg Fire participates in the Crater Regional Hazardous Materials Team. However, the Fire Department responds to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering-in-place, immediate first aid, and isolation of the scene.

The City is served by both the Crater Regional Hazardous Materials Team (Local) and the Henrico County Hazardous Materials Team (State). Both Teams are capable of providing Technician Level resources, however, the State team is capable of providing hazardous materials specialists. The local Department of Fire, Rescue and Emergency Services responds to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering-in-place, immediate first aid, and isolation of the scene. The department maintains a hazardous materials response unit with a varying level of hazmat technician level personnel on duty.

Evacuation or sheltering-in-place may be required to protect portions of the City. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the City. The release of hazardous materials may have short and/or long-term health, environmental, and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation, and/or isolation of the contaminated environment.

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

## Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Fire Branch is responsible for maintaining records of all expenses related to its emergency functions.

# City of Petersburg Emergency Operations Plan

## Fire, Rescue and Emergency Services

### ESF #4-Firefighting

- Provide personnel to support fire suppression operations.
- Coordinate the prevention of, planning for, and response to natural and human-caused fires.
- Provide qualified personnel to staff the Fire & EMS Branch during EOC activations
- Assist with evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions
- Coordinate and manage the use of fire service resources responding to emergencies;
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations;
- Perform other emergency response duties as required; and
- Provide the Emergency Operations Center with frequent updates as to the status of fire suppression activities.

### ESF#10-Oil & Hazardous Materials Response

- Develop procedures aimed at minimizing the impact of an unplanned release of hazardous material to protect life and property;
- Conduct atmospheric monitoring and decontamination in the event of a radiological release from Surry Nuclear Power Plant
- Follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials;
- Warn, shelter-in-place, or evacuate affected areas of the City as necessitated by the incident; and
- Provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

## Southside Virginia Emergency Crew

### ESF #4-Firefighting

- Provide rescue and emergency medical services;
- Assist with evacuation, communications, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions; and
- Perform other emergency response duties as required.

### ESF#10-Oil & Hazardous Materials Response

- Provide emergency medical services to victims of hazardous materials incidents; and
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.

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## Emergency Coordination Guide-Health & Medical Services Branch

### Primary Agency

Petersburg Health Department

### Secondary Agency

Fire, Rescue and Emergency Services  
Southside Virginia Emergency Crew  
District 19 Community Services Board

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #8 under one element within the Emergency Operations Center. The City's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Health or his designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Health and Medical Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary City agencies identified in this guide. The Health Department will coordinate the responsibilities associated with Emergency Support Function #8- Health and Medical Services

- ESF #8 provides health and medical services to the residents of the City during and/or after an emergency situation.

### Concept of Operations

Medical services are an essential element of emergency/disaster response. Situations with a potential threat to the health and safety of the community require coordination of public health and medical response.

Many casualties requiring emergency transportation and medical care may occur as a result of an event. In addition to casualties from the event, persons receiving medical care prior to the emergency/disaster will continue to require medical treatment. The systems and facilities that provide medical services may be impaired or totally disrupted by the impact of an emergency/disaster.

In the aftermath of a major emergency/disaster, the public's health can be jeopardized in many ways. A major emergency/disaster can disrupt or halt public utilities, water supplies, and wastewater

# City of Petersburg Emergency Operations Plan

treatment systems. Contaminants may enter water supply systems. Destruction or damage to homes, apartments, or other means of housing can dislocate people and require the establishment of mass care shelter facilities. Spoilage of food and medications can occur due to lack of power and quarantine or condemnation measures may become necessary to control the spread of disease.

Emergencies/Disasters have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their mental and emotional well-being.

In addition to medical needs caused by events, public health emergencies may arise from outbreaks of natural disease. As a result, quarantine and/or isolation may be necessary in addition to treatment. If quarantine is implemented due to a public health threat, it may require special considerations and alter individual and community responses.

## Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency. All responsibilities listed for each agency are comparable to the roles of ESF #8- Public Health & Medical.

The Health & Medical Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

## Crater Health District

### ESF#8-Public Health & Medical Services

- Provide qualified personnel to staff the Health & Medical Services Branch during an EOC activation;
- Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster;
- Identify animal and plant disease outbreaks;
- Conduct food-borne disease surveillance and field investigations;
- Coordinate through the EOC the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable health guidance and preventative health
- Ensure health standards, including food, sanitation, and water, are maintained at all service sites;
- Assess community behavioral health needs following an emergency/disaster;
- services;
- Coordinate with hospitals and other health providers on response to health needs; and
- Provide frequent updates to the Emergency Operations Center as to the status of public health

## Fire-Rescue Services

### ESF#8-Public Health & Medical Services

- Provide pre-hospital emergency medical and transport services;

# City of Petersburg Emergency Operations Plan

## Southside Virginia Emergency Crew

### ESF#8-Public Health & Medical Services

- Provide pre-hospital emergency medical care and transport services;

## District 19 Community Services Board

### ESF#8-Public Health & Medical Services

- Coordinate behavioral health activities among responder agencies;
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the emergency/disaster;
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques;
- Provide outreach to serve identified behavioral health needs; and
- Coordinate with the Social Services Branch to identify shelter occupants that may require behavioral health assistance.

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## Emergency Coordination Guide- Law Enforcement Branch

### Primary Agency

Petersburg Bureau of Police  
Emergency Communications Center

### Secondary Agency

Emergency Communications Center  
Petersburg Sheriff's Office  
Fire, Rescue and Emergency Services  
Information Technologies

### Purpose

The purpose of this coordination guide is to bring the responsibilities of ESF #2, #9, and #13 under one element within the Emergency Operations Center. The Police Chief or their designee will coordinate the responsibilities identified in this guide.

### Scope

This guide aligns the duties of the Law Enforcement Branch with the Emergency Support Functions comparable to the day-to-day operations of the City agencies listed. Law Enforcement will coordinate the responsibilities associated with Emergency Support Functions #2-Communications, #9-Search & Rescue, and #13-Public Safety & Security.

- The ESF#2 responsibilities include accurately and efficiently transferring information during an incident, and ensuring that the City has the ability to rapidly notify and warn the public;
- ESF #9 responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped; and
- ESF #13 responsibilities include maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities.

### Concept of Operations

The Petersburg Bureau of Police operates an emergency communications center. The Petersburg Emergency Communications Center (ECC) serves as the 911 center and the City Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the City with the EOC. The ECC has the capability to access the Emergency Alert System and the City's mass notification system (CivicReady) to deliver warnings to the public. The Emergency Alert System and the mass notification system are the primary methods of communicating alert and warning messages to the public. However, the use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

# City of Petersburg Emergency Operations Plan

Emergency communications are heavily dependent on the commercial telephone network. The City's emergency communications may be adversely affected if commercial telephone service is interrupted. The City also operates several radio systems for City agency communications. These systems are heavily dependent upon commercial communications infrastructure. In the event that the City's radio systems are damaged, amateur radio and other non-governmental communications capabilities are available.

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation. Substantial numbers of persons could be in life-threatening situations requiring prompt rescue and medical care. Rescue personnel may encounter extensive damage to buildings. Because the mortality rate dramatically increases beyond 72 hours, search and rescue must begin immediately.

In an emergency/disaster, law enforcement/safety measures may be needed to protect life and property. Extra patrols/surveillance will be needed in evacuated areas to prevent looting and protect property. Providing for the security of critical facilities and supplies may also be necessary.

During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters. The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct.

## Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Law Enforcement Branch is responsible for maintaining records of all expenses related to its emergency functions

## Emergency Communications Center

### ESF #2 – Communications

- Develop and maintain primary and alternate communications systems for contact with local jurisdictions, state agencies, and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point for incoming emergency calls;
- Ensure communications lines and equipment essential to emergency services are maintained and operational;
- Provide personnel to the EOC to assist with communications functions;

## Information Technology

### ESF #2-Communications

- Provide voice, video, and data services to the Emergency Operations Center and/or incident site; and

## City of Petersburg Emergency Operations Plan

- Secure additional technology equipment/resources when needed.

### Police and Sheriff's Office

#### ESF # 9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies, and administrative support necessary to conduct search and rescue operations; and
- Request further assistance, through the EOC from surrounding localities, the Virginia Department of Emergency Management, or federal authorities for additional search and rescue resources.

#### ESF #13-Public Safety & Security

- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control, law enforcement, and security at damaged City property;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations and the coordination of needed equipment in support of this effort;
- Develop mutual aid agreements with surrounding law enforcement jurisdiction; and
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.

### Fire and EMS Services

#### ESF # 9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

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## Emergency Coordination Guide-Public Works Branch

### Primary Agency

Department of Public Works

### Secondary Agency

Code Compliance  
Fire Marshal Office  
Parks & Recreation  
Petersburg Area Transit

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #1, #3, and #12 under one element within the Emergency Operations Center. The city's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Public Works or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Public Works Department with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary city agencies identified in this guide. The Department of Public Works will coordinate the responsibilities associated with Emergency Support Functions #1-Transportation and ESF #3-Public Works & Engineering.

- ESF#1 assists local, state, and federal government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 assesses the overall damage to public and private property, conducts necessary inspections to ensure the integrity of buildings and assists with debris removal.

### Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings, and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation, utility, and energy support will be submitted to the City Emergency Operations Center for coordination, validation, and/or action. Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency

# City of Petersburg Emergency Operations Plan

response activities.

A prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Insurance Companies, the Virginia Department of Emergency Management, the Virginia Department of Transportation, the Virginia Department of Environmental Quality, the Virginia Department of Health, Utility Companies, and Federal Agencies. The Public Works Branch will coordinate activities with these organizations, agencies, and other Branches within the city EOC.

Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

## Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Public Works Department is responsible for maintaining records of all expenses related to its emergency functions.

### Department of Public Works

#### ESF #1 – Transportation

- Coordinating transportation activities and resources
- Coordinate roadway clearance by priority;
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine the needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from city agencies, and other EOC branches
- Facilitate the movement of the public in coordination with other transportation agencies.
- Identify viable transportation routes to, from, and within the emergency or disaster area

#### ESF #3 – Public Works and Engineering

- Activate the necessary equipment and resources to address the emergency;
- Ensure generators and auxiliary equipment are operational at all city facilities;
- Identify private contractors and procurement procedures;
- Prioritize debris removal;
- Inspect city water and sewer infrastructure for damage;

# City of Petersburg Emergency Operations Plan

## Department of Parks & Recreation

### ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damages assessment and debris removal
- Provide other assistance as directed by the Public Works Branch coordinator; and
- Document expenses related to the event.

## Code Compliance Office

### ESF #3 – Public Works and Engineering

- Coordinate a city-wide initial damage assessment (IDA) and provide the assessment to the city emergency management coordinator for submission to the state EOC within 72 hours;
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary; and
- Obtain required waivers and clearances related to public works support.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

### ESF #12 – Energy

- Coordinate power restoration efforts for health and medical facilities or power-dependent medical populations.

## Fire Marshal's Office

### ESF #3 – Public Works and Engineering

- Coordinate a city-wide initial damage assessment (IDA) and provide the assessment to the city emergency management coordinator for submission to the state EOC within 72 hours;
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary; and
- Obtain required waivers and clearances related to public works support.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings

### ESF #12 – Energy

- Coordinate power restoration efforts for health and medical facilities or power-dependent medical populations.

## Petersburg Area Transit

### ESF #1 – Transportation

- Coordinating transportation activities and resources
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine the needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from city agencies, and other EOC branches
- Facilitate the movement of the public in coordination with other transportation agencies.

## City of Petersburg Emergency Operations Plan

- Identify viable transportation routes to, from, and within the emergency or disaster area

### Petersburg Public Schools

#### ESF #1 – Transportation

- Assist in the coordination of transportation activities and resources;
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine the needs of available transportation resources;
- Assist in transportation as needed during evacuation efforts;
- Facilitate the movement of the public in coordination with other transportation agencies;
- Identify viable transportation routes to, from, and within the emergency or disaster area.

**Emergency Coordination Guide-Social Services Branch**

**Primary Agency**

Department of Social Services

**Secondary Agency**

American Red Cross  
Petersburg Public Schools  
Petersburg Health Department  
Police and Sheriff’s Office  
Petersburg Animal Care & Control  
Southside Virginia Emergency Crew

**Purpose**

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #6 under one element within the Emergency Operations Center. The city’s emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Social Services or their designee are identified in this guide as they relate to the identified emergency support function.

**Scope**

This guide aligns the duties of the Social Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary city agencies identified in this guide. The Department of Social Services will coordinate the responsibilities associated with Emergency Support Function #6-Mass Care, Housing, & Human Services.

- ESF #6 addresses the non-medical mass care, housing, and human services needs of individuals and/or families impacted by emergency incidents.

**Concept of Operations**

Some emergencies may necessitate the evacuation of affected areas. Individuals and families may be deprived of normal means of obtaining food, clothing, shelter, and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.

The responsibility for the provision of temporary emergency shelter and mass care for victims is the responsibility of the city government. Additionally, as a result of a major emergency/disaster affecting other jurisdictions within the Commonwealth of Virginia, the city may be requested to shelter evacuees.

# City of Petersburg Emergency Operations Plan

Sheltering, feeding, and emergency first aid activities may begin before, during, or after an emergency. Staging of these facilities may occur before the disaster when the emergency is anticipated.

As a result of a disaster, citizens in affected areas may be without adequate food supplies. Every effort will be made to identify affected populations and supply them with adequate nutritional resources.

Efforts will be made to coordinate among agencies providing information to establish a Family Assistance Center (FAC) that will serve as a single unified inquiry point for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties. Refer to Tab 1 on page 43 for additional information on FAC.

Animals will need to be adequately cared for during emergencies. The City of Petersburg Division of Animal Care and Control is prepared to handle all aspects of animal care and control. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal, identification and reuniting pets with their owners, and protection of citizens from any dangers (illness or injuries) posed by animals.

The shelter can hold approximately 25 dogs and 12 cats and is dependent on the current animal population at the time of the emergency. In addition, the Shelter and Department of Fire, Rescue and Emergency Services have stored approximately 60 pet crates for utilization during a declared local emergency or disaster situation. The City in conjunction with the City of Colonial Heights maintains a pet shelter trailer that is available regionally.

## Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Social Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

## Department of Social Services

### ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating shelter facilities;
- Provide for the mass feeding of evacuees and relief workers at the shelter facilities.
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of a shelter operations plan;
- Identify food assistance needs;
- Work to obtain critical food supplies that are unavailable from existing inventories; and
- Through coordination with the Public Works and Emergency Management branches, arrange for transportation and distribution of food supplies to impacted areas.
- Assist in providing mental health counseling and support services; and
- Submit reports to the EOC on shelter operations and status, feeding needs of affected

# City of Petersburg Emergency Operations Plan

populations, and requests for additional resources.

- Provide a generalized list of hotel rooms throughout the area to the extent information is available from the Virginia Restaurant, Lodging & Travel Association.

## American Red Cross

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

- Provide personnel, equipment, supplies, and other resources to support in setting up and running shelter facilities;
- Assist with mass feeding of evacuees and relief workers at the shelter facilities;
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of a shelter operations plan.

## Petersburg Public Schools

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

- Coordinate with the Emergency Management Branch on the opening and closing of public schools;
- Provide personnel, equipment, supplies, and other resources needed to assist in shelter operations for victims of the affected emergency/disaster area;
- Facilitate the opening of city schools as emergency shelter sites upon request by the Director of Emergency Management or his/her designee;
- Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites; and
- Assist in the development and maintenance of a shelter operations plan.

## Petersburg Health Department

ESF #6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide personnel, supplies, and other resources to assist in shelter operations for victims with special needs;
- Ensure provision of medical support at the shelter sites; and
- Assist in the development and maintenance of a shelter operations plan.

## Police and Sheriff's Office

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide security at shelter facilities;
- Assist with rescue of lost or stranded animals and with transporting them to animal shelters;

Note: Animal control and sheltering activities will be undertaken by the Police Department - Animal Care and Control Division.

## Petersburg Animal Care and Control

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Receive and care for animals at animal shelters, mobile animal trailers, or other designated

## City of Petersburg Emergency Operations Plan

- reception areas;
- Register, tag, and maintain accurate records; and
- Long-term shelter of unclaimed animals.

### Southside Virginia Emergency Crew

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide first aid station(s) at shelter facilities.

## Tab 1 Family Assistance Center (FAC)

The FAC is a physical facility established as the focal point for providing incident-specific services to bereaved families, friends, and survivors; to enable those affected to gain as much information as is currently available about missing family members and friends before any release to the media; to enable the gathering of mass forensic samples in a timely manner, which enhances the ability to identify loved ones quickly; to offer access to a range of facilities that will allow families and survivors to make informed choices according to their needs; and to ensure a seamless multi-agency approach to assist in emergencies to reduce or avoid duplication.

The scope of services that the local FAC may provide includes reunification services, behavioral health care, medical records collection, communication services, benefits application, and personal care.

The Crater Department of Social Services personnel will coordinate/determine a physical site for the local FAC operations and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps, and requesting additional resources. If a state FAC is requested the Crater Department of Social Services will coordinate with the state representatives in locating and establishing the state FAC. The City FAC plan is currently under development. Until the plan is complete the City EOC will request through the VEOC the establishment of a state FAC.

The state will open and operate a FAC at the request of an affected locality in the absence of a local FAC plan or adequate local resources, or if the event occurs on property owned or operated by the Commonwealth of Virginia. Any request for resources for a local FAC or the establishment of a state FAC will be coordinated through the City EOC.

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the FAC coordinator will request the CICF through the city EOC.

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## Evacuation Support Annex

### Coordinating Agency

Emergency Management Branch

### Cooperating Agencies

Petersburg Bureau of Police  
Sheriff's Office  
Public Works Department  
Social Services Department  
Department of Fire-Rescue  
Petersburg Public Schools

### State Agencies

Virginia State Police  
Virginia Department of Transportation

### Purpose

The Evacuation Support Annex describes the coordinated process of city agencies to ensure an efficient evacuation of any portion or the entire city attributable to a hazard including a catastrophic event. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operation of assembly areas that may be used during a declaration of emergency. The purpose of this plan is to achieve a timely and orderly evacuation of the at-risk population, to provide for the security of evacuated areas, and to identify and relocate critical resources that will not only support the population at risk while sheltered but bring about a prompt and effective recovery following the disaster, as well.

### Scope

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by city emergency management officials. This document will address wide-ranging scenarios with no consideration for special incidents. Additional incident scenarios can be found in the appropriate hazard-specific annex.

There are four basic scenarios in which an evacuation may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wildland fires, and severe riverine flooding.

## City of Petersburg Emergency Operations Plan

2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may include hurricanes, minor to moderate flooding events, or hazardous materials events.
3. Catastrophic event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation efforts after the event. Citizens will not be able to return home in a reasonable period of time. Examples may include terrorism events, severe tornadoes, and hazardous material events.
4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding, and transportation accidents.

### Policies

Under the provisions of Section 44-146.17 of the Commonwealth of Virginia Emergency Services and Disaster Law, the Governor may direct and compel the evacuation of all or part of the populace from any stricken or threatened area if this action is deemed necessary for the preservation of life or other emergency mitigation, response or recovery; prescribe routes, modes of transportation and destination in connection with evacuation; and control ingress and egress at the emergency area, the movement of persons within the area and the occupancy of premises therein provided resources are in place to support such an operation.

The Director of Emergency Management is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous materials incident, the Incident Commander, when he arrives at the scene may order an evacuation. The Coordinator of Emergency Management will direct the evacuation effort.

Any geographical area of evacuation, whether planned or unplanned, regardless of size, shall necessitate a level of activation of the city's Emergency Operations Center. Evacuation procedures, including notification and routing, will be made available to the public by all available means as far in advance as possible.

### Assumptions

- A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal, and certain private sector entities.
- Given a warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends, or in hotels.
- The timing of an evacuation directive will be determined by the circumstances of the event.
- Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the city.
- The primary means of evacuation from any event will be private vehicles.
- Residents who are ill or disabled may require vehicles with special transportation capabilities.
- Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.

# City of Petersburg Emergency Operations Plan

- Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.

## Concept of Operations

The Police Department, assisted by the city's Sheriff's Office and Department of Fire-Rescue, will implement the evacuation directive, in coordination with other city departments (i.e., schools, public works, social services), and appropriate state agencies (i.e., Virginia State Police, Virginia Department of Transportation), as required. The Police Department and Sheriff's Office will provide warning, traffic control, and security for the evacuated areas.

The Coordinator and/or the Deputy Coordinator of Emergency Management, assisted by the Public Works Branch leader, will coordinate all transportation resources that will be utilized in the evacuation. The Petersburg Area Transit and/or city school system will provide buses for those who do not have any means of transportation. Accommodations will be made for those individuals with disabilities, access, and functional needs. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the city. Assembly points where buses will stage for evacuation areas will be identified and prepared with extra fuel and supplies. Pick-up points where citizens can board buses for evacuation will also be identified. Local service stations and independent towing services will provide assistance to motorists as necessary. Southside Virginia Emergency Crew and the Department of Fire-Rescue ambulances will transport those patients absolutely requiring ambulance transport.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, including recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk. For hurricanes, evacuation should be completed prior to the onset of sustained gale-force winds (40 mph).

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food, and supplies, if needed, a three-day supply of food and water for each person, and sleeping bags or blankets. If appropriate, evacuation advisory notices may be distributed door to door.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Police Department and Sheriff's Office will provide for the security of the evacuated area. Public Works and/or VDOT will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. The Department of Public Works will also secure water mains subject to damage. Dominion Virginia Power will secure electricity to flood-prone areas.

If an incident requiring evacuation occurs at any of the city's industrial facilities, the incident commander will order the evacuation of any affected areas. If an incident requires large-scale evacuation, the city may need to coordinate with adjacent jurisdictions to receive and care for evacuees in a designated shelter center located safely away from the impacted area.

# City of Petersburg Emergency Operations Plan

The Law Enforcement Branch will direct and manage traffic control actions. The Law Enforcement Branch will coordinate with Public Works on traffic control and manage security for evacuated areas. Traffic control measures will be developed and implemented by the Police Department, Sheriff's Office, and emergency management personnel, in conjunction with the Virginia State Police, the Virginia Department of Transportation, and adjacent jurisdictions as necessary.

Traffic control measures may include, but are not necessarily limited to, such actions as modifying signal controls at key intersections, manually influencing traffic flow through the use of physical barriers/cones, stationing manpower along critical roadways or intersections, and restricting or prohibiting the movement of mobile homes, campers, and boat trailers along evacuation routes.

All critical links and intersections identified and designated by local, state, and federal authorities as being important to facilitate traffic flow from high-risk areas, will be controlled and patrolled by the appropriate local, state, or federal law enforcement officials.

Disabled vehicles will be removed promptly from the road network to maximize vehicular flow and roadway capacity while minimizing bottlenecks or delays from occurring. Tow trucks will be on call or strategically located along critical routes to ensure a prompt response to these situations. Individual response trucks will be dispatched by the emergency communications center in response to radio requests from law enforcement officers and other emergency responders.

Access to the evacuated areas must be controlled to prevent or minimize theft or looting prior to, during, or following an evacuation, particularly during the reentry phase. Security will be established by the Police and/or Sheriff's Office. Security control points will be established at appropriate locations governing access to evacuated areas. Security patrols, conditions permitting, will be made within areas by law enforcement.

## Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to evacuation activities.

### Police Department and Sheriff's Office

- Develop and maintain traffic control policies and procedures;
- Provide security to critical facilities and evacuated areas as needed;
- Keep evacuation routes open and ensure traffic flow;
- Assist with traffic control as directed;
- Identify potential evacuation routes and traffic control points;
- Request additional resources needed for evacuation activities through the Emergency Management Branch;
- Control access to restricted areas upon reentry; and
- Provide periodic situation reports to the EOC.

### Emergency Management Branch

- Coordinate evacuation as the city's emergency management branch lead agency;
- Assist with warning and evacuation as directed;

## City of Petersburg Emergency Operations Plan

- As lead agency for the emergency management branch, prepare and disseminate public information regarding evacuation and reentry; and
- Process resource requests related to evacuation activities.
- Provide evacuation transportation for those without vehicles;
- Identify assembly points for staging buses;
- Identify pick-up points for loading evacuees;
- Provide traffic control to effect evacuation and/or reentry in coordination with the Law Enforcement Branch;

### Petersburg Public Schools

- Assist with providing buses for evacuation and reentry.

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**Tab 1 to Evacuation Support Annex**

**TRAFFIC CONTROL POINTS**

**CRITICAL INTERSECTIONS AND ROADWAY SEGMENTS**

Derived from Virginia Hurricane Evacuation Study, 1992:

1. Major roads of concern:
  - i. US 460 (County Drive)
  - ii. Interstate 95 North
  
2. City - Critical Intersections and Roadways
  - i. US 460 (County Drive) at Wagner Road
  - ii. Wagner Road at North Normandy Drive
  - iii. South Crater Road at Wagner Road
  - iv. South Crater Road at South Sycamore Street
  - v. South Sycamore Street at East Wythe Street
  - vi. South Sycamore Street at East Washington Street

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# City of Petersburg Emergency Operations Plan

## Tab 2 to Evacuation Support Annex

### RE-ENTRY

#### MISSION

To develop a reentry process to the disaster area that will ensure an orderly and expedient return to the evacuated area, provide for the safety and welfare of the people--as well as the security of their property--after their return, and allow recovery teams the opportunity to accomplish their tasks, as assigned.

#### SITUATION

The evacuated population will want to return to their homes and businesses immediately following the disaster.

The same routes used in the evacuation will be used to return to the disaster area. Traffic in the return phase will be heavy and will experience similar problems as in the evacuation phase.

Access to and mobility in the stricken area will be impeded by damaged segments of the transportation system, debris, areas cordoned off due to identified hazards, and recovery teams attempting to restore the areas.

#### CONCEPT OF OPERATIONS

The Coordinator of Emergency Management will develop accessibility policies to the stricken areas, in coordination with the appropriate branch leaders, and state and federal officials. Access to areas of the city will vary depending on the extent of the damage sustained and the conditions of the area at the time immediately following the disaster.

The Police Department and/or Sheriff's Office will be responsible for implementing the necessary traffic control measures on return routes, establishing security measures around and in the stricken area, and enforcing access restrictions as directed by city officials.

The accessibility policies developed and implemented will define access restrictions and protective measures (escorts, protective equipment, etc.) needed to enter the area requested. Credentials will be issued for all individuals authorized to enter restricted access areas. The Police Department and Sheriff's Office will be responsible for enforcing these policies and procedures. Examples of an entry permit to a restricted area and a waiver of liability form appear in Tabs 3 and 4, following. Re-Entry will follow a phased approach utilizing Phases 1 to 4 with one being the highest priority.

The disaster-stricken area will be evaluated quickly to determine the degree of accessibility allowable given the conditions observed. Initially, most if not the entire area will probably be restricted to damage assessment, search and rescue, debris removal, and critical facilities restoration teams. Those areas identified as posing a potential danger or risk to the general population will be identified and cordoned off with warning placards posted. As roads are cleared and serious hazards

## City of Petersburg Emergency Operations Plan

removed or cordoned off, areas of the city will be opened up to the general public. Retail merchants and industries will be provided early access to the disaster area to assess their damages and make the appropriate arrangements to secure and protect their inventories.

The Public Information Officer, under the direction of the Coordinator of Emergency Management, will be responsible for developing announcements that address the following:

- Notification of residents and business owners when it is appropriate to return
- Area condition reports that identify the areas which are safe or unsafe for entry
- Post-disaster operations of local, state, and federal agencies
- Where to go to apply for disaster assistance programs

The Emergency Management Branch, in coordination with other appropriate branches, and state and federal agencies, will make arrangements to provide essential services and accommodations, such as potable water, food, and waste disposal, to support recovery teams and the general public as they return to the area. The Emergency Management Branch will also identify facilities to temporarily house departments and service agencies that were destroyed in the disaster.

# City of Petersburg Emergency Operations Plan

## Tab 3 to Evacuation Support Annex

### ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number, and date on a separate page). If contractor/agent--include the name of the contractual resident party, attach evidence of a right of interest in the destination. Resident: Purpose.

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2. Name, address, and telephone of the applicant, organization, university, sponsor, or media group. Also, include a contact person if questions should arise.

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3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

Method of Travel (vehicle, aircraft)

---

Description of Vehicle/Aircraft with Aircraft Registration or Vehicle License number

---

# City of Petersburg Emergency Operations Plan

Route of Travel if by Vehicle

---

Destination by legal location or landmark/E911 address

---

Alternate escape route if different from above

---

Type of 2-way radio system to be used and your base station telephone number we can contact in an emergency (a CB radio or radiotelephone will not be accepted). Resident: cellular or home number.

---

Entry granted into hazard area.

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in the revocation of this permit.

**Tab 4 to Evacuation Support Annex**

**WAIVER OF LIABILITY**

(TO BE SIGNED AND RETURNED WITH THE APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, the City of Petersburg, their officers, agents, and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any liability.

Signatures of applicant and members of his field party:

Print full name first, then sign.

I have read and understand the above waiver of liability.

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Print full name first, then sign.

I have read and understand the above waiver of liability.

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Tab 5 to Evacuation Support Annex

**ASSEMBLY AREAS**

Location	Address	Capabilities		
		General	Special Medical Needs	Pet
Petersburg High School	3101 Johnson Road Petersburg, VA 23805	Yes	Yes	No
Walnut Hill Elementary School	300 W. South Blvd. Petersburg, VA 23805	Yes	Yes	No
Cool Springs Elementary School	1450 Talley Avenue Petersburg, VA 23803	Yes	Yes	No
Pleasants Lane Elementary School	100 Pleasants Lane Petersburg, VA 23803	Yes	Yes	No
Lakemont Elementary School	51 Gibbons Avenue Petersburg, VA 23803	Yes	Yes	No
Vernon Johns Middle School	3101 Homestead Drive Petersburg, VA 23803	Yes	Yes	<b>Service Animals Only</b>

## Emergency Pet Sheltering Annex

### Coordinating Agency

Petersburg Animal Care and Control

### Cooperating Agencies

Emergency Management Branch  
Petersburg Bureau of Police  
Sheriff's Office

### Foreword

This annex was developed in order to comply with the Federal Pet Evacuation and Transportation Standards Act, PETS Act, which was passed into law in October 2006. This legislation requires state and local emergency management agencies to include companion and service animals in their disaster response plans, as pet owners qualify as people with special needs in disasters.

Animals are often overlooked during and after a disaster until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This policy recognizes that animals could become a problem for society if not appropriately cared for and controlled.

When evacuation is imminent, it is very likely that people will not evacuate their homes if this includes abandoning their pets. It is expected that some of these pets will be taken to public shelters. This policy is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on the care of animals abandoned or lost and those brought to public shelters.

### Purpose

The purpose of this policy is to establish organizational responsibilities and general policies and procedures for the care of companion animals during natural and human-made emergencies and disasters. A major goal of this policy is to minimize animal suffering, loss of life, and subsequent disability by ensuring timely and coordinated assistance.

### Definitions

***Companion Animals:*** are domestic animals serving as household pets and family companions. **Only** dogs and cats are included in this policy. Companion animals cannot be admitted into the human emergency shelter.

# City of Petersburg Emergency Operations Plan

**Service Animals:** as defined by the Americans with Disability Act (ADA) a service guide dog, signal dog, or any other animal that is individually trained to assist an individual with a disability. If they meet this definition, animals are considered service animals under ADA regulations regardless of whether they have been licensed or certified by a state or local government. Service animals will be admitted to Red Cross shelters with their owner.

**Emergency Pet Shelter:** is a short-term pet shelter for dogs and cats in the initial response phase of a disaster. The Emergency Pet Shelter will remain open in concurrence with emergency shelters for citizens. Owned pets must be picked up as soon as the emergency is over, or a boarding fee will be charged.

## Scope

The scope of this policy is to provide coordinating actions during the initial response phase of a disaster for pet owners. This policy considers the needs of the following domestic pets: dogs and cats. Owners of exotic pets and livestock must act responsibly and take appropriate actions in providing care or evacuating their animals. Domestic animals found roaming after a disaster has occurred will be taken to the Emergency Pet Shelter by Animal Control Officers.

## Situation and Assumption

Natural or human-made emergencies and disasters occur which require citizens to evacuate their homes. Some residents will not want to leave pets such as dogs and cats behind.

Some pet owners may plan on a short-term absence during an emergency and leave pets at home supplied with adequate food and water however; owners may want to go back into their homes to retrieve them after the height of the disaster, risking their safety. Mass care facilities for citizens may not permit animals other than those used for special needs assistance.

The owners of pets, when notified of an upcoming emergency will take reasonable steps to shelter and provide for animals under their care and control. During an emergency evacuation, owners may seek extended care for pets in a facility other than the pet's home. Pets left unattended may be at risk to themselves and to the general population.

## Concept of Operations

The Petersburg Animal Care and Control has been designated to serve as the Emergency Pet Shelter for the City of Petersburg. Petersburg Animal Care and Control has the normal capacity to house approximately 25 dogs and 15 cats and totals are dependent on the shelter's population of animals at the time of the event. However; with additional supplies and equipment made available through the VDACS Pet Trailer Grant Program, this facility could care for as many as 100 to 125 dogs and cats at this and/or other location(s) in an emergency situation. Additional pet cages are located and staged at the Department of Fire, Rescue and Emergency Services.

If additional supplies or equipment are needed, a request must be made to Emergency Management as quickly as possible to procure the items. If it appears there will be a shortage of supplies or equipment that might preclude the full setup of an operational Emergency Pet Shelter, Emergency Management must be immediately notified so that appropriate action can be taken.

## City of Petersburg Emergency Operations Plan

An Emergency Pet Shelter agent will be present at the Red Cross Shelter to assist pet owners with the completion of the Emergency Pet Shelter Registration and Agreement and answer any specific questions of owners. The Emergency Pet Shelter agent will be responsible for providing the Registration and Agreement to the Animal Control Officer who is transporting specific registered pets to the Emergency Pet Shelter.

Upon arrival at the Emergency Pet Shelter, each animal will be taken to an Intake Area where an Animal Fact Sheet (AFS) will be completed for each animal. A complete and thorough description of the dog/cat will be documented on the AFS. The Registration and Agreement will be stapled to the AFS. A brief physical exam will be performed to ascertain the outward health of each dog/cat and that no injuries requiring veterinary care are present. The animal may be vaccinated to provide protection from certain airborne viruses. An I.D. band will be placed around each animal's neck clearly displaying the AFS number and the pet's name.

Each animal will be assigned a kennel in the appropriate area; general population dogs, general population cats, sick area, or quarantine. When feasible, animals of the same species from the same household may be kenneled together.

Kennels, cages, and enclosures used to house animals shall be cleaned and disinfected routinely to maintain sanitary conditions. Food and water dishes, litter pans, and other hardware used to care for dogs/cats shall be regularly washed and disinfected.

There is a possibility that staff and volunteers may have to sleep at the Emergency Pet Shelter. In that case, a housing area will be set up using cots provided by the Red Cross.

The authority for closing the Emergency Pet Shelter rests with Emergency Management and is anticipated to be concurrent with the closing of the Red Cross Shelter. Once the decision has been made to close the Shelters, pet owners may reclaim their pets from the Emergency Pet Shelter.

Once animals have been checked out of the Emergency Pet Shelter, all portable crates and kennels will be broken down, cleaned, and disinfected. Bowls and any other hardware and equipment will also be disinfected. Equipment and supplies will be inventoried and returned to storage in the Emergency Pet Trailer.

### Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to emergency activities.

#### Petersburg Animal Shelter

- Upon notification from the Emergency Management Coordinator the Petersburg Animal Shelter will open, staff, and operate an Emergency Pet Shelter;
- Recruit, screen, and train volunteers for placement in appropriate positions;
- Secure and maintain supplies and equipment required to operate an Emergency Pet Shelter, as resources and budgetary constraints permit;
- Develop an identification and recordkeeping system for animals being sheltered;
- Coordinate through local veterinarians and Animal Control necessary veterinary care as may be required to prevent suffering; De-activate the Emergency Pet Shelter upon notification of

# City of Petersburg Emergency Operations Plan

Emergency Management.

## Emergency Management Branch

- Determine the need for an Emergency Pet Shelter and notify the Regional Animal Shelter if impending shelter operations

## Police Department (Animal Control Division)

- Upon request of Emergency Management, and direction of the Police Chief, Animal Care and Control will be responsible for transporting the pet trailer to pre-selected sheltering locations;
- Transport dogs and cats to the Emergency Pet Shelter that belong to citizens who are seeking refuge at emergency shelters and have arrived at these shelters with their pets.

**Terrorism Consequence Management Annex**

**Coordinating Agency**

Emergency Management

**Cooperating Agencies**

Police and Sheriff's Office  
Fire, Rescue and Emergency Services  
Public Works Department  
Fire Marshal Office

**State Agencies**

Virginia State Police  
Department of Public Safety and Homeland Security  
Virginia Fusion Center  
Virginia Department of Emergency Management

**State Agencies**

Virginia State Police  
Department of Public Safety and Homeland Security  
Virginia Fusion Center

**Federal Agencies**

Federal Bureau of Investigations  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Department of Homeland Security  
Department of Justice

**Purpose**

To develop a comprehensive, coordinated, and integrated response capability, involving all levels of government, to effectively assess the threat of and vulnerability to terrorism and intentional acts within the city, as well as prevent, mitigate, respond to, and recover from an actual terrorist incident that may occur.

Define the roles, responsibilities, and authorities of city departments in responding to acts of terrorism and how these agencies will interface with state and federal authorities under the direction of a unified command.

## City of Petersburg Emergency Operations Plan

Establish procedures to report suspected, actual, or threatened acts of terrorism to proper authorities through established channels of communication.

Develop the appropriate resources, including personnel, equipment, supplies, and technical assistance, to promptly and effectively respond to these types of events, as well as the capability to receive and integrate resources from within and outside the state system.

### Scope

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System (NIMS) consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring, and transitioning response operations to effectively address threatened, suspected, and actual acts of terrorism involving weapons of mass destruction (WMD) and/or weapons of mass casualty (WMC).

The city emergency operations plan provides the framework and standard operating procedures that the city will use in responding to and recovering from acts of terrorism.

### Assumptions

The consequences of a terrorist event will exceed the capabilities of the city and require specialized assistance and support from a variety of regional, state, federal, and military organizations.

Terrorist events will occur with little or no warning and involve one or more of a variety of tactics and materials (e.g., chemical, biological, radiological, nuclear, and explosives (CBRNE). Events may be individual in nature or involve multiple targets being impacted at different times or simultaneously and involving one or more jurisdictions and regions.

The effects of a chemical, biological, radiological, or nuclear terrorist act will likely overwhelm local, regional, and state capabilities.

# City of Petersburg Emergency Operations Plan

A terrorist event such as a biological or radiological attack may not always generate the traditional incident scene or a clearly defined impact area

## Situation

All communities are vulnerable to threatened, suspected, and actual acts of terrorism that can occur anywhere and at any time. The fact that an emergency or disaster situation was a result of a terrorist act will not always be evident during the initial emergency response phase, and may not be determined until days, weeks, or months after the event has occurred.

Intelligence gathering and tactical capabilities vary between jurisdictions as well as levels of government. The city has prevention initiatives to ensure as well as enhance the safety and security of industrial operations, critical facilities, infrastructure and systems, and associated transportation support systems. Even with these efforts, all stakeholders need to be vigilant in order for them to be effective.

The Police Department and Public Works have identified facilities, critical infrastructure, and systems located within the city that may be potentially at risk of acts of terrorism, in coordination with other local, state, and federal agencies and military installations, as well as private sector institutions and systems. This information has been shared with the appropriate state and federal agencies.

## Organizations

The organizational response framework to events involving acts of terrorism involves the coordination and interface of a variety of local, state, and federal agencies that have certain authorities, responsibilities, and jurisdiction by statute, executive order, or presidential directive. These authorities may vary by the type of incident, the categorization of the incident, or the geographic area involved and may transition by operational stage during an event.

The Director of Emergency Management or designee will activate the EOC as necessary to support field operations associated with one or more events. The EOC will be staffed with appropriate Branches and specialized personnel as appropriate for the event.

## Nature of the Hazard

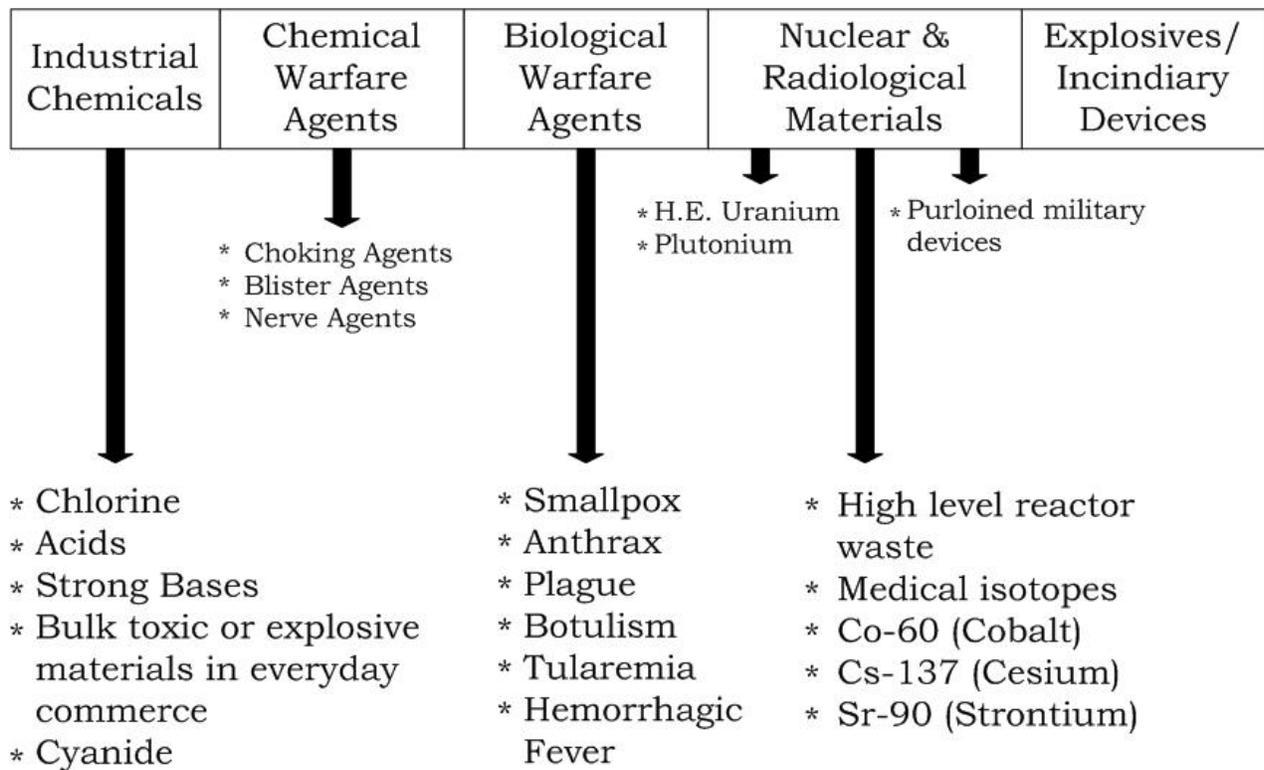
The Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) threat spectrum illustrated in Figure 1 is distinctive in terms of its range and depth, as well as the versatility it provides the initiating agent in structuring a single or complex event—or series of events—using one or more of the elements to generate a desired outcome(s). The spectrum ranges from common explosives, industrial chemicals, and radiological products found in medical labs and hospitals to the more extraordinary chemical biological warfare agents and nuclear material. These components of the spectrum provide the capacity to develop and tailor an attack to target one or more of the following: human or animal populations, agriculture, the environment, property, and critical infrastructure.

Although the CBRNE threat spectrum has great range, depth, and versatility, explosives have been the most common weapons utilized in both international as well as domestic terrorist attacks. The use of explosives in terrorist attacks is widespread, as the resources and instructions to develop a bomb can be easily acquired. The execution of the tactic can be relatively simple involving very little

risk and producing the desired effects in an immediate and dramatic manner.

Figure 1

## WMD Threat Spectrum



# City of Petersburg Emergency Operations Plan

## Concept of Operations

The city's emergency operations plan on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government. In the initial stages of response to and recovery from a terrorist event, the plan will provide the framework under which local resources will be deployed and coordinated. The Emergency Management Branch, at the direction of the Director of Emergency Management, will coordinate the response and recovery operations associated with consequence management. The Law Enforcement Branch will support the process of confirming the threat, initial investigation, as well as apprehension and prosecution of the perpetrators of the terrorist act, in coordination with state and federal law enforcement. The Federal Bureau of Investigation (FBI) is the lead investigative agency as directed in Homeland Security Presidential Directive – 5.

The city's Emergency Communications Center (ECC) will likely serve as the initial point for receiving notification of a terrorist event. Once the ECC is notified of a pending or executed terrorist incident, normal standard operating procedures will allow for notifications to be made to local departments, neighboring jurisdictions, regional response organizations, and state and federal agencies, as appropriate.

Response operations will be primarily concerned with identifying any hazardous materials involved and the associated risks to responders as well as the entire community; developing and implementing protective actions; developing and implementing strategies to effectively manage any long-term health and environmental consequences of the incident, and assisting in the preservation of evidence on the scene. Field operations will use the Incident Command System/Unified Command consistent with the National Incident Management System (NIMS).

The Commonwealth's Hazardous Materials Response Program will provide technical assistance and support regarding any hazardous materials issues (See Tabs 1 and 2). Specific state hazardous material resources, including hazardous materials officers and teams, will be requested through the VEOC. Regarding explosives, the Virginia State Police, in coordination with local, regional, and federal assets available, will provide technical assistance and support in this area.

The Virginia Fusion Center serves as a repository for the collection and analysis of information regarding terrorist groups and their activities. The information developed and obtained by the Virginia Fusion Center may be relevant to consequence management and will be coordinated and shared with local government as necessary. The Police Department will report any suspected, threatened, or actual acts of terrorism to the Virginia State Police Criminal Intelligence Division Fusion Center and through the city EOC provide appropriate information to the Virginia Emergency Operations Center.

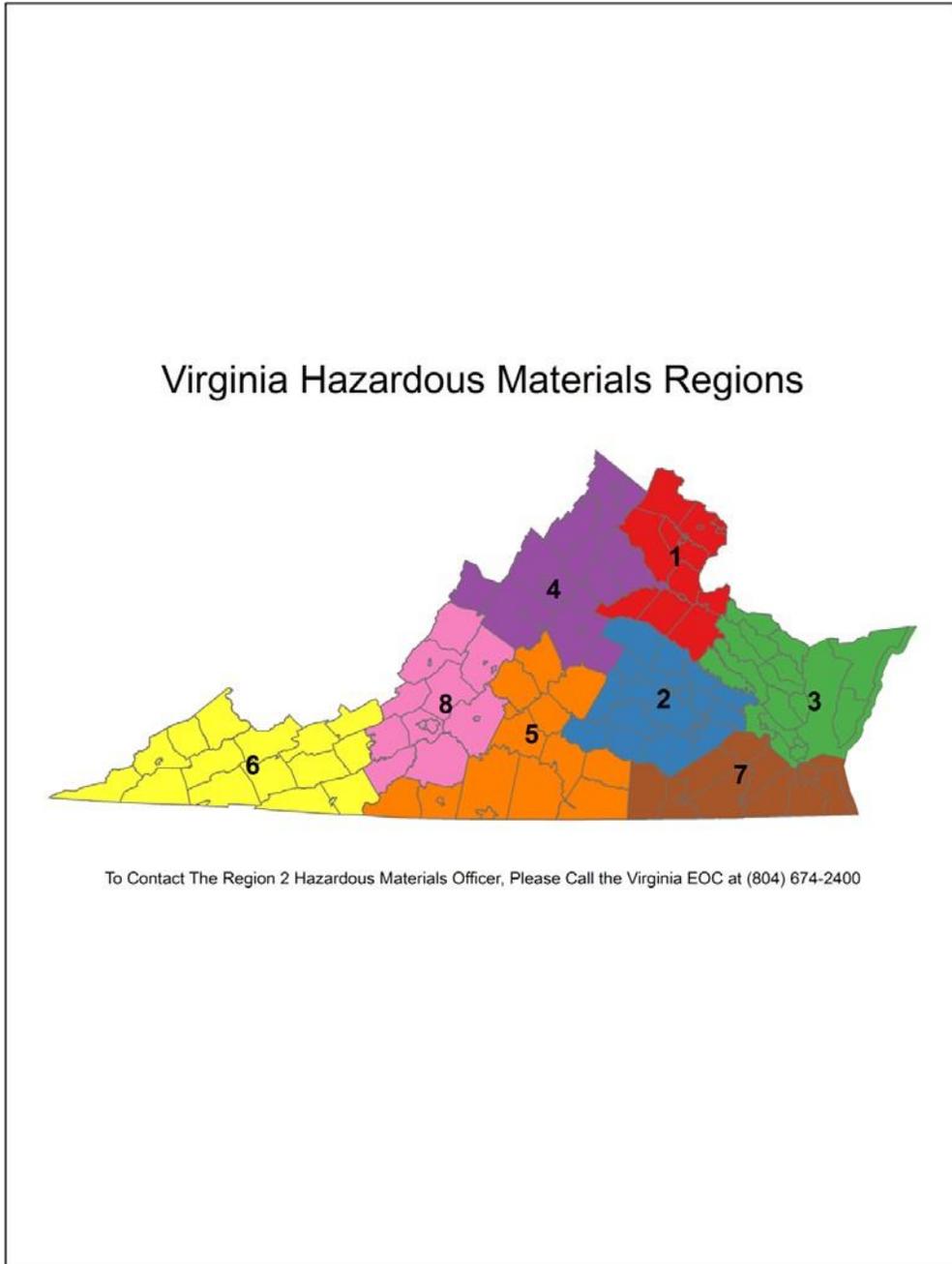
The public information function will be handled by the city's Public Information Officer until a Joint Information Center (JIC) can be established. If appropriate, a Joint Information Center will be established, and all press releases, press requests, and public protective action guidance will be developed, coordinated, reviewed, and disseminated through this organization. At a minimum, representatives from local government administration, Fire Service, Law Enforcement, and Emergency Management as well as the appropriate state and federal agencies who may be involved in supporting the response (e.g., FBI, DHS, the Virginia Department of Emergency Management, Virginia State Police, etc.) will comprise the JIC. Other agencies may be included as required to ensure an accurate, timely, and coordinated release of information to fulfill the needs of the public as well as

## City of Petersburg Emergency Operations Plan

the news media. Effectively managing the release of information during any event presents a variety of challenges to not only government officials but to the media as well.

The recovery process is comprised of the following: reentry, rapid assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill the priorities established, as well as ensure a successful recovery program. The Emergency Management Branch will manage the recovery effort in coordination with the Public Works Branch.

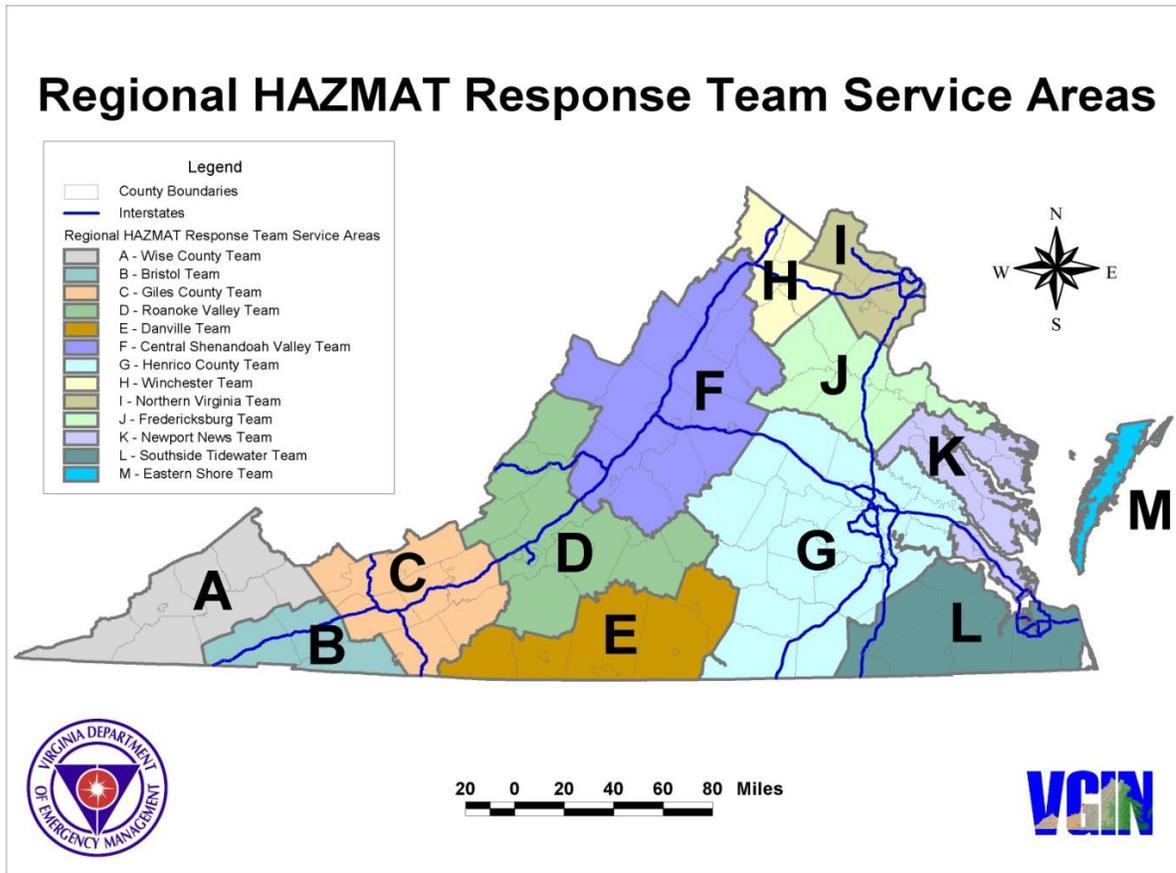
Tab 1



Tab 2

REGIONAL HAZARDOUS MATERIALS RESPONSE TEAMS

PRIMARY AREAS OF RESPONSIBILITY



## Damage Assessment Support Annex

### Coordinating Agency

Public Works Branch

### Cooperating Agencies

Emergency Management Branch  
Commissioner of the Revenue's Office  
Public Works Department  
Fire Marshal Office/Code Compliance  
Petersburg Extension Agency

### State Agencies

Virginia Department of Transportation

### Purpose

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in the city after an emergency or disaster. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for the determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

### Scope

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (City, state, and private), and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by the Emergency Management Coordinator. This document will address general situations with no consideration given to special incident scenarios.

### Definitions

**Initial Damage Assessment (IDA):** Independent City review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due to the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

# City of Petersburg Emergency Operations Plan

**Preliminary Damage Assessment (PDA):** A joint venture between FEMA, State, and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

## Policies

The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary). At the Incident Commander’s request, the first priority for damage assessment may be to assess City structural/infrastructure damage. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the City to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration. An estimate of expenditures and obligated expenditures will be submitted to both the City EOC and the VEOC before a Presidential Disaster declaration is requested.

Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident. Supplies, equipment, and transportation specific to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission. Additional supplies, equipment, and transportation essential to the continued operation of each organization will be requested through the EOC. The approval to expend funds for response and recovery operations will be given by the Branch Director or the department head of each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken, and costs incurred are consistent with identified missions.

## Situation

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state, and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, the City will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based on actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the City to determine actions needed, the establishment of properties, the allocation of local government resources, and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a “major emergency” declaration, may authorize the utilization of any federal equipment, personnel, and other resources. The President under a “major disaster” declaration may authorize two basic types of disaster relief assistance:

# City of Petersburg Emergency Operations Plan

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses, and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social Security assistance;
  - i. Veteran's assistance; and
  - j. Casualty loss tax assistance.
  
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings, and equipment, public utilities public recreational facilities, etc.

## Assumptions

- Fast and accurate damage assessment is vital to effective disaster responses;
- Damage will be assessed by pre-arranged teams of local resource personnel;
- If promptly implemented, this plan can expedite relief and assistance for those adversely affected;
- A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements;
- Damage to the utility system and/or to the communications systems will hamper the recovery process; and
- A major disaster affecting the city could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

## Concept of Operations

The ultimate responsibility of damage assessment lies with the local governing authority. The Emergency Management Coordinator or his/her designee will be responsible for damage assessments, collection of the data, and preparation of necessary reports through the functions of ESF 14: Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Building Inspector's Office. The damage assessment teams will be supported by multiple agencies from the City. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.

# City of Petersburg Emergency Operations Plan

## Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to evacuation activities.

### Public Works Branch

- Maintain a list of critical facilities that will require immediate repair if damaged;
- Assess damage and coordinate repairs to ensure the continued operation of City infrastructure;
- Collect and compile damage data regarding public and private utilities;
- Appoint a representative to be located within the EOC to direct damage assessment operations including operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Management Coordinator;
- Collect and compile incoming damage reports from teams in the field, from other operations directors, outside agencies, systems, and companies; and
- Provide periodic situation reports to the EOC.

### Code Compliance/Fire Marshal Office

- Assemble the appropriate team and develop damage assessment plans, policies and procedures;
- Solicit cooperation from companies and local representatives of support agencies to serve as members of damage assessment teams;
- Conduct damage assessment training programs for the teams;
- Coordinate disaster teams conducting field surveys;
- Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
- Correlate and consolidate all expenditures for damage assessment to the Department of Finance; and
- Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival;

### Commissioner of the Revenue's Office

- Provide staff to attach to damage assessment teams as subject matter experts on dollar loss; and
- Work with damage assessment staff at the EOC to compile the Initial Damage Assessment and Preliminary Damage Assessment.

# City of Petersburg Emergency Operations Plan

## Emergency Management Branch

- Collect, report, and maintain estimates of expenditures and obligations required for response and recovery activities;
- Maintain accurate records of funds, materials, and personnel hours expended as a direct result of the incident;
- Provide direction and overall control of damage assessment for the City;
- Submit a report of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format; and
- Ensure appropriate and adequate public information and education regarding the damage assessment process.

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**Tab 1 to Damage Assessment Annex**

**Damage Assessment Team Assignments**

The Director of Neighborhood Services will report to the EOC when activated by the Emergency Management Coordinator. Damage assessment teams will be assembled, and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in the Damage Assessment Form)

**I. PRIVATE PROPERTY**

Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify the number of families and units affected) – Include estimates for structures, private bridges, fencing, and vehicles/boats.

Team: Building Inspector/Assessor

Category B – Business and Industry

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team: Building Inspector/Assessor/Fire Marshal

Category C – Agriculture

An agricultural parcel is at least 5 acres. Include an estimate of all damage to houses, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles), and equipment (pieces and type).

Team: Extension Agents

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Tab 2 to Damage Assessment Annex

<b>LOCAL GOVERNMENT DAMAGE ASSESSMENT</b>				
<b>TELEPHONE REPORT</b>				
<b>1. CALLER NAME</b>			<b>2. PROPERTY ADDRESS (include apt. no; zip code)</b>	
<b>3. TELEPHONE NUMBER</b>			<b>4. TYPE OF PROPERTY</b>	<b>5. OWNERSHIP</b>
Home	Work	Cell	<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if the residence is a vacation home—not a primary residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
Best time to call	Best number to use			
<b>6. CONSTRUCTION TYPE</b>				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other				
<b>7. TYPE OF INSURANCE</b>				
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> None <input type="checkbox"/> Wind/Hurricane				
<b>8. DAMAGES (Check all that apply)</b>				
<b>HVAC</b> <input type="checkbox"/> Yes <input type="checkbox"/> Off	<b>Water Damage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity: <input type="checkbox"/> On <input type="checkbox"/> Off                        Natural Gas: <input type="checkbox"/> On <input type="checkbox"/> Off  Roof Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No  Foundation: <input type="checkbox"/> Good <input type="checkbox"/> Damaged Windows: <input type="checkbox"/> Intact: <input type="checkbox"/> No <input type="checkbox"/> Yes Sewer System:    Good    Damaged		

# City of Petersburg Emergency Operations Plan

Windows Intact:  Yes  No

Major Appliances:  Yes  No

Basement Flooding:  Yes, Depth of Water \_\_\_\_\_ (Ft)  No

---

**9. SOURCE OF DAMAGES**

Sewer back-up     Primarily Flood     Wind/Wind driven rain  
 Tornado             Other

---

**10. Based on the damages reported, this property is currently:**  
 Habitable             Uninhabitable

---

**11. CALLER'S ESTIMATE OF DAMAGES**

REPAIRS	CONTENTS	TOTAL
\$	\$	\$

---

**12. COMMENTS**

---

**12. CALL TAKER** **13. DATE & TIME REPORT TAKEN**

Tab 3 to Damage Assessment Annex

**Cumulative Initial Damage Assessment Report**

**PRIMARY:** Input into WebEOC

**SECONDARY:** VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

<b>Jurisdiction:</b>									
<b>Date/Time IDA Report Prepared:</b>									
<b>Prepared By:</b>									
<b>Call back number:</b>									
<b>Fax Number:</b>									
<b>Email Address:</b>									
<b>Part I: Private Property CUMULATIVE DAMAGES</b>									
<b>Type Property</b>	<b># Destroyed</b>	<b># Major Damage</b>	<b># Minor Damage</b>	<b># Affected</b>	<b>Dollar Loss</b>	<b>% Flood Insured</b>	<b>% Property Insured</b>	<b>% Owned</b>	<b>% Secondary</b>
<b>Single Dwelling Houses</b> (Inc. condo units)									
<b>Multi-Family Residences</b> (count each unit)									
<b>Manufactured Residences (Mobile)</b>									
<b>Business/Industry</b>									
<b>Non-Profit Organization Buildings</b>									

## City of Petersburg Emergency Operations Plan

<b>Agricultural Facilities</b>										
<b>Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES</b>										
<b>Type of Property</b>							<b>Estimated Dollar Loss</b>	<b>% Insured</b>		
Category A (Debris Removal)										
Category B (Emergency Protective Measures)										
Category C (Roads and Bridges)										
Category D (Water Control Facilities)										
Category E (Public Buildings and Equipment)										
Category F (Public Utilities)										
Category G (Parks and Recreation Facilities)										
<b>TOTAL</b>								\$0.00		
<b>Additional Comments:</b>										

Tab 4 to Damage Assessment Annex

## Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
<b>A: Debris Removal</b>	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> <li>• Debris removal from a street or highway to allow the safe passage of emergency vehicles</li> <li>• Debris removal from public property to eliminate health and safety hazards</li> </ul>
<b>B: Emergency Protective Measures</b>	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> <li>• Emergency Operations Center activation</li> <li>• Warning devices (barricades, signs, and announcements)</li> <li>• Search and rescue</li> <li>• Security forces (police and guards)</li> <li>• Construction of temporary levees</li> <li>• Provision of shelters or emergency care</li> <li>• Sandbagging • Bracing/shoring damaged structures</li> <li>• Provision of food, water, ice, and other essential needs</li> <li>• Emergency repairs • Emergency demolition</li> <li>• Removal of health and safety hazards</li> </ul>
<b>C: Roads and Bridges</b>	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs	<ul style="list-style-type: none"> <li>• Eligible work includes repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.</li> </ul>
<b>D: Water Control Facilities</b>	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels falls under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> <li>• Channel alignment • Recreation</li> <li>• Navigation • Land reclamation</li> <li>• Fish and wildlife habitat</li> <li>• Interior drainage • Irrigation</li> <li>• Erosion prevention • Flood control</li> <li>• Storm Water Management</li> </ul>
<b>E: Buildings and Equipment</b>	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> <li>• Buildings, including contents such as furnishings and interior systems such as electrical work.</li> <li>• Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.</li> <li>• Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.</li> <li>• All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.</li> </ul>
<b>F: Utilities</b>	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> <li>• Restoration of damaged utilities.</li> <li>• Temporary as well as permanent repair costs can be reimbursed.</li> </ul>

# City of Petersburg Emergency Operations Plan

<b>G: Parks, Recreational Facilities, and Other Items</b>	<b>Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F</b>	<ul style="list-style-type: none"> <li>● <b>Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses.</b></li> <li>● <b>Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</b></li> <li>● <b>Repairs to maintained public beaches may be eligible in limited circumstances.</b></li> </ul>
---	--	--

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

*Eligibility Criteria:* Virginia Population per latest US Census x annual multiplier for state eligibility;  
 Locality population per latest US Census x annual local multiplier for local eligibility.

Adapted from the *Public Assistance Guide, FEMA 322*; Additional policy information is available at <http://www.fema.gov/media-library/assets/documents/111781>



**Tab 5 to Damage Assessment Annex**  
**Individual Assistance Damage Assessment**  
**Level Guidelines**

Damage Definitions	General Description	Things to Look For	Water Levels
<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>
Structure is a total loss.  <b><u>Not economically feasible to rebuild.</u></b>	Structure leveled above the foundation, or the second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor.  More than 2 feet in <b>mobile home.</b>
<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  <b><u>Will take more than 30 days to repair.</u></b>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement.  6 inches to 2 feet in <b>mobile home</b> with <b>plywood</b> floors. 1 inch in <b>mobile home</b> with <b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <b><u>Will take less than 30 days to repair.</u></b>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <b>Mobile home,</b> "Belly Board" to 6 inches.
<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>
Structure has received minimal damage and is <b><u>habitable without repairs.</u></b>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc.	Less than 2 inches in first floor Minor basement flooding.

# City of Petersburg Emergency Operations Plan

		Some minor basement flooding.	<b>Mobile home</b> , no water in "Belly Board".
--	--	-------------------------------	---

## IDA Tips: Estimating Water Depths

**Brick - 2 1/2 inches per course  
inches per course**

**Stair risers - 7 inches**

**Lap or aluminum siding - 4 inches or 8**

**Concrete or cinder block - 8 inches per course  
Standard doors - 6 feet 8 inches**

**Door knobs - 36 inches above floor**

*Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)  
2005*

*Revised 03/13/07 VDEM*

*Adapted from FEMA 9327.1-PR April*

## Dam Safety Support Annex

### Coordinating Agency

Emergency Management Branch

### Cooperating Agencies

Police Department  
Sheriff's Department  
Department of Public Works

### Supporting State Agencies

Virginia Department of Conservation and Recreation (DCR)

### Purpose

To facilitate the evacuation of downstream residents or notification of the public in the event of an imminent or impending dam failure.

### Scope

The Virginia Department of Conservation and Recreation (DCR) provides detailed guidance to dam owners in developing emergency action plans and emergency preparedness plans in the event of dam failure. The City of Petersburg has also developed compatible procedures to warn and evacuate the public in the event of dam failure.

### Concept of Operations

Dam owners are responsible for the proper design, construction, operation, maintenance, exercising, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the City Manager and the Coordinator of Emergency Management and recommend any evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan (EAP). This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An EAP is one of three items required prior to the issuance of an Operation and Maintenance Certificate by the Virginia DCR. In addition to the Virginia DCR, a copy of the plan must be provided to the city's Director of Emergency Management and to the Virginia Department of Emergency Management.

Standards have been established for "Dam Classifications" and "Emergency Stages." See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be

# City of Petersburg Emergency Operations Plan

on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the County Administrator and/or the Coordinator of Emergency Management and/or the Chairman/Director of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency.

The Director of Emergency Management or the on-scene incident commander is responsible for making the decision to order an evacuation in the event of an imminent or impending dam failure. The Police Department will disseminate the warning to evacuate.

## Authorities

In addition to those listed in the Basic Plan:

- A. The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 et seq) of the Code of Virginia
- B. Virginia Soil and Water Conservation Board, Chapter 20 – Impounding Structure Regulations. 4VAC50-20-10 through 4VAC50-20-400 of the Virginia Administrative Code

## Responsibilities

### *Dam Owners*

- Develop an emergency action plan (or emergency preparedness plan) for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia DCR;
- Provide plan copies to the locality, Virginia Departments of Conservation and Recreation (DCR), and Emergency Management (VDEM);
- Operate and maintain the dam to ensure the continued integrity of the structure;
- Conduct exercises to ensure responsible parties understand their role and appropriate response capabilities exist; and
- If an owner or the owner's engineer has determined that circumstances are impacting the integrity of the impounding structure that could result in the imminent failure of the impounding structure, temporary repairs may be initiated prior to approval from the board. The owner shall notify the Virginia DCR within 24 hours of identifying the circumstances impacting the integrity of the impounding structure.

# City of Petersburg Emergency Operations Plan

## Law Enforcement Branch

- Develop compatible procedures to warn and evacuate the public in the event of dam failure;
- Notify the public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;
- Sound warning through the use of sirens, horns, and vehicles with loudspeakers, Emergency Alert Systems, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in the area for later rescue;
- Provide assistance to disaster victims;
- Clean up debris and restore essential services;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

## Tab 1

### DAM CLASSIFICATIONS AND EMERGENCY STAGES

#### **Dam Classifications**

Dams are classified, as the degree of hazard potential they impose should the structure fail completely. This hazard classification has no correlation to the structural integrity or probability of failure.

Dams that exceed 25 feet in height **and** impound more than 50-acre feet in volume, or 100-acre feet if for agricultural purposes, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by the Department of Conservation and Recreation.

**High** - dams that upon failure would cause probable loss of life or serious economic damage

**Significant** - dams that upon failure might cause loss of life or appreciable economic damage

**Low** - dams that upon failure would lead to no expected loss of life or significant economic damage. Special criteria: This classification includes dams that upon failure would cause damage only to the property of the dam owner.

#### **Emergency Stages**

When abnormal conditions impact a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions and response times that may be appropriate.

**Stage I** - Slowly developing conditions; five days or more may be available for response. The owner should increase the frequency of observations and take appropriate readiness actions.

**Stage II** - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify the local Coordinator of the conditions and keep him informed.

**Stage III** - Failure has occurred, is imminent, or is already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

*Reference: "Dam Safety, Floodplain Management." Virginia Department of Conservation and Recreation. October 29, 2008. (Currently under revision).*

[www.dcr.virginia.gov/dam\\_safety\\_and\\_floodplains/](http://www.dcr.virginia.gov/dam_safety_and_floodplains/)

# City of Petersburg Emergency Operations Plan

## Tab

### *PETERSBURG DIRECTORY OF DAMS REGULATED BY VIRGINIA DCR AND RECREATION AND REQUIRING EMERGENCY ACTION PLANS*

<u>DAM NAME</u>	<u>HEIGHT</u>	<u>TOTAL (Ac-Ft)</u>	<u>CLASS</u>
Wilcox Lake Dam	20 ft.	115	High
George F. Brasfield* (Lake Chesdin)	73 ft.	35354	High

\*The dam is not located within the City of Petersburg but may affect the city if overtopped or breached

**Tab**

**Petersburg Registered Dam Contact Information**

<b>Name of Impounding Structure: Wilcox Lake Dam</b>	
<b>Inventory Number: VA05305</b>	<b>City/County: Petersburg</b>
<b>Other Name (if given):</b>	
<b>Stream Name: Lieutenant Run</b>	
<b>Latitude: 37.2016</b>	<b>Longitude: -77.4066</b>
<b>Name of Impounding Structure Operator: City of Petersburg Public Works</b>	
<b>Address: 103 West Tabb Street, Petersburg VA 23803</b>	
<b>Telephone: (804) 733-2353</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: George F. Brasfield Dam</b>	
<b>Inventory Number: VA04101</b>	<b>City/County: Chesterfield</b>
<b>Other Name (if given): Lake Chesdin</b>	
<b>Stream Name: Appomattox River</b>	
<b>Latitude: 37.2216017</b>	<b>Longitude: -77.5233469</b>
<b>Name of Impounding Structure Operator: Appomattox River Associates, LP</b>	
<b>Address: 21511 Chesdin Road Petersburg, VA 23803-3159</b>	
<b>Telephone: (804) 590-9119</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

Tab 4

### Dams Affecting the City of Petersburg



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## Appendix A

### Acronyms

ARES: Amateur Radio Emergency Service

ALS: Advanced Life Support

CAP: Civil Air Patrol

DOC: Department Operations Center

DRC: Disaster Response Center

EAS: Emergency Alert System

EMAC: Emergency Management Assistance Compact

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

FAC: Family Assistance Center

FOG: Field Operations Guide

GIS: Geographic Information System

HAZMAT: Hazardous Material

HSPD-5: Homeland Security Presidential Directive-5

IAP: Incident Action Plan

IC: Incident Commander

ICP: Incident Command Post

ICS: Incident Command System

IC: Incident Command

IFLOWS: Integrated Flood Observing and Warning System

IMT: Incident Management Team

JFO: Joint Field Office

JIS: Joint Information System

# City of Petersburg Emergency Operations Plan

JIC: Joint Information Center

LEPC: Local Emergency Planning Committee

LNO: Liaison Officer

MEDEVAC: Medical Evacuation

MSDS: Material Safety Data Sheets

NDMS: National Disaster Medical System

NGO: Nongovernmental Organization

NIMS: National Incident Management System

NRF: National Response Framework

OLREP: Pollution Report

PIO: Public Information Officer

PVO: Private Voluntary Organizations

RACES: Radio Amateur Civil Emergency Services

R&D: Research and Development

RESTAT: Resources Status

ROSS: Resource Ordering and Status System

SARA: Superfund Amendments and Reauthorization Act

SDO: Standards Development Organizations

SITREP: Situation Report

SO: Safety Officer

SOP: Standard Operating Procedures

UC: Unified Command

USAR: Urban Search and Rescue

VDEM: Virginia Department of Emergency Management

VFDA: Virginia Funeral Directors Association, Inc.

## Appendix B

### Definitions

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that is based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Catastrophic Incident - Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

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**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for the management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Citizen Corps** - A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

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**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Alert System (EAS)** - A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner, according to the State EAS Plan, to inform the public of needed protective actions in the event of an emergency or disaster.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan (EOP):** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), [Page 19](#) Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Services** - The preparation for and the carrying out of functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from natural or man-made disasters. These functions include firefighting, law enforcement and security, medical and health, search and rescue, public works and engineering, communications, and the care of displaced persons.

**Emergency Support Functions (ESFs):** Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Exercise** - An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and

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demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full-scale.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Federal Disaster Assistance - Aid to disaster victims or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for the management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *National Incident Management System* principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or

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geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107 296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

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Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOC's), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations in fully integrating the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner. National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF): Guides how the Nation conducts all-hazards response. The *Framework* documents the key response principles, roles, and structures that organize a national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. It describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

National Weather Service (NWS) - The federal agency that provides localized weather information to the population, and during a weather-related emergency to state and local emergency management officials.

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**Nongovernmental Organization:** An entity with an association that is based on the interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel is working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law

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enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity, apprehending potential perpetrators, and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials are managed through this subsystem. Consistent documentation is critical to success because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

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Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. The response includes immediate actions to save lives, protect property, and meet basic human needs. The response also includes the execution of emergency operations plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Severe Weather Warning - An advisory broadcast message from the NWS that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

Severe Weather Watch - An advisory broadcast message that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Stafford Act - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707. In this plan, it is referred to as "The Stafford Act." A federal statute that provides for the prompt delivery of federal assistance to affected local governments and individuals following a major disaster, especially when state and local relief resources are overwhelmed.

Staging Area: A location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standing Operating Procedures (SOPs) - Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in times of emergency. SOPs supplement EOP's and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

Staging Area: A location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

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Standing Operating Procedures (SOPs) - Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in times of emergency. SOPs supplement EOP's and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State of Emergency - The condition declared by the Governor when, in his judgment, the threat or actual occurrence of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the effort and available resources of any locality or relief organization in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him when it is evident that state resources are needed to cope with such disasters.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such

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as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Voluntary Organizations Active in Disasters (VOAD) - Coalition of nongovernmental agencies that actively participate in disaster response and recovery.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has the authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

## EOC Activation Levels

### Levels of EOC Activation

There are four levels of activation for the Emergency Operations Center (EOC)—Ready State, Increased Readiness, Partial Activation, and Full Activation.

**Level 1. Ready State (Green)** - There is no need for the EOC to be activated because all aspects of the incident can be handled by the on-scene Incident Command Post and/or a Department Operations Center.

**Level 2. Increased Readiness (Yellow)** - For incidents that require monitoring, situations of long-term duration (i.e. COVID-19), or where the situation can be handled virtually. There is no need for the EOC to be staffed because all aspects of the incident can be handled by normal daily operations.

**Level 3. Partial Activation (Orange)** - For small incidents that impact large areas or complex incidents within a small area that impact a large number of agencies and the public (e.g., hazardous materials incident, Winter Storms, etc.), the Incident Commander may elect to call in a limited number of EOC staff. The specific functions/positions activated are based on incident demands with primary consideration being given to:

- Incident Commander
- Public Information Officer (PIO)
- Operations Chief
- Logistics Chief
- Law Enforcement
- Emergency Communications
- Emergency Manager
- Safety
- Planning Chief
- Information Technologies (IT)

**Level 4. Full Activation (Red)** - For larger scale, major, or catastrophic incidents, the entire EOC team is called in for a full activation of the EOC. After activation of the EOC and initial briefing of the staff, the Incident Commander may reduce the level of staffing needed to support response activities.

- Incident Commander
- Public Information Officer (PIO)
- Operations Chief
- Logistics Chief
- Emergency Manager
- Safety
- Planning Chief
- Law Enforcement
- Sheriff's Office
- Emergency Communications
- Public Works
- Information Technologies (IT)
- Finance/Purchasing
- Social Services
- Health & Medical
- Legal
- Public Schools

**Table 1**

General relationships between the levels of disasters or emergencies, levels of response, and levels of EOC activation.

**Level of Disaster or Emergency**

<b>Disaster or Emergency</b>	<b>Level of Response</b>	<b>Level of Activation</b>	<b>Defined</b>
Routine Emergencies	Normal Operations	Level 1	Ready-state, incidents are handled with normal resources and staff.
Minor Emergency or Impact	Additional resources, mutual aid, or other agencies may be utilized to mitigate the situation.	Level 2	Increased readiness, additional resources are required, and most operations are handled internally or virtually. The response is handled by Departmental Staff with support from General Staff.
Moderate Emergency or Impact	Additional resources or other agencies from local and state may be utilized to mitigate the situation.	Level 3	During partial activations, Command staff positions are activated, EFS positions are partially filled based on incident needs, and the incident may have extended operational periods.
Major or Catastrophic Emergency	Additional resources including those from local, state, and federal agencies may be utilized to mitigate the situation.	Level 4	During full activations, response operations exceed local resources, all Command and General Staff positions are filled, branches are established, and most of the ESFs are present in the EOC.

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# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:**  
**RE:** Consideration of a public hearing to consider a property line adjustment with Tabb Street Development, LLC, and lease back to the City of the property thereby transferred. (Page 271)

---

**PURPOSE:** To schedule a public hearing.

**REASON:**

**RECOMMENDATION:** To schedule a public hearing.

**BACKGROUND:** Additional information will be forthcoming.

**COST TO CITY:**N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/19/2023

**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:** None



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Randall Williams

**RE:** **Consideration of a public hearing on September 19, 2023 to increase the Urban Highway Maintenance funding for Street Operations in FY24 in the amount of \$1,066,269.33 (Page 272)**

**PURPOSE:** To hold a public hearing prior to City Council's approval of the \$1,066,269.33 increase in Urban Highway Maintenance funding.

**REASON:** In accordance with Section 33.2-319 of the Code of Virginia, the payment rates per lane mile for street payments have been updated for FY24.

**RECOMMENDATION:** The Department of Public Works recommends that City Council approves the increase of Urban Highway Maintenance funding in the amount of \$1,066,269.33.

**BACKGROUND:** In accordance with Section 33.2-319 of the Code of Virginia, the payment rates per lane mile for street payments have been updated every FY. These payments are approved by the Commonwealth Transportation Board (CTB) and are made at the end of each quarter of the FY by Electronic Data Interface (EDI). The City of Petersburg receives this information every year after the FY budget has already been approved and adopted by City Council. The Department of Public Works & Utilities then presents the amount of increase or decrease to be approved by City Council which increases or decreases the approved & adopted budget.

**COST TO CITY:** \$1,066,269.33 (additional expenditures)

**BUDGETED ITEM:** Y (the item was budgeted but not the increase)

**REVENUE TO CITY:** \$1,066,269.33 (additional revenue)

**CITY COUNCIL HEARING DATE:** 9/5/2023

**CONSIDERATION BY OTHER GOVERNMENT ENTITIES:** NA

**AFFECTED AGENCIES:** Street Operations

**RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:** Addition to Street Operations FY24 operating budget

**REQUIRED CHANGES TO WORK PROGRAMS:** NA

**ATTACHMENTS:**

1. FY24 Urban Highway Maint Payment Increase Ordinance
2. FY24 Street Payment Rates
3. FY24 Overweight Permit Fee Revenue

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE  
 MAKING APPROPRIATIONS FOR THE FISCAL YEAR  
 COMMENCING JULY 1, 2023, AND ENDING JUNE 30, 2024  
 FOR THE SPECIAL REVENUE STREET OPERATIONS FUND.**

---

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

I. That appropriations for the fiscal year commencing July 1, 2023, in the General Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2024.

<b>Previously adopted (FY24 Budget)</b>	<b>\$ 6,756,606.00</b>
ADD:	
FY 2023-2024 increase by the Commonwealth Transportation Board (CTB)	
Urban Maintenance Highway (3-204-024040-0615)	1,061,613.20
FY 2023-2024 Overweight Permit Fees (3-204-024040-0615)	<u>4,656.13</u>
<b>Total Revenues</b>	<b><u>\$ 7,822,875.33</u></b>

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:

<b>Previously adopted (FY23 Budget)</b>	<b>\$ 6,756,606.00</b>
ADD:	
Urban Maintenance Highway Expenditures	1,061,613.20
Overweight Permit Fees	<u>4,656.13</u>
<b>Total Expenses</b>	<b><u>\$ 7,822,875.33</u></b>



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

July 1, 2023

To: Cities and Towns in the Urban System

Subject: Street Payments to Cities and Certain Towns under Section 33.2-319 of the Code of Virginia

In accordance with Section 33.2-319 of the *Code of Virginia*, the payment rates per lane mile for street payments have been updated for fiscal year 2024 as follows:

Principal/Minor Arterial Roads \$28,317.05 per lane mile

Collector/Local Streets \$16,625.86 per lane mile

These rates will be applied to eligible lane mileage for each classification as of July 1, 2023. The attached inventory and mileage summary reflects any approved adjustments in lane mileage that your municipality submitted to the Department during the past year. While we have made every effort to ensure the accuracy of the inventory, we recommend that you check for omissions and errors, etc., and advise this office of any changes needed.

Payments have been approved by the Commonwealth Transportation Board and will be made at the end of each quarter of the fiscal year by Electronic Data Interface (EDI).

Equipment rental rates can be found via the Blue Book, or rates through FEMA for declared emergencies only. The Rental Rate Blue Book can be found on the Equipment Watch webpage at <http://www.equipmentwatch.com/marketing/product/331/rental-rate-blue-book-equipment-costs>. For emergencies, the FEMA Equipment Rates can be found at (<http://www.fema.gov/government/grant/pa/eqrates.shtm>). The cost of the Rental Rate Blue Book purchase can be paid for utilizing maintenance funds.

Cities and Towns in the Urban System  
July 1, 2023  
Page 2

If you have questions or need additional information, please do not hesitate to contact me at (804) 225-4466. Thank you for your continued partnership.

Sincerely,

John Leonard  
Urban Programs Manager  
Local Assistance Division

Enclosure

Cc: District Administrators  
Residency Administrators

SUMMARY REPORT

DATE: 7/7/2023

TIME: 9:08:52AM

VIRGINIA DEPARTMENT OF TRANSPORTATION  
 URBAN MAINTENANCE INVENTORY  
 LOCAL ASSISTANCE DIVISION

---

( 123 ) City of Petersburg ( 19 ) Crater ( 04 ) Richmond

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MILEAGE SUMMARY

STATE FUNCTIONAL CLASSIFICATION	LENGTH	PEAK HOUR MOVING LANE MILES
---------------------------------	--------	-----------------------------

---

Arterial - Principal	( ARP ) 17.00	59.56
Arterial - Minor	( ARM ) 20.49	45.51
Collector	( COS ) 22.45	44.91
Local	( LOS ) 124.80	246.38
<b>TOTAL</b>	<b>184.74</b>	<b>396.36</b>

---

STATE ARTERIALS	37.49	105.07
COLLECTOR and LOCAL	147.25	291.29
<b>TOTAL</b>	<b>184.74</b>	<b>396.36</b>

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# COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

July 1, 2023

Ms. Aretha Ferrell-Benavides  
City Engineer  
103 W Tabb Street  
Petersburg, Virginia 23803

Re: Overweight Permit Fee Revenue Payments FY24

Dear Ms. Ferrell-Benavides:

As you are aware, the 2012 General Assembly amended sections 46.2-1140.1, 46.2-1143, 46.2-1148 and 46.2-1149.1 authorizing the Commonwealth Transportation Board (CTB) to distribute overweight permit fee revenue on the basis of lane mileage to localities eligible for maintenance payments.

The CTB was authorized to begin making such payments for FY14. Your total supplemental payment for fiscal year 2024 will be \$4,656.13. These funds will be added to your maintenance payments and will be provided to you in equal quarterly payments beginning in September.

If you have any questions or need additional information, please contact me at (804) 225-4466.

Sincerely,

John Leonard  
Urban Programs Manager  
Local Assistance Division



# Proclamation

**WHEREAS**, residents of assisted living communities are active members of the larger community, offering their knowledge, life experiences and involvement; their past contributions continue to be a vital part of the City of Petersburg's rich history; and their ongoing participation deepens our city's identity; and

**WHEREAS**, assisted living is a critical long-term care option for older adults and individuals with disabilities that fosters choice, dignity, and independence; assisted living communities are committed to excellence, innovation, and the advancement of person-centered care; and

**WHEREAS**, in 1995, the National Center for Assisted Living established National Assisted Living Week to honor the contributions of assisted living communities in providing long-term care to America's seniors and individuals with disabilities; and

**WHEREAS**, this year's theme of National Assisted Living Week is "Season of Reflection," highlights the incredible care provided by essential caregivers in assisted living facilities across the country; and

**WHEREAS**, during this special week, assisted living communities across the country are encouraged to organize activities and events which celebrate the dedication of staff, the individuality of residents, and the deep connections formed in these settings, while adhering to COVID-19 safety requirements and precautions.

**NOW, THEREFORE, I, Samuel Parham**, by virtue of the authority vested in me as Mayor of the City of Petersburg, do hereby proclaim the week of

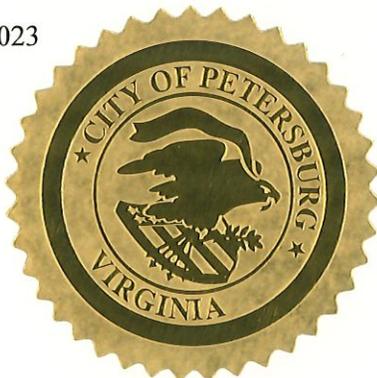
**September 10-16, 2023**

as

**"NATIONAL ASSISTED LIVING WEEK"**

in the City of Petersburg and urge all citizens to virtually visit or call a loved one, family member or friend residing in any care setting and offer a kind word and spend time participating in various virtual activities to unite those from all walks of life in need of our continuing love and support, and to learn more about how assisted living services benefit our communities.

Dated: September 10, 2023





Mayor

ATTEST:



Clerk of Council



# Proclamation

**WHEREAS**, “sickle cell anemia” and “sickle cell disease,” used interchangeably, refer to a group of inherited disorders in which a person’s body produces abnormally shaped red blood cells that resemble a crescent or sickle and do not last as normal, round red blood cells; and

**WHEREAS**, sickle cell disease is a genetic disorder affecting approximately 100,000 Americans, many of whom are African American, and more than 20 million people worldwide; and

**WHEREAS**, sickle cell disease is a chronic condition that can affect any organ, including the kidneys, lungs, and spleen. Research indicates that patients experience many severe complications. Complications include stroke, infections, pulmonary embolism, and shorter life expectancy; and

**WHEREAS**, vaso-occlusive crises are a common, painful complication of sickle cell disease, which may occur several times a year. Crisis typically last several days and are the leading cause of hospitalizations due to severe pain and life-threatening complications, including stroke; and

**WHEREAS**, individuals living with sickle cell disease encounter barriers to obtaining quality care and improving their quality of life, including limitations in access to care of new and innovative treatments, the varied use of effective treatments, the high reliance on emergency care and public health programs, the limited number of health care providers with knowledge and experience to manage and treat sickle cell disease and the pervasive impact of stigma, bias, and discriminations; and

**WHEREAS**, while there is no widely available cure for sickle cell disease, one-time gene therapies, including gene editing therapeutic approaches, are being developed and may offer potential care for some patients.

**NOW, THEREFORE, I, Mayor Samuel Parham**, by virtue of the authority vested in me by the City of Petersburg, do hereby proclaim the month of

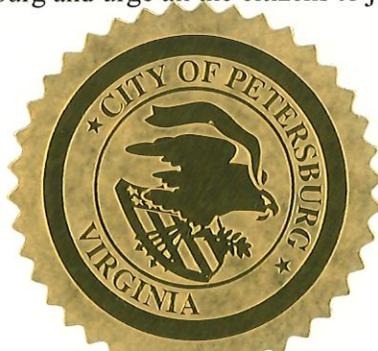
**September 2023**

**As**

**“SICKLE CELL AWARENESS MONTH”**

in the City of Petersburg and urge all the citizens to join me in this special observance.

Dated: 09/5/2023



  
\_\_\_\_\_  
Mayor, Samuel Parham

ATTEST:  
  
\_\_\_\_\_  
Clerk of Council, Nykeshia D. Lucas



# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023

**TO:** The Honorable Mayor and Members of City Council

**THROUGH:** March Altman, Jr., City Manager

**FROM:** Naomi Siodmok, John C. Jones, PhD & Emily Hastings, MS (Virginia Commonwealth University)

**RE:** **Presentation of VDACS AFID Planning Grant for Mapping Suitability for Urban Agriculture across the City of Petersburg. (Page 281)**

**PURPOSE:** Collaborate with a research team from the Center for Environmental Studies at Virginia Commonwealth University (VCU) to map ideal locations for urban agriculture in the City of Petersburg. The team from VCU has developed a geospatial mapping technique called Urban Land Evaluation and Site Assessment (uLESA) specifically for this purpose. Funding through the Virginia Department of Agriculture and Consumer Services' (VDACS) Agriculture and Forestry Industries Development (AFID) Planning Grant (<https://www.vdacs.virginia.gov/agriculture-afid-planning-grants.shtml>) is available for this research with a reduced cash match available to the City of Petersburg.

**REASON:** uLESA mapping can identify what areas are best suited for urban agriculture across the City of Petersburg, guided by input from Petersburg staff, community partners, and potentially Petersburg residents. Equipped with this data, city staff can work with gardeners/farmers to utilize the land best suited for agriculture ensuring the success of these businesses or activities. This will allow for greater intentionality when creating spaces for urban food systems within the City of Petersburg and can potentially unlock federal agriculture conservation funding.

**RECOMMENDATION:** For informational purposes.

**BACKGROUND:** A collaborative uLESA mapping project can be funded through the Governor's AFID Planning Grant program, which is designed to encourage local governments to think strategically about integrating agricultural industries into their economic development efforts. This is a 1:1 matching grant of up to \$20,000 for a single locality project and \$35,000 for a multiple locality project. The City of Petersburg is qualified for a reduced matching requirement.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/5/2023

**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. AFID Urban Ag Presentation

# VDACS AFID Planning Grant for Mapping Suitability for Urban Agriculture across the City of Petersburg

John C. Jones, MPA, PhD  
Center for Environmental Studies  
Virginia Commonwealth University  
[jonesj39@vcu.edu](mailto:jonesj39@vcu.edu)

Emily Hastings, MS  
Center for Environmental Studies  
Virginia Commonwealth University  
[hastingse@vcu.edu](mailto:hastingse@vcu.edu)

# Overview

## AFID Planning Grant

Overview of the VDACS AFID Planning Grant



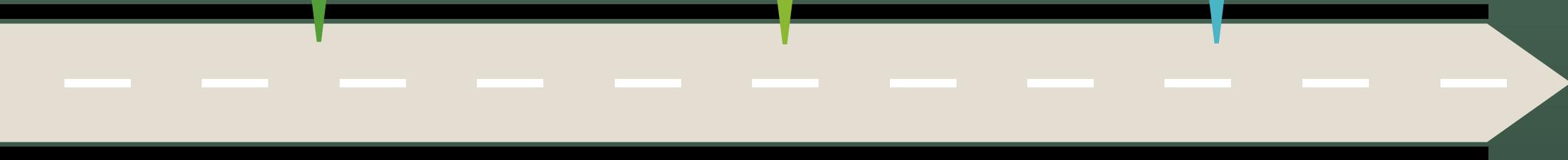
## Mapping Urban Agriculture Suitability

Overview of Urban Land Evaluation & Site Assessment (uLESA)



## Implications & Outcomes

Implications of uLESA and how the City can benefit



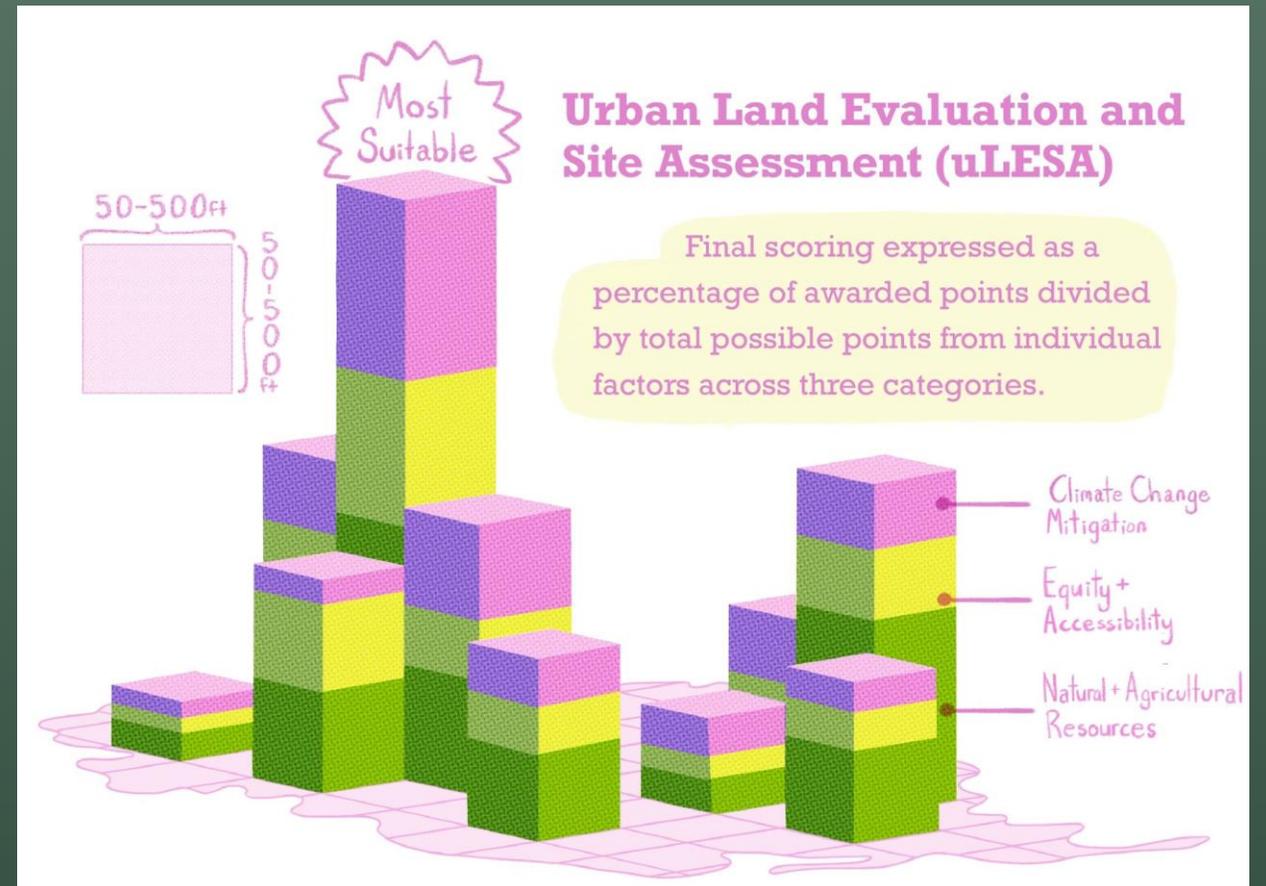
# AFID Planning Grant

- Administered by the Virginia Department of Agriculture & Consumer Services (VDACS)
- The Governor's Agriculture and Forestry Industries Development Fund (AFID) Planning Grant program is designed to encourage local governments to think strategically about integrating agricultural industries into their economic development efforts
- Matching grants of up to \$20,000 for a single locality and \$35,000 for multiple localities
- The City of Petersburg is eligible for a reduced match requirement

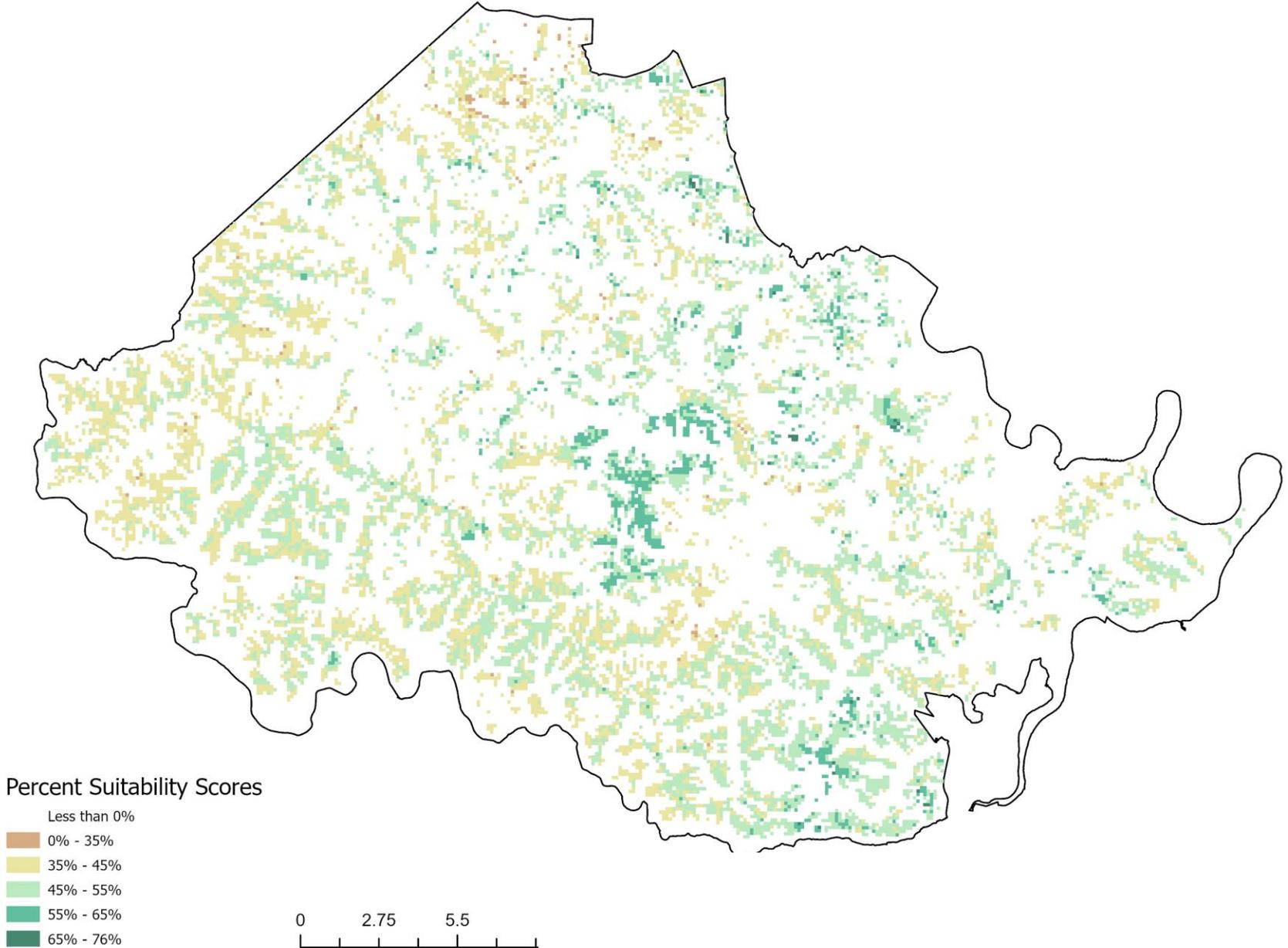


# Mapping Urban Agriculture Suitability

- Urban farms and gardens can often fail due to improper site selection (e.g. sites with limited access to water or inadequate soil drainage)
- Using geospatial mapping can take the guesswork out of locating ideal locations for urban agriculture and can set future urban farms up for success
- Our framework is called Urban Land Evaluation & Site Assessment (uLESA)
- Variables related to Agricultural & Natural Resources, Equity & Accessibility, and Heat Island Mitigation are used
- uLESA is built together in partnership with each local government and their community partners



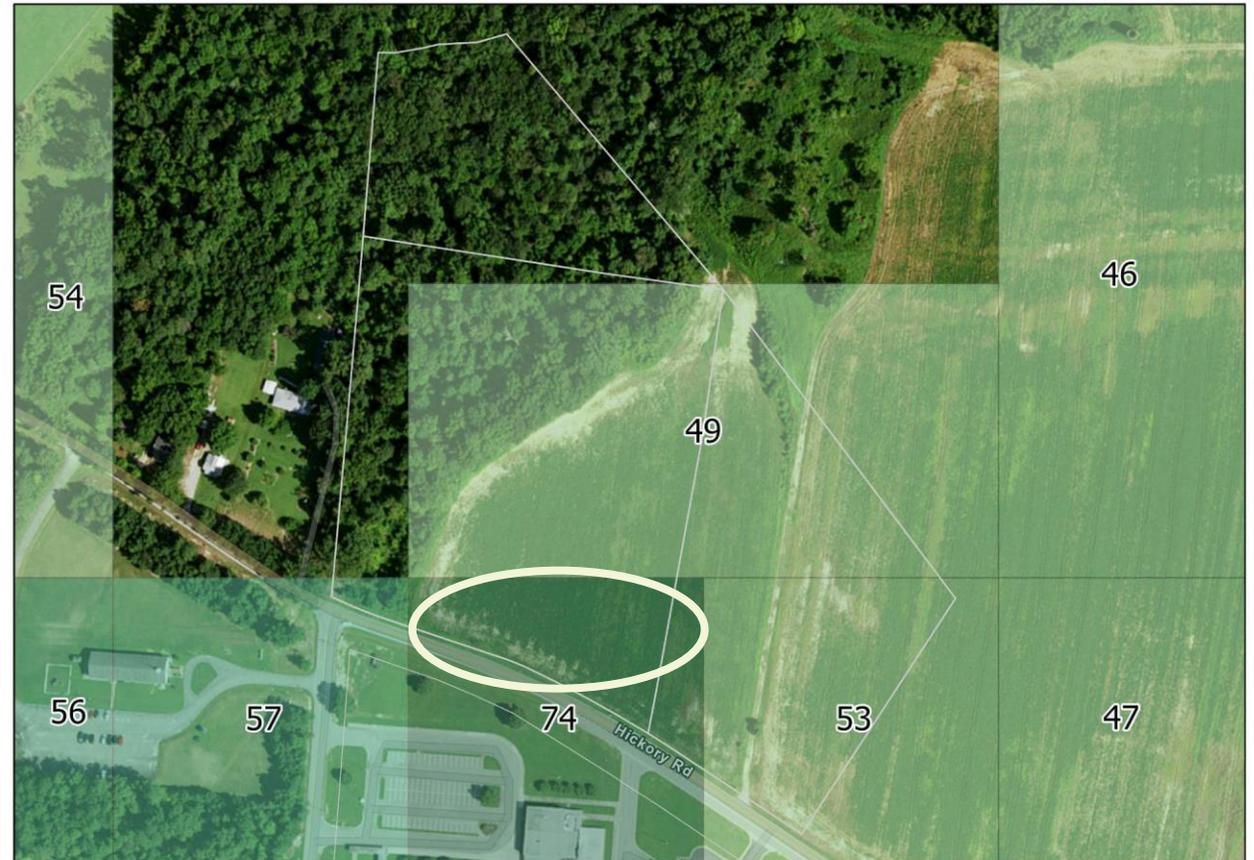
# Sample Output: Chesterfield County uLESA Analysis



# Implications & Outcomes

- Mapping the areas most suitable for urban agriculture can set urban farms and gardens up for success into the future
- Locating these areas can allow the City of Petersburg to proactively plan their local food system
- uLESA can identify land for purchase or collaboration with the City of Petersburg & land trusts
- Our findings could provide the scientific justification to unlock state and federal agriculture conservation funding to conserve urban agricultural land

**Reeds Landing Corporation - 6000 & 6100 Hickory Rd**

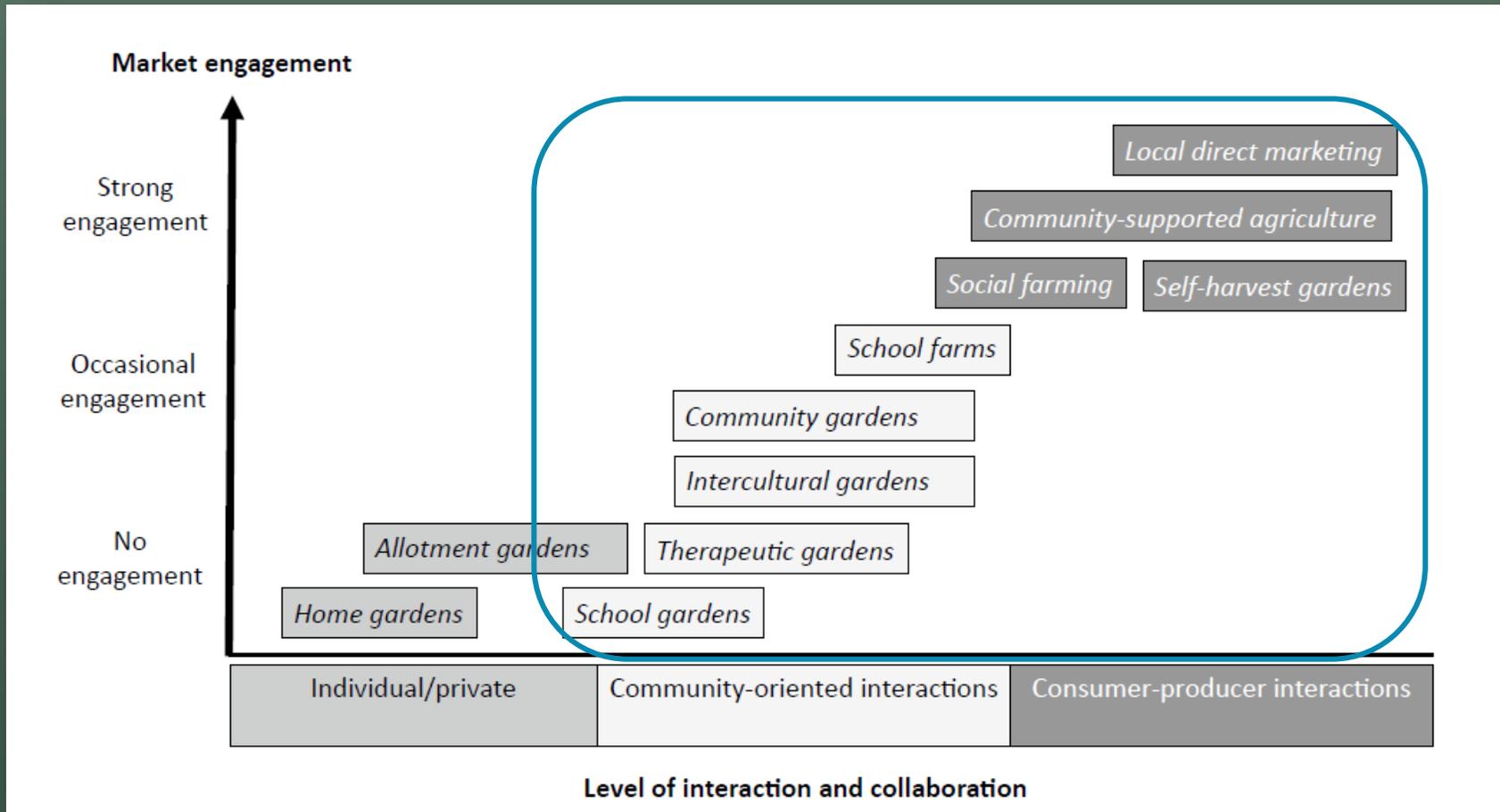


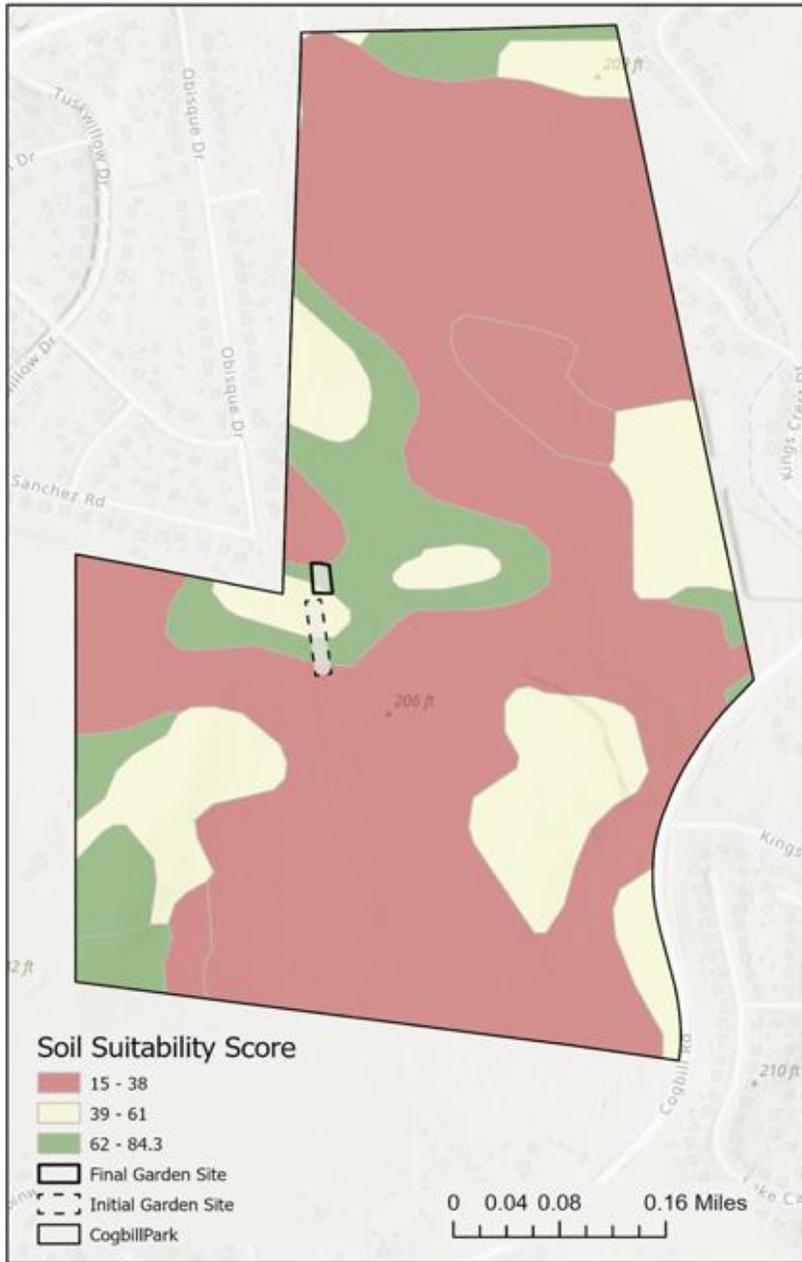
# Questions?

John C. Jones, MPA, PhD  
Center for Environmental Studies  
Virginia Commonwealth University  
[jonesj39@vcu.edu](mailto:jonesj39@vcu.edu)

Emily Hastings, MS  
Center for Environmental Studies  
Virginia Commonwealth University  
[hastingse@vcu.edu](mailto:hastingse@vcu.edu)

# Types of Urban Agriculture





# Chesterfield County uLESA Variables

## Natural & Agricultural Resources

Avoids RPAs & Wetlands  
Adjacent to Conserved Land  
Watershed Impact  
Soil Quality  
Adjacent to Existing Greenspace  
County Land Use  
Land Slope  
Sun Orientation / Aspect  
Proximity to Contaminated Sites  
Proximity to Existing Water Lines



## Equity & Accessibility

Avoids Targeted Development  
Permissibility of Produce Sales  
Proximity to Bus Stops  
Walkability  
Proximity to Schools  
Foodshed Score  
Proximity to Food Providers  
Proximity to Other Farms  
% Census Tract African American/Latinx



## Heat Island Mitigation

Processed Air Temperature





# City of Petersburg

## Ordinance, Resolution, and Agenda Request

**DATE:** September 5, 2023  
**TO:** The Honorable Mayor and Members of City Council  
**THROUGH:** March Altman, Jr., City Manager  
**FROM:** Leon Glaster  
**RE:** Presentation on Preliminary Unaudited FY2023 Year-End General Fund Report. (Page 293)

---

**PURPOSE:** For informational purposes.

**REASON:** For informational purposes only.

**RECOMMENDATION:** For information only.

**BACKGROUND:** See attached.

**COST TO CITY:** N/A

**BUDGETED ITEM:** N/A

**REVENUE TO CITY:** N/A

**CITY COUNCIL HEARING DATE:** 9/5/2023

**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. gf
2. Financial.Summary.UnauditedFY (1)

**FY 2023 GENERAL FUND (100) REVENUE & EXPENSE REPORT**

**Preliminary Unaudited Final Report**

**REVENUE**

<b>Revenue Category</b>	<b>Budgeted Revenue</b>	<b>Actual Revenue</b>	<b>Variance: Over(+) Under (-)</b>	<b>Percentage of Projection</b>
Real Property Tax	26,095,839	26,097,702	1,863	100.01%
Public Service Corp Tax	2,500,000	2,574,234	74,234	102.97%
Personal Property Tax Vehicles	5,700,000	7,441,564	1,741,564	130.55%
Mobile Home Tax	16,500	21,239	4,739	128.72%
Machinery & Tool Tax	1,515,489	1,554,507	39,018	102.57%
Penalties & Interest Property Tax	1,480,000	1,775,227	295,227	119.95%
Local Sales & Use Tax	4,100,000	5,317,779	1,217,779	129.70%
Consumer Utility Tax	1,758,000	923,232	(834,768)	52.52%
Business License Tax	2,080,000	3,974,726	1,894,726	191.09%
Motor Vehicle Tax	500,000	619,315	119,315	123.86%
Bank Stock Tax	200,000	198,562	(1,438)	99.28%
Recordation & Wills Tax	454,400	347,568	(106,832)	76.49%
Cigarette Tax	815,000	722,229	(92,771)	88.62%
Admissions & Amusement Tax	10,000	31,868	21,868	318.68%
Lodging Tax	700,000	766,639	66,639	109.52%
Meals Tax	3,000,000	3,583,868	583,868	119.46%
Meal Tax Rebate		67	67	
Animal License	240	975	735	406.25%
Permits & Other Licenses	309,300	562,661	253,361	181.91%
Fines & Forfeitures	605,000	489,340	(115,660)	80.88%
Use of Property	110,000	73,953	(36,047)	67.23%
Court Costs	162,850	188,381	25,531	115.68%
Com. Wlth. Attorney Fees	3,000	3,990	990	133.00%
Fingerprint Fees	71,750	71,867	117	100.16%
EMS Fire & Rescue	40,000	10,405	(29,595)	26.01%
Home Incarceration	8,000	36,083	28,083	451.04%
Animal Protection	3,000	-	(3,000)	0.00%
Landfill Sanitation	2,207,000	2,637,437	430,437	119.50%
Parks & Recreation Rentals	28,000	54,474	26,474	194.55%
Central Store Cultural Enrich.	35,000	25,671	(9,329)	73.35%
Library Fees & Fines	6,668	5,436	(1,232)	81.52%
Planning Fees	6,000	38,033	32,033	633.89%
Misc. Services	107,040	152,801	45,761	142.75%

Rebates & Refunds	45,000	57,597	12,597	127.99%
Payroll Deduction Refunds	-	601	601	
Staples / BOA Rebates	879,880	108,152	(771,728)	12.29%
Restitution Recoveries	-	40,440	40,440	
Insurance Recoveries	-	1,529	1,529	
Payments from Other Cities	30,500	39,021	8,521	127.94%
Comm. PPTRA. Non Categorical	4,462,499	4,351,908	(110,591)	97.52%
State Share Common. Atty.	840,000	910,574	70,574	108.40%
State Share Sheriff	682,500	750,521	68,021	109.97%
State Share Comm. of Revenue	168,000	168,325	325	100.19%
State Share Treasurer	101,850	117,622	15,772	115.49%
Registrar / Electoral Boards	73,500	77,231	3,731	105.08%
State Share Clerk of the Court	367,500	516,824	149,324	140.63%
State Share Clk of the Court VDOH	-	29,028	29,028	
Social Welfare State Aid	5,600,000	2,939,818	(2,660,182)	52.50%
Library State Aid	2,712,996	3,046,923	333,927	112.31%
National Opioid Settlement	-	113,610	113,610	
Police-Joint Law enforce Task Frc	-	2,069	2,069	
Social Welfare Federal Aid	4,700,000	3,781,200	(918,800)	80.45%
Neighborhood Svcs Civil Penalty	-	7,000	7,000	
American Rescue Plan Act	1,250,475	3,421,097	2,170,622	273.58%
Workers Comp Recovery Funds	-	34,648	34,648	
Sale of Land & Property	200,000	496,653	296,653	248.33%
Comm. Tourism & Museums	-	7,957	7,957	
<b>REVENUE TOTALS</b>	<b>76,742,776</b>	<b>81,322,181</b>	<b>4,579,405</b>	<b>105.97%</b>

**EXPENDITURES**

Expense Category	Budgeted Expenditures	Actual Expenditures	Variance: Over(+) Under (-)	Percentage of Projection	Comments
City Council	287,919	297,592	(9,673)	103.36%	
City Manager	799,766	852,922	(53,156)	106.65%	
Communications Misc.	-	12,500	(12,500)		
City Attorney	456,833	321,417	135,416	70.36%	
Human Resources	1,986,808	656,336	1,330,472	33.03%	\$922,000 General Liability budgeted only \$12,362 exp.
Commissioner of Revenue	428,539	394,385	34,154	92.03%	
Assessor	560,198	473,001	87,197	84.43%	
City Treasurer	226,831	184,443	42,388	81.31%	

Finance	1,078,998	1,434,355	(355,357)	132.93%	Accounting & Auditing Services over expended by \$437,674
Billings & Collections	499,437	580,092	(80,655)	116.15%	
Information Technology	1,105,899	1,118,133	(12,234)	101.11%	
Fleet	-	40	(40)		
Budget & Procurement	319,833	213,805	106,028	66.85%	Budget is now a Part of Finance
Risk Management	-	1,326,879	(1,326,879)		
Electoral Board	765	765	-	100.00%	
Office of Elections	498,160	534,987	(36,827)	107.39%	
Circuit Court Judges & Admin	90,798	87,058	3,740	95.88%	
Courthouse Mach. & Equip	-	(577)	577		
General District Court	52,500	16,568	35,932	31.56%	
Magistrates	25,000	24,488	512	97.95%	
J & DR Court	8,750	3,495	5,255	39.95%	
Clerk of the Court	764,449	748,569	15,880	97.92%	
Sheriff	1,641,493	1,858,555	(217,062)	113.22%	
Commonwealth Attorney	1,508,615	1,289,287	219,328	85.46%	
Victim/Witness Expenses	-	414	(414)		
*City Funds-Comm Corrections	-	22,388	(22,388)		
Police Department	8,755,686	8,723,448	32,238	99.63%	
E 911	1,874,287	1,729,826.60	144,460	92.29%	
Fire Department	7,318,979	7,159,005	159,974	97.81%	
Riverside Regional Jail Authority	3,850,000	3,116,265	733,736	80.94%	
11th District Court Services	99,954	93,088	6,866	93.13%	
VJCCCA	207,384	189,007	18,377	91.14%	
Neighborhood Services	907,960	775,716	132,244	85.44%	
Loss Revenue	-	70,802	(70,802)		
Animal Control	308,866	219,132	89,734	70.95%	
Public Works Misc	-	73	(73)		
Engineering	451,059	147,670	303,389	32.74%	
General Services Misc	-	57,827	(57,827)		
Refuse Collections	1,650,000	1,432,691	217,309	86.83%	
Grounds & Cemeteries	1,193,581	1,164,773	28,808	97.59%	
					Utility & Water Services expenses account for approx. 65% of overage
Facilities Management	2,462,854	3,003,784	(540,930)	121.96%	
Freedom Support Center	127,131	137,569	(10,438)	108.21%	
Social Services	10,233,351	9,168,979	1,064,372	89.60%	

Children's Services	4,297,239	3,362,750	934,490	78.25%	
School Operations	10,000,000	10,000,000	-	100.00%	
Recreation & Community Engmt.	677,089	662,781	14,308	97.89%	
Cemeteries	43,326	40,654	2,672	93.83%	
Comms. Tourism & Museums	731,740	364,858	366,882	49.86%	
Tourism & Spc. Evts. - Utilities	-	355	(355)		
Library	1,302,849	1,207,306	95,543	92.67%	
Planning	676,081	360,504	315,577	53.32%	
Economic Development	432,731	3,656,181	(3,223,450)	844.91%	The amount is from Purchase of Property in the amount of \$3,254,194. budget adjustments accounted for.
Soil & Water Misc.	-	2,500	(2,500)		
Cooperative Extension Misc.	-	56,923	(56,923)		
Non-Departmental	1,194,621	2,469,417	(1,274,796)	206.71%	Fund is used for non-department specific and for unanticipated City obligations
Debt Service	3,127,269	3,255,779	(128,510)	104.11%	
Transfer to Other Funds	2,541,226	3,312,329	(771,103)	130.34%	
<b>Total Expenditures</b>	<b>76,806,854</b>	<b>78,393,890</b>	<b>(1,587,036)</b>	<b>102.07%</b>	
<b>Fund Balance - Increase (Decrease)</b>		<b>2,928,292</b>	<b>2,992,370</b>		
<b>General Fund - Fund Balance Report</b>	<b>Unassigned Fund Balance</b>				
<b>Beginning Fund Balance July 1, 2022</b>	\$ 39,016,279.00				
<b>FY 2023 Increase (Decrease) Fd Bal</b>	\$ 2,992,370.00				
<b>Ending Fund Balance June 30, 2023; Preliminary Unaudited</b>	\$ <b>42,008,649.00</b>				

**CITY OF PETERSBURG**  
**FY 2023 Preliminary Unaudited Actuals**  
**General Fund**  
**September 5, 2023**

March Altman: City Manager  
Leon Glaster: Interim Chief Financial Officer  
Shekira Wynn: Finance Manager

**Executive Summary**

**The General Fund actual revenues and expenditures met or exceeded the Council’s “Balanced Budget Policy”.**

I. The revenues were budgeted to receive \$76.7 million, the actual revenues received were **\$81.3 million**. Actual revenues received exceeded the budget by approximately 6%.

II. The major revenue drivers were Personal Property Tax, and Local Sales & Use Tax.

III. The expenditure budget was \$76.8 million; the actual expenditure was **\$78.4 million**. The increase of 2% over budgeted expenditure was accounted for in the increased revenues.

IV. The major expense driver was the purchase of real property.

**General Fund – Fund Balance Analysis**

I. July 1, 2022, Beginning Fund Balance was \$39 million.

II. For FY 2023 the Revenues exceeded the Expenditures by \$3 million.

III. June 30, 2023, Ending Fund Balance was \$42 million.

**Fund Balance Assessment**

I. GFOA best practice guidelines recommend that the fund balance equals at least three months of operating budget.

II. The City ending fund balance is equal to six months of operating budget. The City currently has a strong General Fund “fund balance”.

## **Financial Reporting and Expenditure FY 2024 Goals**

I. The Finance Department will develop monthly budget-to-actual reports for each major fund. The reporting goal was recommended in Davenport's "Financial Policy Guidelines Overview & Recommendations, dated June 6, 2023".

II. Currently, the Finance Department is working with the IT Department to develop the monthly budget-to-actual report. The report has been conceptualized and is in the process of being tested and finalized.

III. The key components of the monthly financial report will be a Summary Financial report for the City Manager and Council. Each Department Director will receive a detailed report of their budget-to-actual expenditures. The City Manager or Council may request a detailed copy of any department budget at any time.

IV. The Finance Department will monitor the results of the budget-to-actual expenditures and work with Department Directors to keep expenditures within the budgeted constraints.

V. The Finance Department will monitor revenues receipts and take appropriate actions to address unforeseen situations. A key area of concentration will be on the collection of delinquent real, personal and utility taxes.