



City of Petersburg Virginia

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City Council Work Session

May 6, 2025
Petersburg Library
201 W. Washington Street
Petersburg, VA 23803
5:00 PM

City Council

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

City Administration

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

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- 1. Roll Call**
 - 2. Prayer**
 - 3. Pledge of Allegiance**
 - 4. Determination of the Presence of a Quorum**
 - 5. Proclamations/Recognitions/Presentation of Ceremonial Proclamation**
 - a. National Police Week Proclamation - Page 3
 - b. The Petersburg Garden Club Proclamation - Page 4
 - c. Petersburg Learning Collaborative Healthy Hearts Initiative Proclamation - Page 5
 - 6. Presentations**
 - a. Crater Area Coalition on Homelessness (CACH) Continuum of Care - Page 6
 - b. Crater PDC Community Identity and Assets: Foundations for Future Branding and Economic Development - Pages 7-17
 - c. Planning Commission Compensation Presentation and Discussion - Pages 18-22
 - d. Petersburg Area Transit Disadvantaged Business Enterprise "DBE" Program - Queenie Byrd, Transit Program Manager/DBE Liaison - Pages 23-43
 - 7. Public Comments**
 - 8. Approval of Consent Agenda (to include minutes of previous meetings):**
 - a. Minutes of Previous Meetings: - Pages 44-86
 - Minutes of the April 15, 2025 City Council Closed Session
 - Minutes of the April 15, 2025 City Council Meeting
 - Minutes of the April 17, 2025 City Council Special Closed Session Meeting
 - Minutes of the April 23, 2025 City Council Special Joint Meeting with the Petersburg City Schools Board
 - b. FY25 PCPS Budget Amendment Complete Ordinance - Pages 87-88
 - c. First Read & Schedule a Public Hearing for Consideration of an Amendment to the FY25 Grants Fund - Pages 89-93

- d. First Read & Schedule a Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund - Pages 94-95
- e. First Read & Schedule a Public Hearing for Consideration of Approval of the Proposed FY26 Petersburg City Public Schools Budget - Pages 96-98
- f. First Read & Schedule a Public Hearing for Consideration of the FY26 Operating Budget - Pages 99-100
- g. First Read & Schedule Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Option Agreement Between the City of Petersburg and SUBSTRATE LLC for the Development of 130 N. Union Street and 122-124 West Tabb Street Located in Petersburg, VA - Pages 101-115
- h. First Read & Schedule a Public Hearing for Consideration of an Ordinance Adopting the FY26 Tax Rate - Pages 116-117

9. Special Reports

10. Monthly Reports

11. Finance and Budget Report

12. Capital Projects Update

13. Utilities

14. Streets

15. Facilities

16. Economic Development

17. City Manager's Agenda

18. Business or reports from the Clerk

19. Business or reports from the City Attorney

20. Adjournment

Office of the Mayor

Petersburg



Virginia

Proclamation

WHEREAS, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police Week; and

WHEREAS, the members of the Petersburg Bureau of Police plan an essential role in safeguarding the rights and freedoms of the citizens of the City of Petersburg; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent deception and the weak against oppression; and

WHEREAS, the men and women of the Petersburg Bureau of Police unceasingly provide a vital public service.

NOW, THEREFORE, I, **Samuel Parham**, by virtue of the authority vested in me as Mayor of the City of Petersburg, do hereby proclaim

May 11-17, 2025
as
"NATIONAL POLICE WEEK"
and
May 15, 2025
as
"PEACE OFFICERS' MEMORIAL DAY"

in the City of Petersburg, and urge all patriotic, civic and educational organizations to observe this occasion with appropriate ceremonies and observances in which all of the citizens may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Dated: May 6, 2025



Mayor

ATTEST:


Clerk of Council

Office of the Mayor

Petersburg



Virginia

CELEBRATING THE 100TH ANNIVERSARY OF THE PETERSBURG GARDEN CLUB

WHEREAS, The Petersburg Garden Club, formed on May 5, 1925, with sponsorship from the Woman’s Club of Petersburg, celebrates its 100th anniversary in 2025, and has remained committed to civic beautification, historic preservation, and environmental stewardship since its founding; and

WHEREAS, the Club began with 42 members and quickly made its mark by winning the Sweepstakes Prize at the Monticello Flower Show in 1926 and was admitted to the Garden Club of Virginia in 1932, becoming an integral part of statewide efforts in conservation and horticultural leadership; and

WHEREAS, over the past century, the Club has contributed to the beautification of Petersburg through numerous public plantings and restoration projects, including work at Centre Hill Mansion, Lee Memorial Park, Blandford Cemetery, and along Washington Street, among many others; and

WHEREAS, the Club’s dedication to education and preservation is reflected in its stewardship of a remarkable Herbarium collection featuring over 300 botanical watercolors by Bessie Niemeyer Marshall, recognized through multiple awards and now preserved at Richard Bland College; and

WHEREAS, The Petersburg Garden Club has hosted statewide events such as the GCV Lily Show, published the acclaimed book *With Paintbrush and Shovel*, led the preservation planning for Lee Memorial Park, and annually contributes to the success of Historic Garden Week, drawing attention and tourism to the region; and

WHEREAS, for 100 years, The Petersburg Garden Club has demonstrated exceptional leadership in civic engagement, conservation, and beautification, enriching the lives of Petersburg residents and contributing to the city’s legacy.

NOW, THEREFORE, BE IT RESOLVED, that I, Samuel Parham, Mayor of the City of Petersburg, on behalf of the City Council and our grateful citizens, do hereby recognize and commend The Petersburg Garden Club on the occasion of its 100th anniversary and extend sincere appreciation for a century of dedicated service to the community.

IN WITNESS THEREOF, we have hereunto set our hands and caused the Seal of the City of Petersburg to be affixed this the 6th day of May 2025.

Mayor Samuel Parham

ATTESTED:

Clerk of Council Tangi R. Hill

Petersburg



Virginia

PETERSBURG VIRGINIA HEALTHY HEARTS INITIATIVE

WHEREAS, heart disease and stroke combined are leading cause of death globally, in the United States, and in Virginia; and

WHEREAS, heart health cannot be addressed without also addressing its root causes in the community, such as inadequate access to nutritious food and transportation; inadequate or unsafe housing and neighborhood design; and a need for community connection, education, and leisure; and

WHEREAS, data from the Centers of Disease Control and Prevention (CDC) identified census tracts within Petersburg with the highest rates of hypertension prevalence in Virginia; and through the CDC National Cardiovascular Health and Innovative Cardiovascular Health Programs, the Virginia Department of Health has therefore launched the Virginia Healthy Hearts Initiative within cities and counties with the highest hypertension prevalence, prioritizing Petersburg; and

WHEREAS, community members representing people at highest risk for heart disease and stroke are key advocates for addressing barriers to optimal heart health and therefore deserve shared decision-making power; and community members within the identified census tracts have therefore formed a community-led coalition named the Petersburg Learning Collaborative’s Healthy Hearts Initiative; and

WHEREAS, the Petersburg Learning Collaborative Healthy Hearts Initiative exists to preserve the decision-making power of community members, identify and advocate for ongoing priorities tied to heart health, and partner with the City of Petersburg community-based organizations, healthcare partners, and the Virginia Department of Health to address barriers to optimal heart health; and the Petersburg Learning Collaborative Healthy Hearts Initiative has established the following community-identified priorities: (1). Increase Blood Pressure Self-Monitoring among African Americans 45+ within the census tract (2). Increase number of Healthy Hearts among 18+ African Americans within census tract (3). Create opportunities for lifestyle changes through health education, health promotions, programs and events (4). Provide access to healthy, clean, affordable & nutritious foods (5). Advocate for solutions to challenges and barriers of Social Determinants of Health; and

WHEREAS, the City of Petersburg values its community members, their lived experiences, and visions for creating a healthier community, improving heart health; and their voice in decision-making processes; the City of Petersburg seeks to set an example to other communities in Virginia by partnering with the Petersburg Learning Collaborative Healthy Hearts Initiative to support their community-led initiatives, embrace community member input, and strive to improve heart health in our community.

NOW, THEREFORE, in support of the Petersburg Learning Collaborative Healthy Hearts Initiative, I, Samuel Parham, Mayor of the City of Petersburg, and on behalf of the City of Petersburg, do hereby proclaim on this 6th day of May 2025, that the City of Petersburg will hereinafter be a **Healthy Hearts City**.

IN WITNESS THEREOF, we have hereunto set our hands and caused the Seal of the City of Petersburg to be affixed this the 6th day of May 2025.

Mayor Samuel Parham

ATTESTED:

Clerk of Council Tangi R. Hill

Crater Area Coalition on Homelessness

(CACH pronounced CASH) 4/10/2025

My name is Dawn Scott. I am the Homeless Systems Navigator for Flagler by way of St. Joseph's Villa. I work in tandem Shaskia Weathers, who is the Director of CACH. We are here to give you a very brief view into CACH and what exactly we offer and do.

Flagler is the lead agency in the CACH region. That region consists of 11 areas.

1. Colonial Heights
2. Dinwiddie
3. Emporia
4. Ettrick/ South Chesterfield
5. Hopewell
6. Petersburg
7. Prince George
8. Surry
9. Sussex
10. Wakefield
11. Waverly

Our mission is to prevent, reduce, and eliminate homelessness through effective and coordinated community-wide efforts and services.

CACH is composed of several agencies and organizations that offer rapid rehousing, youth and non-youth outreach, prevention and intervention, mental health skill building, HUD VASH vouchers (specifically for Veterans), emergency and cold weather shelters as well as domestic and intimate partner violence shelters.

All of these agencies, organizations, and services move cohesively to create a custom plan for a person to end homelessness for themselves.

Using Housing First, our goal is to house the individual regardless of what life circumstances they have going on.

We look forward to talking to you all, either individually or as group to tell you more about our works and future endeavors.

Thank you for this opportunity to introduce you to CACH!

Dawn Scott
Homeless System Navigator

dscott@sjvmail.net

Shaskia Weathers
CACH Director

sweathers@sjvmail.net



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025
TO: The Honorable Mayor and Members of City Council
THROUGH: March Altman, Jr., City Manager
FROM: Brian Moore
RE: **Crater PDC Community Identity and Assets: Foundations for Future Branding and Economic Development - Pages 7-17**

PURPOSE: Identify key assets in the Crater Region to assist the PDC in conducting and implementing a Community Branding Plan.

REASON: For informational purposes only.

RECOMMENDATION: For informational purposes only.

BACKGROUND:

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/6/2025

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. CraterPDCCommission_Presentation

Crater PDC Community Identity and Assets

Foundations for Future Branding and
Economic Development





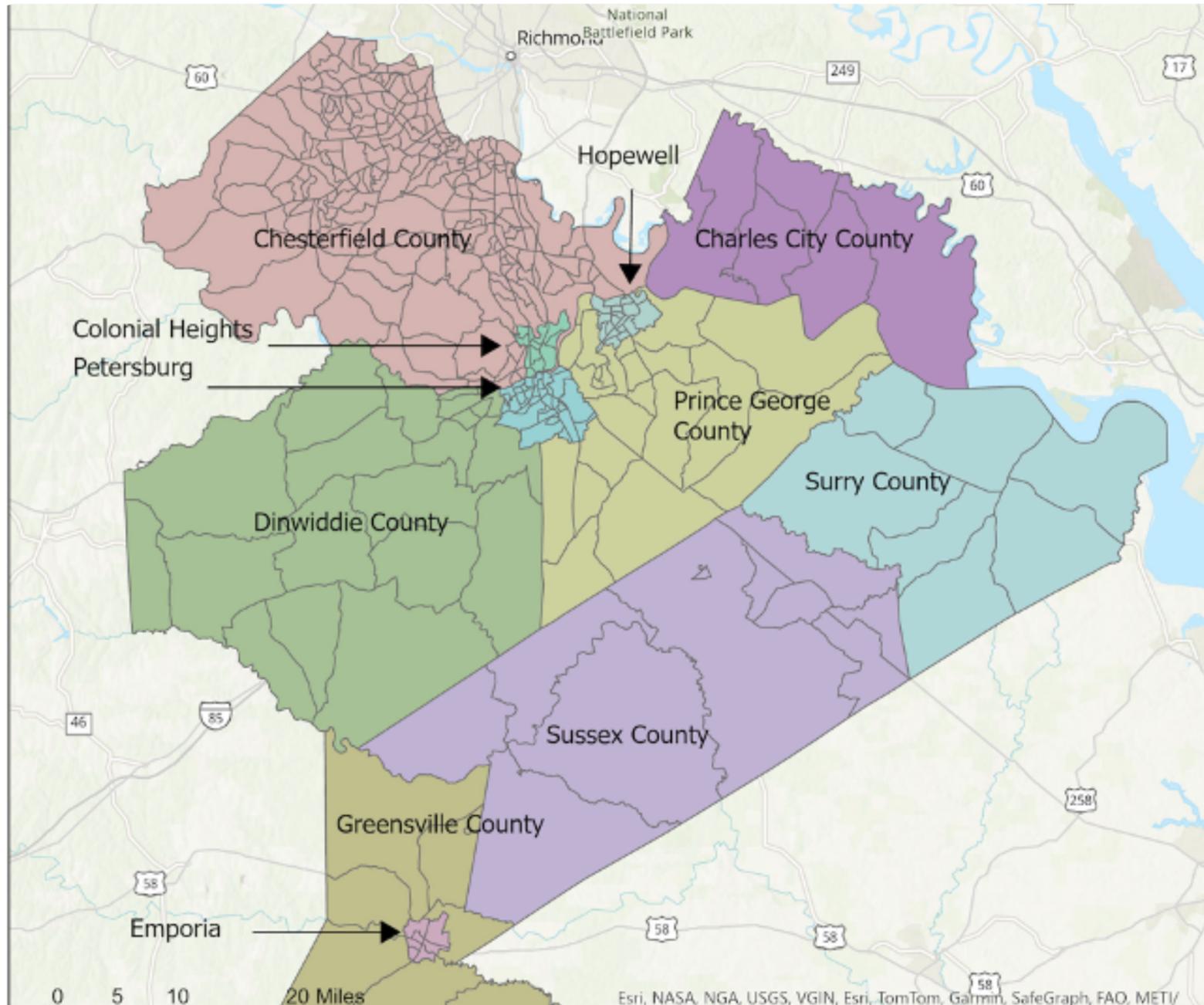
About Me

Bachelor of Science in Anthropology and
Archaeology

Master of Arts in Urban and Regional Planning
VCU Douglas L. Wilder Fellowship



Purpose



Identify key assets in the Crater Region to assist the PDC in conducting and implementing a Community Branding Plan.

This plan and such its recommendation will guide the Crater PDC to creating a successful branding campaign that effectively targets future residents or visitors and resonates with current members of the community.



Planning Methods

The PDC has identified a lack of regional identity and cohesion among the region and its residents. Subsequent Regional Branding Plan highlighted as a goal in the 2023 CPDC CEDS.



Participatory Planning



Asset Based Community Development



Multiple Feedback Strategy

Methodology

- Review of approximately thirty planning documents from the eleven regions within the Crater PDC.
- Two feedback groups, each consisting of approximately 12-15 members. Selection of focus group participants was done by Crater PDC as they acted as hosts of the meetings.

● Document Analysis

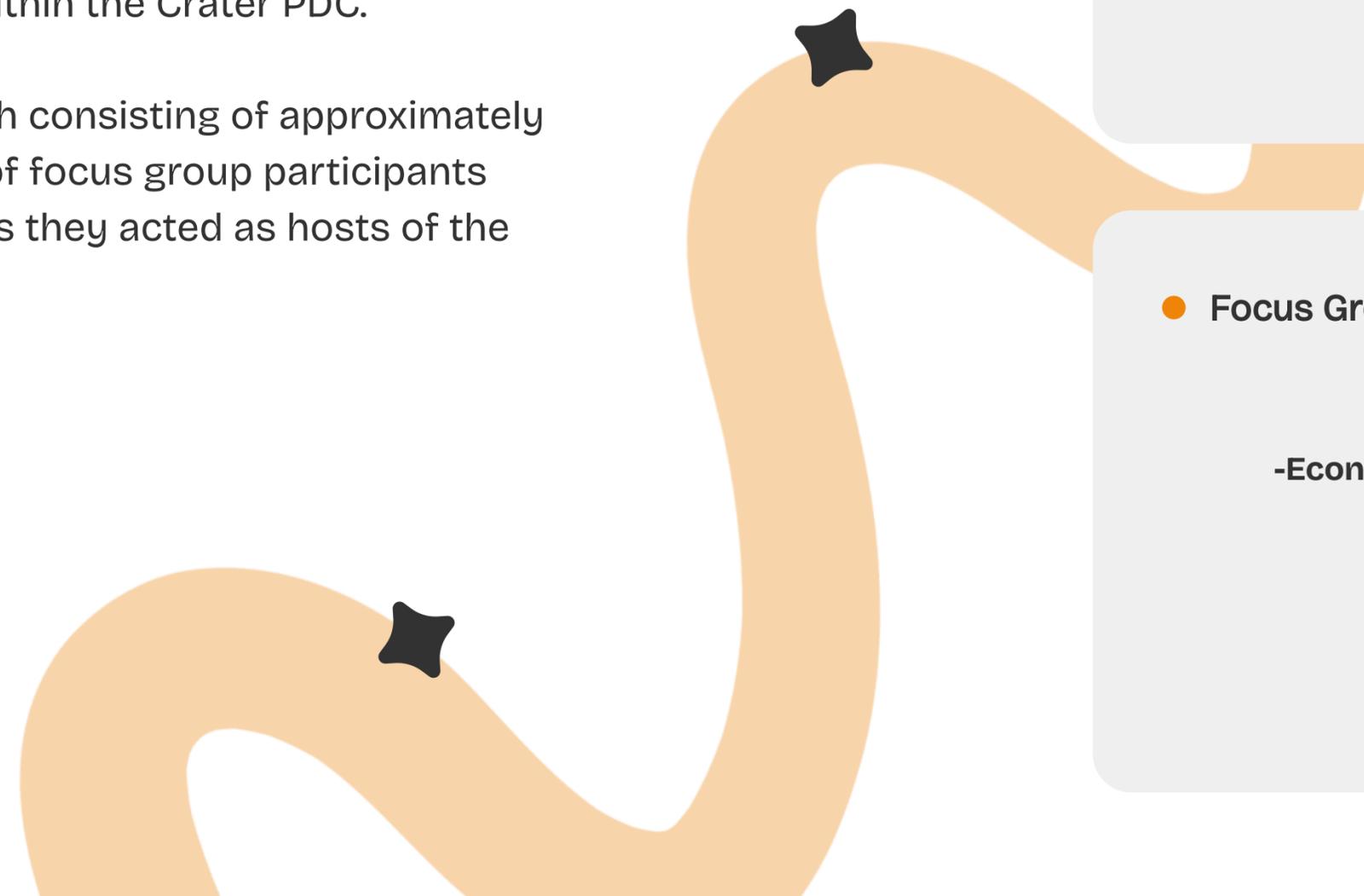
32 Identified Planning Documents from across the 11 localities including:

- General Plans
- Bike Plans
- Economic Development & Tourism Plans

● Focus Groups

4 Total Meetings

- Economic Development Department
- Regional Consultants
- Chamber of Commerce

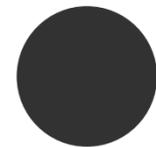


Small Document Analysis

The documents were analyzed using a set of criteria outlined in the rubric. The rubric streamlined analysis of documents, by leveraging qualitative data into quantitative data.

This analysis resulted in each document being rated based on the following criteria: Focus on Strengths and Opportunities, Community Engagement and Inclusivity, Comprehensiveness, Timeliness, Clarity and Usability, Innovative Ideas and Solutions, Potential for Positive Impact and Scalability, and Stakeholder Support and Implementation. These were ranked and scored of 3 – Excellent, 2 – Competent, and 1 – Developing.

- Chesterfield Moving Forward: Comprehensive Plan
- 2023-2043 Dinwiddie Forward Comprehensive Plan
- Petersburg Downtown Plan 2024
- Charles City Strategic Plan: Economic Development and Tourism
- Greensville 2040 Comprehensive Plan
- Plan 2035 Prince George's Approved General Plan



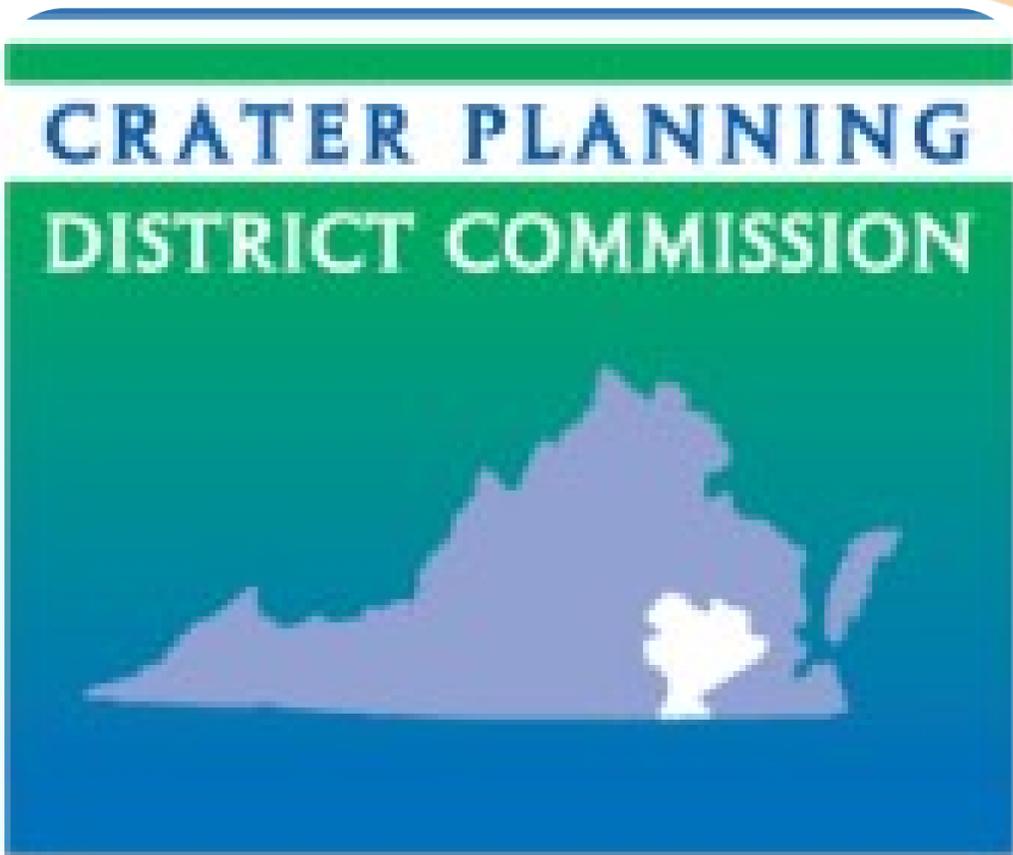
Research Findings

These conclusions spurred discussion during focus groups, questions intended to pull attention towards these common issues and facilitate a dialog over why it may be happening or times where localities were able to implement an action despite these reoccurring issues

1). Recurring Issues: Planning in rural localities, which often resist systematic changes, struggles to tackle persistent issues

2). Lack of Common Identity

3). Limited Funds: Without a stronger economic base, implementation strategies are limited by available funds



Proposed Regional Theme

Focus Group conversation continued to reinforce quality of life in the region – as a broader definition that includes affordable living, job creation, population growth in areas, and even trends like mini-homesteading. All these concepts reflect a community that values tradition and innovation, while working to build an inclusive, sustainable, and uniquely its own future

The final proposed theme for the region’s future branding initiative is "Community Innovation for Life." This theme reflects both the current realities and future aspirations of the Crater region. It highlights how creative, community-driven solutions can strengthen well-being, promote sustainability, and expand opportunity—tailored specifically to the region’s unique character and needs.

CPDCC



Recommendations

- The items associated with a 'short' timeline are the most critical to future re-branding of Crater PDC, and implementation should start in one to two years.
- Action items associated with 'medium' timeline should begin in the next three to five years, and those associated with a 'long' timeline are long-term goals for the next five to ten years

Goal 1: Strengthen Community Identity
Action Item: Wellness and Recreation Plan
Regional Storytelling Campaign

Goal 2: Enhance Community Livability
Action Item: Crater Neighbor Network
Community-led Renaming of Crater PDC

Goal 3: Foster Sustainable Growth
Action Items: Partner with Regional Partners
Launch a "Stay and Grow" Program in Schools



Thank You



Any Questions?

 Schauss.Lydiam@gmail.com

 703-356-0300



PLANNING COMMISSION COMPENSATION



City Council

May 2025

REQUEST

Planning Commission is requesting consideration of compensation for their time and effort in making recommendations to Council.

NEIGHBORING LOCALITIES

Hopewell - \$50 per Planning Commissioner every two weeks, but most decline the payment (only 1 of 5 receives it now)

Colonial Heights – Does not pay their Planning Commission

Chesterfield County - \$25,616 annually

Dinwiddie County - \$150 per month, after tax

Prince George County - \$200 per meeting (based on attendance at the meeting)

PROPOSED BUDGET

Planning's budget, as proposed for FY26, could cover \$75 per meeting (based on attendance at that meeting).

FEEDBACK

Is Council interested in compensating the Planning Commission?

Are there recommendations as to how much based on what our neighbors do?

NEXT STEPS

If desired, staff will bring forth a text amendment noting the ability to compensate the Planning Commissioner per State Code § 15.2-2212.



Petersburg Area Transit
100 W. Washington St,
Petersburg, VA 23803
Phone: (804) 733-2450

3/21/2025

Petersburg Area Transit DBE Program

Policy Statement

Sections 26.1, 26.23 - Objectives/Policy Statement

PAT has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. PAT has received Federal Financial assistance from the Department of Transportation as a condition of receiving this assistance, PAT has signed an assurance that it will comply with 49 CFR Part 26.

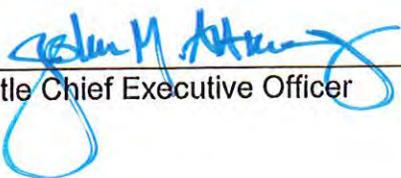
It is the policy of the PAT to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To Ensure nondiscrimination in the administration and award of DOT–assisted contracts.
2. Provide DBEs and non-DBEs, with a level playing field to compete and participate fairly in DOT–assisted contracts.
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law.
4. Only count the participation of firms certified as a DBE with the appropriate North American Industry Classification System codes.
5. To help remove barriers to the participation of DBEs in DOT assisted contracts.
6. To assist the development of firms that can compete successfully in the marketplace outside the DBE Program.



Queenie Byrd, Transit Program Manager, has been designated as the DBE Liaison Officer. In that capacity, Queenie is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded with the same priority as compliance with all other legal obligations incurred by PAT in its financial assistance agreements with the Department of Transportation. PAT has disseminated this policy statement to the City Manager, the governing board, or officials of PAT and all of the components of our organization. We will distribute this statement to DBE and non-DBE business communities that perform work for us on Dot assisted contracts. The City of Petersburg/Petersburg Area Transit has our DBE program posted on the cities website at www.petersburgva.gov.

Original signed



Title Chief Executive Officer

Date 4-30-2015

TABLE OF CONTENTS

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The Objectives of the DBE Program are on the first page of the program.

Section 26.3 Applicability

PAT is the recipient of Federal transit funds authorized by Titles I, III, V and VI of the ISTEA, Pub, L>102-240 or by Federal transit laws in Title 49, U.S. code, or Titles I,II and V of the TEAS-21, Pub.L105-178

Section 26.5 Definitions

PAT will adopt the definitions contained in Section 26.5 for this program.

Section 26.7 Non-Discrimination Requirements

PAT will never exclude any person from participation in, deny any person the benefits of, otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49CFR part26 on the basis of race, color, sex or national origin.

In administering its DBE program, PAT will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color,sex,or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT:26.11(b)

PAT will report DBE participation using DOT Form4630. These reports will reflect payments actually made to DBE's on DOT-assisted contracts.

Bidders list: 26:11(c)

PAT will create a list of bidders, consisting of information about all DBE and non-DBE firms that bid, or quote DOT assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidder list will include the name,address,DBE,non-DBE status, age and annual gross receipts of firms.

The City of Petersburg/PAT maintains an on-line vendor list, known as the online vendor mailing application. The vendor system is an entry point for all DBE and non-DBE firms to register their interest in PAT procurement opportunities. The vendor system collects information on the vendor's name, address, federal identification number and the North American Industry Classification System codes.

Section 26.13 Federal Financial Assistance Agreement

The City of Petersburg/PAT has signed the following assurance, applicable to all DOT-assisted contracts and their administration.

Assurance: 26.13 (a)

The contractor, or subcontractor shall not discriminate based on race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. PAT shall take all necessary and reasonable steps under 49CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. PAT's DBE Program, as required by 49CFR part26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may , in appropriate cases, refer the matter for enforcement under 18 U.S.C.1001 and /or the program Fraud Civil Remedies Act of 1986(31U.S.C.3801 et seq.)

This language will appear in Financial assistance with sub- recipients,

(The language should be used verbatim as stated in 26.13(a))

Contract Assurance :26.13(b)

We will ensure that the following clause is placed in every DOT-assisted contract and sub-contract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race,color,national origin,or sex in the performance of this contract. The contractor shall meet applicable requirements of 49CFRpart26 in the award and administration of DOT assisted contracts. Which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Section 26.21

SUBPART B- ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since PAT has received a grant of \$250,000 or more in FTA planning capital and or operating assistance in a federal fiscal year. We will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide DOT updates representing a significant change in the program.

Section 26.23 Policy Statement

The Policy statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

Queenie Byrd, Transit Program Manager, has been designated as the DBE Liaison Officer

Queenie Byrd, DBELO
Petersburg Area Transit
100 West Washington Street
Petersburg, Virginia 23803
Telephone: 804 733-2452
email: qbyrd@petersburg-va.org

In that capacity, Queenie is responsible for implementing all aspects of the DBE program and ensuring that PAT complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the Director of Mass Transit Manager which then is communicated to the City Manager concerning DBE program matters. An Organization chart displaying the DBELO position in the organization is found in Attachment ___ to this program.

The DBELO is responsible for developing, implementing, and monitoring the DBE program, in coordination with other appropriate officials. The PAT staff assist DBELO in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes [Name Recipient]'s progress toward attainment and identifies ways to improve progress
7. Participates in pre-bid meetings.
8. Advises the CEO\governing body on DBE matters and achievement.
9. Provides DBEs and Small Businesses with business development information, through the PAT website and The City website.
10. Maintains the PAT's updated directory on certified DBEs.

The DBELO coordinates DBE Program implementation with the PAT staff, Procurement office, Finance City Manager through the Director of Mass Transit. These departments will assist the DBELO to:

- Provide information on the approved FTA financial grant agreements.
- Provide information on proposed contract opportunities.
- Post contracting opportunities on "City website;"
- Encourage bidders and proposers to seek DBEs and Small Businesses participation on PAT projects.
- Gather DBE participation and utilization data for the semi-annual reports and triennial DBE goal.
- Ensure the DBE clauses are in FTA funded procurements; and
- Assist the DBELO to monitor contracts for prompt payment and DBE participation.

Section 26.27 DBE Financial Institutions

The DBELO searched for the Virginia Unified Certification (UCP) Directory for qualified financial institutions. There is no DBE-certified financial services institution operating in the PAT region. The City will search for the CUCP Directory on an annual basis to determine if there is a DBE-certified financial institution operating in the PAT region. Should there be such an institution, the City will examine the feasibility of using the financial institution services.

Section 26.29 Prompt Payment Mechanisms

PAT will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for the satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from PAT. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval by the PAT. This clause applies to both DBE and non-DBE subcontracts.

The DBELO has established the following mechanisms to monitor and enforce prompt payment and return of retainage:

- The Contractor shall provide the DBELO with a copy of the subcontract or purchase orders of the scope of work to determine the work to which the DBE is assigned is being done.
- PAT's Project manager and DBELO shall monitor the performance of the DBE contractor and determine whether the work specified in the DBE scope of work is being completed.
- During the term of the contract DBELO will monitor the Running Tally of payments made. The payment report will be submitted to the DBELO and Contract Manager (Attachment 2)

- The Contractor must maintain records and documents of payments to DBEs for three (3) years following the acceptance of the contract. These records will be made available for inspection upon request by any authorized representative of PAT or FTA/DOT.
- Upon completion of the contract, PAT will confirm that the DBE monitoring process has occurred. The DBELO will provide written clarification by signing the DBE contract close out statement of compliance which certifies that DBELO has reviewed contracting records and monitored work sites for this purpose. The Contractor shall submit to the DBELO the DBE Statement of Contract Close-out. Attachment 3

PAT has available administrative remedies in the event the contractor does not conform with the DBE prompt payment and return of retainage requirements. The administrative remedies include:

1. Withhold monthly progress payments.
2. Assess sanctions.
3. Liquidated damages.
4. Disqualify the Contractor from future bidding as non-responsible; and/or
5. Delay final contract payment until compliance with this section, if needed.

Section 26.31 Directory

PAT will maintain a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. We revise the Directory at the end of each fiscal year. The Directory may be found in Attachment 2 of this program document.

Section 26.33 Overconcentration

PAT has not identified that overconcentration exists in our service area of work that DBEs perform.

During preparation of the overall triennial DBE goal, PAT will assess whether there is an overconcentration of DBEs in certain types of work as to unduly burden the opportunity of non-DBE firms to participate in this type of work. If there is a possible overconcentration, PAT will vary the use of NAICS and work codes that have not been identified in a situation of overconcentration to establish the triennial DBE goal.

Section 26.35 Business Development Programs

PAT has not established a business development program; however, we can give reference to the Small Business Administration VBIC@sbsd.virginia.gov that

Section 26.37 Monitoring and Enforcement Mechanisms

PAT will use the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. Bring to the attention of the DOT any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in section 26.109.
2. Consider similar action under our own legal authorities, including responsibility determinations in future awards.
3. PAT has a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award

PAT has a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. PAT will:

5. Complete an on-site Commercially Useful Function (CUF) (Attachment 4) review on a construction project to inspect if the DBE work is being performed by the DBE as specified in the contract.
6. When a DBE is a subcontractor/sub-consultant/supplier on a contract, obtain the Contractor's running tally of payments made to DBEs (Section 26.29) for work performed by the DBE.
7. When a DBE is a subcontractor/sub-consultant/supplier on a contract, review the Contractor's DBE Contract Compliance Closeout report before issuing final payment to the Contractor.
8. When a DBE is a subcontractor/sub-consultant/supplier on a contract, as needed, require the Contractor to provide the DBELO with a copy of the DBE subcontracts and/or purchase orders.
9. Submit semi-annual Uniform Report of DBE Awards or Commitments and Payments (Section 26.11) to report DBE participation.

SUBPART C - GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

PAT will not set aside contracts for DBEs or use DBE quotas in the administration of this DBE Program plan

Section 26.45 Overall Goals

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 4 to this program. This section of the program will be updated annually.

In accordance with Section 26.45(f) the overall triennial goal will be submitted by August 1 of the year identified in the FTA schedule of DBE goal submission.

PAT will identify the availability of ready, willing, and able DBEs in the target local market area. The local market area will be based on a 100-mile radius from PAT. Based on past procurement activities, most DBEs and non-DBEs who bid and contract with the PAT are from more than a 100-mile radius of surrounding counties or cities. Therefore, the target local market is slim to none.

PAT will consult with the local Small Business Development Center, Minority and Women Business Owners, and other interested groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses. Communications will occur throughout the triennial period to discuss and solicit comments on DBE participation and to inform small, women-and minority-owned businesses about upcoming contract opportunities.

The DBE Program consultation will include publishing a notice of the proposed overall goal, informing the public that the proposed goal and its rationale will be available for inspection during normal business hours at the PAT office for 30 days following the date of the notice and posted on-line at www.petersburg.gov. Comments will be accepted for 30 days from the date of the notice. The triennial DBE Goal and Methodology will be available during the 30-day public participation period of the year the triennial DBE goal is due. Normally, the notice will be published by June 1 of the year when the triennial DBE goal is due.

The overall DBE goal submission to DOT will include a summary of information and comments received during this public consultation and participation process and our response to the comments.

The overall triennial DBE goal will begin on October 1 of the year the goal is due to FTA, unless FTA provides additional instructions.

If a DBE goal is established on a project basis, the project specific DBE goal will begin by the time the first solicitation for an FTA-assisted contract is advertised.

The overall triennial DBE goal will be posted on the City website until the goal is updated.

The general steps to complete the triennial DBE Goal and Methodology are described in Attachment 5

Section 26.49 Transit Vehicle Manufacturers Goals

PAT will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, PAT may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious Participation

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 4 to this program. This section of the program will be updated annually when the goal calculation is updated.

Section 26.51(d-g) Contract Goals

The PAT will use contract goals to meet any portion of the overall goal PAT does not project being able to meet using race-conscious means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-conscious means.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of [total amount of the Federal share of a DOT-assisted contract].

Section 26.53 Good Faith Efforts Procedures Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

PAT treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsibility.

Each solicitation for which a contract goal has been established will require the bidders/offers to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract.
2. A description of the work that each DBE will perform.
3. The dollar amount of the participation of each DBE firm participating.
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 15 days of being informed by the bidder/offers that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offers should make this request in writing to the following reconsideration official: [provide name, address, phone number, e-mail address.] The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

PAT will require a contractor to make good faith efforts to replace a DBE that has been terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. We will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

Section 26.53(f)(3)

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceedings.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this. It is the policy of the Petersburg Area Transit to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of all contracts. All firms qualifying under this solicitation are encouraged to submit bids/proposals.

The award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of 5% percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

SUBPART D - CERTIFICATION STANDARDS

Section 26.61 - 26.73 Certification Process

PAT will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

- The Virginia Department of Small Business and Supplier Diversity,
- 101N.14th Street ,11th floor, Richmond Va. 23219
- (804) 786-9736

SUBPART E - CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

PAT is a non-certifying member of the Virginia UCP. The UCP has an approved UCP and USDOT has certified their certification standards and procedures to make certification determinations as required in 49 CFR Part 26, Section 26.61 through 26.91

Section 26.83(j)

We require all DBEs to inform us, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with [Recipients] application for certification.

We require all owners of all DBEs we have certified to submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of 26.83(j). The test of this affidavit is the following:

I affirm that there have been no changes in the circumstances of [name of DBE firm] affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of 49 CFR part 26. There have been no material changes in the information provided with [name of DBE]'s application for certification, except for any changes about which you have provided written notice to the [Recipient] under 26.83(j). [Name of firm] meets Small Business Administration (SBA) criteria for being a small business concern and its average annual gross receipts (as defined by SBA rules) over the firm's previous three fiscal years do not exceed \$16.6 million.

We will notify all currently certified DBE firms of these obligations [program should state how and when]. This notification will inform DBEs that to submit the "no change" affidavit, their owners must swear or affirm that they meet all regulatory requirements of part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she, or the firm, fails to meet part 26 eligibility requirement (e.g. personal net worth), the obligation to submit a notice of change applies.

We require DBEs to submit with this affidavit documentation of the firm's size and gross receipts.

Section 26.85 Denials of Initial Requests for Certification

PAT is a non-certifying member of the Virginia UCP

Section 26.87 Removal of a DBE's Eligibility

PAT is a non-certifying member of the Virginia UCP. The UCP has an approved UCP and USDOT has certified their certification standards and procedures to make certification determinations as required in 49 CFR Part 26, Section 26.61 through 26.91

Section 26.89 Certification Appeals

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

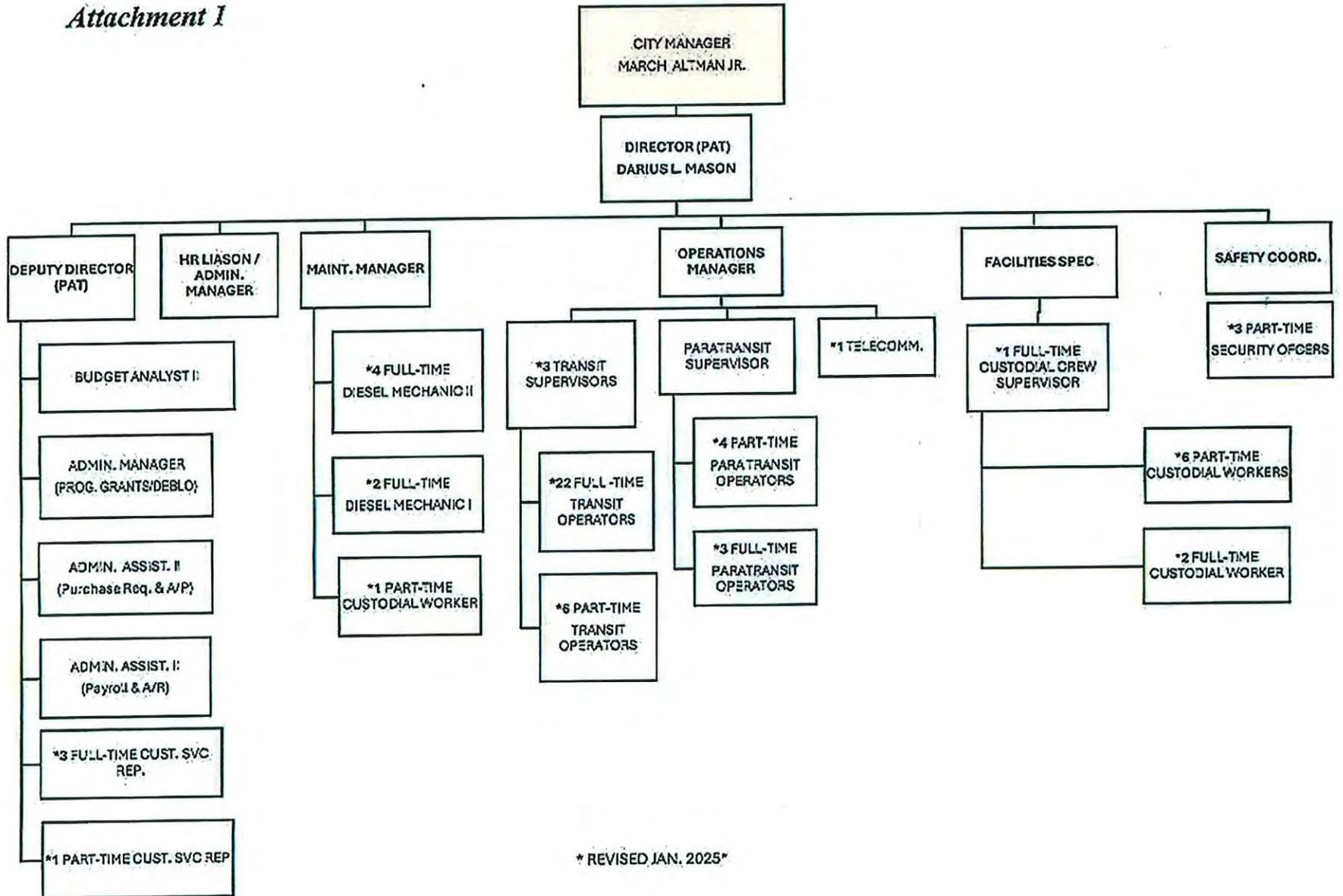
U.S. Department of Transportation Departmental Office of Civil Rights
External Civil Rights Programs Division (S-33) 1200 New Jersey Ave., S.E.
Washington, DC 20590
Phone: (202) 366-475

TTY: (202) 366-9696
Fax: (202) 366-5575

PAT

Organizational Chart

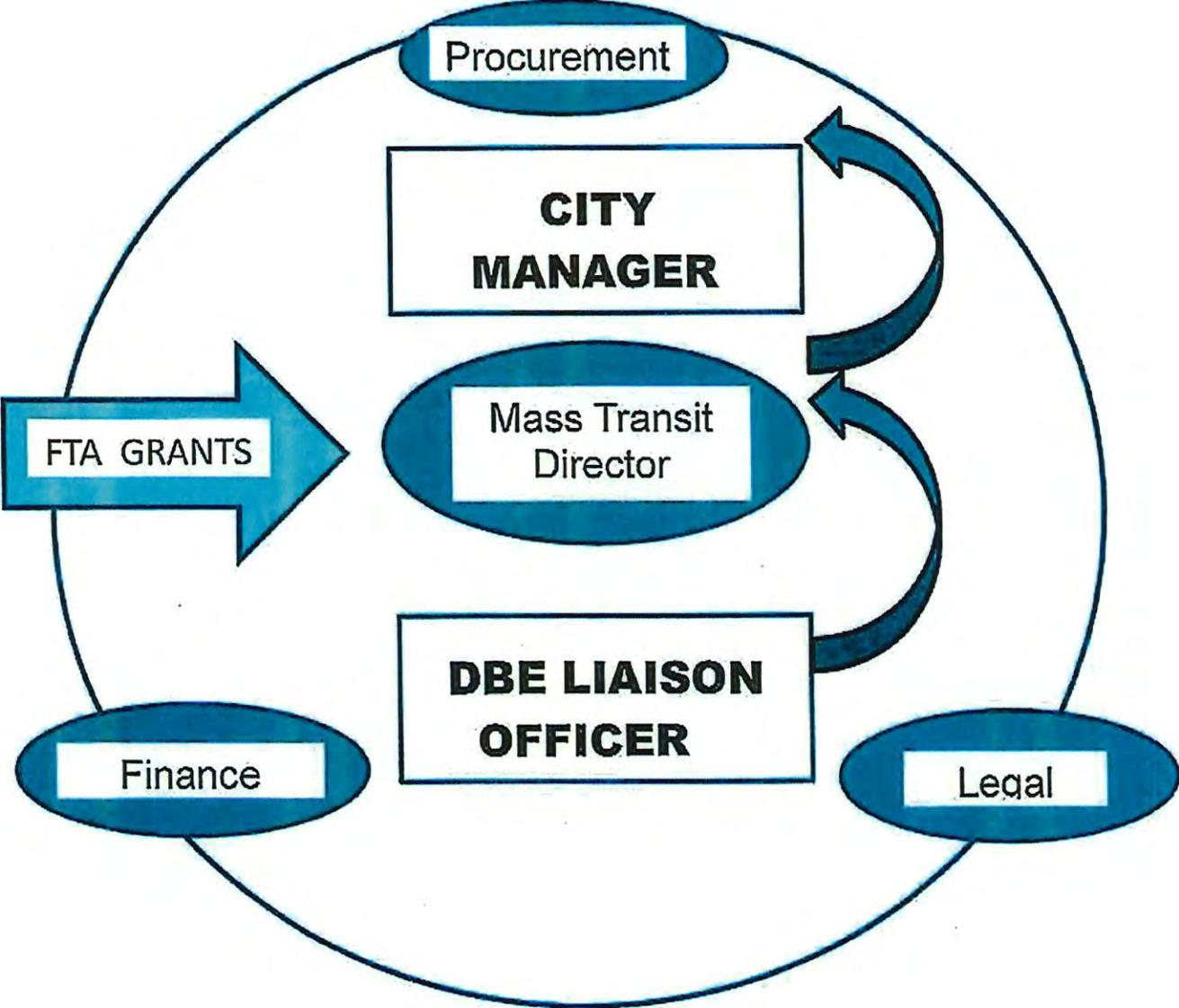
Attachment I



* REVISED JAN. 2025*

Attachment 1

PAT Organization Chart
DBE Program





Attachment # 3

The DBELO has established the following mechanisms to monitor and enforce prompt payment and return of retainage:

- The Contractor shall provide the DBELO with a copy of the subcontract or purchase orders of the scope of work to determine the work to which the DBE is assigned is being done.
- PAT's Project manager and DBELO shall monitor the performance of the DBE contractor and determine whether the work specified in the DBE scope of work is being completed.
- During the term of the contract DBELO will monitor the Running Tally of payments made. The payment report will be submitted to the DBELO and Contract Manager (Form #3)
- The Contractor must maintain records and documents of payments to DBEs for three (3) years following the acceptance of the contract. These records will be made available for inspection upon request by any authorized representative of PAT or FTA/DOT.
- Upon completion of the contract, PAT will confirm that the DBE monitoring process has occurred. The DBELO will provide written clarification by signing the DBE contract close out statement of compliance which certifies that the DBELO has reviewed contracting records and monitored work sites for this purpose. The Contractor shall submit to the DBELO the DBE Statement of Contract Close-out. Form

PAT has available administrative remedies in the event the contractor does not conform with the DBE prompt payment and return of retainage requirements. The administrative remedies include:

6. Withhold monthly progress payments.
7. Assess sanctions.
8. Liquidated damages.
9. Disqualify the Contractor from future bidding as non-responsible; and/or
10. Delay final contract payment until compliance with this section, if needed.



Attachment #4

General DBE Goal and Methodology

In accordance with 49 CFR Part 26, §26.45(f), PAT will submit its overall DBE goal on August 1 every three years based upon the FTA schedule of submission.

The triennial goal will be established in accordance with the two-step process as specified in 49 CFR Part §26.45. If the PAT does not anticipate awarding FTA funded prime contracts with a cumulative total value of which exceeds \$250,000 during the three-year triennial period, an overall DBE goal will not be established; however, the DBE Program will remain in effect and PAT will seek to fulfill the objectives outlined in 49 CFR Part §26.1 and operate under race-neutral measures as outlined in 49 CFR Part §26.51.

The first step is to determine the actual relative availability of DBEs, in the local market area, to perform the disciplines of work in the contracts from both primes and or subcontractors that may be met in the triennial period. PAT has defined the market to be surrounding Cities and Counties. Step 1 will determine what percentage DBEs (or firms that could be certified as DBEs) representative of all firms that are ready, willing and able to compete on FTA assisted contracting. This percentage is calculated by dividing the number of DBEs ready, willing, and able to bid for the types of work that will be funded over the next three years, by the number of firms (DBEs and non-DBEs) ready, willing, and able to bid for the types of work that will be funded over the next three years. That is, the number of DBEs will be the numerator, and the number of all firms (DBEs and non-DBEs) will be the denominator. The results are the "base figure."

The numerator will come from the best available data in the SBSDBE Directory @ <https://sbsd.virginia.gov> and or the Bid List.

Step 1 Base Figure = Ready, willing and able DBEs divided by All firms ready, willing and able.

$$\text{Step One Base Figure} = \frac{\text{Ready, willing, and able DBEs}}{\text{All firms ready, willing, and able (including DBEs and non-DBEs)}}$$

The methodology will be based on demonstrated evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in the local market area. The exclusive use of a list of prequalified contractors or plan holders, or a list of bidders that does not comply with the requirements of this section (above), is not an acceptable alternative means of determining the availability of DBEs.



Attachment #4

Step 2. Once the base figure is calculated, the next step is to examine evidence available in the targeted local market to determine what adjustment, if any, is needed to the base figure to arrive at the overall goal. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

The *Step 2* is to adjust the "base figure" percentage from *Step 1* so that it reflects as accurately as possible what could be expected in DBE participation on the FTA funded contracting opportunities in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to bid opportunities. These factors will be considered for appropriate adjustment to the overall triennial DBE goal.

Following *Step 2*, PAT will engage in public consultation with community chambers of commerce, Small Business Development Centers, Minority and Women Business Owners, Minority and Women Business Associations, and other interested groups to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses and our efforts to establish a level playing field for the participation of DBEs.

The consultation will include publishing a notice of the proposed overall goals, on the website, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the PAT office for 30 days following the date of the posted notice. Comments will be accepted for 30 days from the date of the notice.



DBE Contract Close-out Form

Project No: _____

Project Name: _____

DBE CONTRACT CLOSE-OUT STATEMENT OF COMPLIANCE

I, _____, undersigned, am _____
(Name – Print) (Position)

With the authority to act for and on behalf of _____,
(Name of Agency)

certify under penalty of perjury that this federal-aided project has been monitored in conformance with Part 26 of Title 49 of the Code of Federal Regulations.

Date: _____ Signature: _____

Comments/Exceptions (Explanation): _____ _____ _____ _____
--

Enclosures: DBE Final Payment and Prompt Payment Verification
Mail or email to: qbyrd@petersburg-va.org



DBE Running Tally Form

DBE/SUBCONTRACTOR RUNNING TALLY			
Contract Number: _____ Contractor's Name: _____			
DBE Goal: _____			
Contract Amount: \$ _____ Report Period From Date: _____ To Date: _____			
I certify to the best of my knowledge, for the report period denoted above those DBE/Subcontractors and material suppliers have been paid for the work performed.			
Payment Made Information			
DBE / SUBCONTRACTOR OR MATERIAL SUPPLIER	DBE Y/N	Payment This Period	Payments to Date
Important Information IMPORTANT: Identify if the payment is a partial payment . Explain if there are any reasons why payment was delayed to any DBE or subcontractor.		Total DBE payments made this reporting period \$ _____	DBE percentage participation to date _____
If you have any questions on the completion of this form, call _____ DBELO at: _____ Submit report to: _____		Preparer's Signature _____ Preparer's Name (Print) _____ Preparer's Title Date: _____	

The Closed Session Meeting of the Petersburg City Council was held on Tuesday, April 15, 2025, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 3:06 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/340099>.

1. ROLL CALL

Present:

Council Member Howard Myers
Council Member Annette Smith-Lee
Vice Mayor Darrin Hill
Mayor Samuel Parham

Absent:

Council Member Charles Cuthbert (Late)
Council Member Marlow Jones (Late)
Council Member Arnold Westbrook (Late)

Present from City Administration:

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

2. CLOSED SESSION

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

- a. §2.2-3711(A)(3) of the Code of Virginia for the Purpose of Discussion or Consideration of the Acquisition of Real Property for a Public Purpose and the Disposition of Publicly Held Real Property Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body, Specifically Including But Not Limited to the Acquisition and Disposition of Real Property; and
- b. b. §2.2-3711(A)(7) and (8) of the Code of Virginia for the Purpose of Receiving Legal Advice and Status Update from the City Attorney and Legal Consultation Regarding the Subject of Actual or Probable Litigation and Specific Legal Matters Requiring the Provision of Legal Advice by the City Attorney, Specifically Including But Not Limited to Discussion Regarding Petersburg Circuit Court Case No.'s: CL25-282; CL25- 257; CL24-715; and Actual or Probable Litigation; and
- c. c. §2.2-3711(A)(29) of the Code of Virginia for the Purpose of Discussion Regarding the Subject of Award of a Public Contract Involving the Expenditure of Public Funds, and Discussion of the Terms or Scope of Such Contract, Where Discussion in an Open Session Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body; and
- d. d. §2.2-3711(A)(1) of the Code of Virginia for the Purpose of Discussion Pertaining to Performance, Assignment, and Appointment of Specific Public Employees of the City of Petersburg, Specifically Including But Not Limited to Discussion of the Performance, Assignment, and Appointment of a Specific Public

Officer of the City of Petersburg.

Council Member Myers made a motion to enter into Closed Session for the purpose stated. Vice Mayor Hill seconded the motion.

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

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

The Council entered Closed Session at 3:08 p.m.

Council Member Westbrook, Council Member Cuthbert, and Council Member Jones arrived.

CERTIFICATION

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

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

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

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

25-RES-018 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER'S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED

The City Council returned to the open session at 5:21 p.m.

3. ADJOURNMENT:

City Council adjourned at 5:21p.m.

The regular meeting of the Petersburg City Council was held on Tuesday, April 15, 2025, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:00 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/340118>

1. ROLL CALL:

Present:

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

Absent:

Present from City Council Administration:

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

2. PRAYER:

Vice Mayor Hill led the Council meeting in prayer.

3. PLEDGE OF ALLEGIANCE:

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

4. DETERMINATION OF THE PRESENCE OF A QUORUM:

A quorum was present.

5. PROCLAMATIONS/RECOGNITIONS/PRESENTATION OF CEREMONIAL PROCLAMATION

There were no items under this portion of the agenda.

6. RESPONSES TO PREVIOUS PUBLIC INFORMATION POSTED

Mayor Parham stated that there were no items under previous public information posted.

7. PRESENTATIONS

a. Crater Area Coalition on Homelessness (CACH) – Shaskia Bryant, Executive Director and Dawn Scott, St. Joseph’s Villa Homelessness Systems Navigator

The presenters were absent, so Mayor Parham moved to the next item.

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

a. Minutes of Previous Meetings:

April 1, 2025, Closed Session

April 1, 2025, City Council Work Session

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

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

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

9. OFFICIAL PUBLIC HEARINGS

- a. A Public Hearing for Consideration of an Amendment to the FY25 Petersburg City Public Schools Budget, in the Amount of \$4,523,723

Garry Cozier, Budget Manager, provided a brief summary of the item. He stated that at the beginning of the fiscal year, the Board had adopted the budget for Petersburg City Public Schools. He explained that state code required that the school division obtain their budget authority through the City, and this item is a budget amendment to increase their spending authority.

Mr. Cozier noted that this resolution did not include any of the previous amendments they had made this fiscal year, but they would have a resolution that shows the total amount, including the amendments, that would be presented at the joint meeting next week. This amendment simply added an additional \$4.5 million to their budget.

Mayor Parham opened the public hearing. Seeing no speakers, he closed the public hearing and the matter rested with Council.

Council Member Myers made a motion to approve the amendment of the FY25 Petersburg City Public Schools public budget in the amount of \$4,523,723. Vice Mayor Hill seconded the motion.

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

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

- b. A Public Hearing for Consideration of an Amendment to the FY25 Grants Fund in the amount of \$49,200 & the FY25 Streets Fund in the amount of \$4,000,000

Garry Cozier, Budget Manager, provided a brief summary of the item. He stated that this item is related to City funding. He explained that the Sheriff's Department had received a grant from the Department of Criminal Justice Services in the amount of \$49,200. Additionally, there is an amendment to the Streets Fund. The purpose of the amendment is to fund the repair of the Oak Hill Bridge. He explained that they were utilizing previously unspent funds from prior fiscal years within the Streets Fund to cover this repair, in the amount of \$4 million.

Mayor Parham opened the public hearing. Seeing no speakers, he closed the public hearing and the matter rested with Council.

Vice Mayor Hill made a motion to approve the consideration of an amendment to the FY25 Grants Fund in the amount of \$49,200 and the FY25 Streets Fund in the amount of \$4 million. Council Member Westbrook seconded the motion.

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

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

- c. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute a Deed of Easement to Virginia Electric and Power Company Across the Property Located at 1937 Johnson Avenue

Brian Copple, City Engineer, provided a brief summary of the item. He stated that Dominion Power had a strategic underground program that identifies areas with a history of reported outages. The area around the 1937 Johnson Street location had been designated as one of these areas, where they planned to replace and install a new ground-mounted transformer, and significantly reduce the number of above-ground lines. To accomplish this, Dominion Power required an easement from the City. He noted that this easement would greatly enhance the reliability and dependability of service to surrounding customers. Therefore, staff recommended that the City Manager execute the deed of easement.

Mayor Parham opened the public hearing. Seeing no speakers, he closed the public hearing and the matter rested with Council.

Vice Mayor Hill made a motion to approve the Ordinance authorizing the City Manager to execute a deed of easement to Virginia Electric and Power Company Across the Property Located at 1937 Johnson Avenue. Council Member Smith-Lee seconded the motion.

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

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

- d. A Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Authorize the Conveyance of an Easement to Virginia Electric and Power Company in Furtherance of the City of Petersburg's Poor Creek Pumping Station Project Located at 16 Raleigh Avenue

Brian Copple, City Engineer, provided a brief summary of the item. He explained that this easement is necessary for Dominion to install a new transformer, which would enable the improvements at the Poor Creek Pumping Station. Dominion was installing and upgrading all of the pumps, and they required an easement to proceed. He stated that staff recommended approval of the request.

Mayor Parham opened the public hearing. Seeing no speakers, he closed the public hearing and the matter rested with Council.

Vice Mayor Hill made a motion to adopt the Ordinance authorizing the conveyance of an easement to Virginia Electric and Power Company in furtherance of the City of Petersburg's Poor Creek Pumping Station project, located at 16 Raleigh Avenue. The motion was seconded by Council Member Smith-Lee.

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

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

- e. A Public Hearing of an Ordinance Request by Crater Center, LLC to Amend the Zoning Ordinance of the City of Petersburg to Allow Recreational Substance Retail uses in the B-2, General Commercial Zoning District with an Approved Special use Permit and At Least 1,000 Linear Feet from the Property Line of Any Child Day Care Center or Public, Private, or Parochial School

Naomi Siodmok, Director of Planning and Community Development, presented the staff report for this item. She stated that this item is a zoning text amendment (ZTA) request from the applicant, Crater Center, LLC. The proposal had been presented to Council before, but today she was presenting a proposed text amendment that had been submitted by the applicant for this text as well. She explained that on June 6, 2024, this item was heard before the Planning Commission, seeking to limit recreational substance retail uses in B-1, B-2, and M-1 zoning districts.

Ms. Siodmok clarified that the proposed amendment would allow such uses only with a special use permit, which required additional review by the Planning Commission and City Council, and would also impose conditions on the property and prohibit them within 1,000 feet of daycare facilities and schools. On July 20, 2024, this item had come before Council, and Council had requested that the amendment limit the uses to only M-1 industrial with a special use permit, removing those commercial zoning districts from consideration. In this case, recreational substances were defined as tobacco products, nicotine, and vaping products, as well as hemp products consumed by inhalation only.

Ms. Siodmok stated that the applicant owned several commercially zoned properties in the City, including 3209 South Crater Road, which had been leased to someone interested in establishing a recreational substance retail establishment, or a vape shop/tobacco shop. She explained that the applicant was requesting that the Zoning Ordinance be changed to allow, with a special use permit in the B-2 commercial zoning district, the opportunity to request a recreational substance retail establishment. As previously mentioned, such uses were only allowed with a special use permit in the industrial zone, so the applicant was seeking to add the commercial zoning district as well.

Ms. Siodmok noted that the only change to the Article 4 special uses enumerated section was adding B-2 commercial zoning districts to the list of areas that allowed those special uses. In terms of comprehensive plan considerations, this proposal would align with the existing plan because the comprehensive plan supported a diverse economy with a variety of uses. However, it also emphasized public health, ensuring that they considered how to address the health of the community and its citizens.

Ms. Siodmok stated that public health was identified as one of the key themes of the Comprehensive Plan of Petersburg. She clarified that this focus on recreational substances is limited to tobacco, nicotine, and hemp products that were inhaled, and did not consider the consumption of these products, such as edibles, or marijuana, as it was not currently legal in the state.

Ms. Siodmok summarized that the Planning Commission voted to deny the request, with six members in favor of denial and one opposed. However, staff had recommended approval, aligning with their previous recommendation to the Council last July, which recommended allowing this with a special use permit in both commercial and industrial zoning districts.

Mayor Parham asked if the applicant had a presentation.

Joe Morrissey, representing the applicant, stated that this was the second time the Department of Planning and Community Development had recommended allowing this use in the B-2 general commercial zoning. He explained that as Council may recall, in the spring of 2024, this Council had directed the Department of Planning and Community Development to present an amendment regarding the limits on vape stores. The Department had presented their recommendation, which included allowing vape stores in three areas: B-1 Shopping Center, B-2 General Commercial, and M-1 Light Industrial. However, this Council had decided to limit it to only M-1 Light Industrial on July 30, 2024.

Mr. Morrissey continued to explain that a reapplication was made by the applicant, a local business owner and his tenant, and the Department of Planning and Community Development again recommended allowing B-2. He requested Council to reconsider and allow B-2 general commercial zoning; however, Ms. Siodmok was correct that this was not supported by the Planning Commission.

Mr. Morrissey stated that he would like to bring to Council's attention a couple of points. When the owner leased the building to Mr. Banaga, he stated his intention to open a vape store shortly before October 2024. At that time, the amendment limiting it to Light Industrial had already been passed. Mr. Banaga was told he could proceed, and he subsequently invested \$120,000 in building out the store he was a tenant of. He said that if permitted, he would like to present seven packets of four photos to Council to provide additional context.

Mr. Morrissey stated that the packet included four pictures showing the build-out at the building in question. The first picture, on the far right, was of the building itself. He noted there were at least three other stores in the area that were currently zoned B-2, although they were grandfathered in. He emphasized this was not a case where someone failed to do their due diligence; rather, it was a situation where a store owner who already owned several businesses was informed that a vape store could be allowed here, invested the necessary funds, and proceeded accordingly. He expressed his belief that it was essential that they rely on the Department of Planning and Community Development to thoroughly research, investigate, and vet any proposed amendments.

Mr. Morrissey said that this was the second time staff had recommended allowing this use in B-2, and as Council serves as ultimate arbiters of the law, he would like them to know the specific reasons outlined in the application, as well as the personal commitment made by the applicant after being told that B-2 was permissible. Notably, this process is consistent with what was done in contiguous jurisdictions, such as Chesterfield County, Hopewell, Colonial Heights, Richmond, Henrico, and Hanover.

Mayor Parham opened the public hearing.

Joe Battiston, 1 South Sycamore Street, spoke in opposition to the request. He stated that he was unaware that this was being discussed this evening. He strongly opposed to vape shops in the City. He explained that recently, a tenant moved into the building next to him and was one of the worst neighbors he has had in his whole life. The company, named Sky High Convenience, consistently disregarded rules, and regulations, despite being told not to. They had been dumping their garbage into other people's dumpsters. He witnessed this firsthand, reviewing the security video footage from 12:00 a.m. to 5:00 a.m.

Mr. Battison stated that upon entering the store, he spoke with the gentleman behind the counter, who told him that the building owner had instructed him to put the garbage in that dumpster. Additionally, the store was also displaying an illegal illuminated sign, which was not permitted in the historic district. He had a text message from one of his tenants, who received a threat from a customer with a gun. He was concerned that allowing this type of business in the city would lead to a decline in quality of life. He said that he feared that it would spread to other areas, such as Sycamore Street, Washington Street, and Fort Lee. He urged Council to consider the potential consequences of permitting vape shops in Petersburg.

Kenneth Pritchett, Chair of Petersburg County School Board, 1912 Matoax Avenue, expressed concern about the presence of vape shops in the City. They had seen an increase in students vaping, at the elementary, middle, and high school levels. He said that based on their policies, they suspended students and placed them on home-based instruction, but they had noticed that some of these vapes contained an illegal substance, which was being brought into their schools. As a

member of the placement board, he had seen that they were suspending students multiple times for vaping.

Mr. Pritchett expressed his concern about the impact of vaping on their students, particularly the fact that some of these vapes were being sold to minors. He noted that Delegate Taylor was aware that had been discussing vaping with school divisions in her district. He said that parents also needed to be aware of the risks associated with vaping, including "popcorn lung," a condition caused by vaping that could lead to serious health problems. He was unsure of how children were obtaining vape products, so more information was needed. He reiterated that these products and vape shop businesses are a major concern in Petersburg's school division.

Mayor Parham closed the public hearing and the matter rested with Council.

Council Member Cuthbert asked how the city of Petersburg ranked in terms of health compared to other cities in the state of Virginia.

Ms. Siodmok acknowledged the City consistently ranked last in health rankings across the state. She noted that Council and the Planning Commission could request staff to research potential text amendments, but outside applicants could also pay a \$1,500 fee and submit a request for a text amendment. She said that this proposal originated from an outside applicant.

Mr. Cuthbert stated that Ms. Siodmok's department is supportive of the proposed amendment.

Ms. Siodmok confirmed that staff is recommending approval to support the recommendation they had made in June and July. Their recommendation was to regulate vape stores and establishments, and had suggested that commercial zoning districts B-1 and B-2, as well as M-1 Industrial, be allowed with a special use permit. This aligned with their original recommendation that had been presented to Council.

Mr. Cuthbert asked why staff was bringing back an item that Council had already denied.

Ms. Siodmok explained that they had a brief conversation at that time about whether it made sense to limit the use to industrial purposes, and since this was a retail use, it also made sense that with the zoning distance requirements and the limitations of a special use permit, the Council could consider the opportunity to have a recreational substance retail establishment. This was all to be considered, and it was not guaranteed by right. The recommendation of the Planning Commission is to deny the request, and the final decision rests with Council.

Council Member Cuthbert noted that Council was very focused on ensuring the corridor around the casino stayed upscale. However, staff recommended that vape shops be permitted by special use permit in any location along South Crater Road.

Ms. Siodmok clarified that there were limitations, including distance requirements from schools, parks, and other facilities. She emphasized that it would never be all up and down the corridor. She reiterated that staff's recommendation is what has been presented.

Council Member Jones expressed concern that City staff told a business owner they could pursue something that they actually were not allowed to do, which ultimately had severely negative impacts to the business owner. He clarified said that Council had already voted on this matter, so bringing it back in this manner was very confusing to everyone. He asked how many vape shops currently existed with special use permits.

Ms. Siodmok replied that they had not had anyone apply for a special use permit since this language had been enacted.

Council Member Jones asked how many vape shops exist on South Crater Road.

Ms. Siodmok answered that she did not have the exact number available today.

Council Member Jones noted that there are many of them on Crater Road, maybe up to 20 vape shops. He asked how many are in the City.

Ms. Siodmok replied that she did not have that number available today.

Council Member Jones asked why Council would change their decision on this item. He asked how many vape establishments the applicant owns currently.

Ms. Siodmok said that it is their first one. She clarified that they were not discussing a specific business. This item is a requested text amendment from the applicant, which would allow them to, if approved, return before Council to request a special use permit for the property. She said that currently, the vape establishment is not permitted at that location. She said that if this amendment is approved, they could then return to request a special use permit. Otherwise, it would remain unallowed at that establishment.

Council Member Jones emphasized that the business owner should have been told that from the beginning before he spent \$100,000. He reiterated that Council had made their ruling on that issue, but someone else was liable for that mistake. He expressed his concern over the amount of vape shops already existing in the City, which posed a severe threat to their community's health and safety.

John Altman, City Manager, said that since the Council had passed the text amendment last year, he did not believe they had received any new applications for special use permits. Regarding those that existed prior to the amendment, he would need to ask previous Zoning Administrators how they allowed them to proliferate. He acknowledged there is a high number of vape shops along the Crater Road corridor.

City Manager Altman said that Council had stated that they did not want to approve any new special use permits, which was determined in the fall. He noted that his question was regarding the timing of Council's decision on this matter and when the individual began doing work on their business. He understood Council Member Jones' point that Council made a clear determination that they are not interested in having vape shops in B-1 or B-2 zones, regardless of whether they were by special use permit or not.

City Manager Altman agreed that this should be consistently communicated to individuals who came in to request a permit. However, he must emphasize that everyone had the right to apply for an amendment; the City could not deny them the opportunity. They could advise those applicants that Council had previously said no, so it would be unlikely that the permit would be successful, but if the individual wished to proceed, they could go through the application process. The other thing to consider is that the recommendation must be consistent with what Council had previously suggested.

Council Member Jones suggested that providing a zoning map to applicants so they could see the M-1 areas where the vape shops are allowed may provide consistency for the whole process. He emphasized that vape shops are a nuisance and any more of them on Crater Road would add to that problem. However, his main concern is that the City had told someone the use was allowed somewhere that it was not. He asked Ms. Siodmok to please make sure this kind of mistake did not happen again.

Vice Mayor Hill stated that he was strongly opposed to this proposal. As the applicant's property

was located in his ward, Ward 2, he appreciated the comments made. He expressed his concern about the unusual process that had unfolded, considering that usually, the Planning Commission was in agreement with staff, but in this case, staff recommended approval while the Planning Commission recommended denial.

Vice Mayor Hill stated that the Council was committed to promoting more respectable types of businesses in the City and transitioning away from predatory and environmentally harmful businesses. He explained that this mindset is essential in order to promote a balanced and vibrant economy in their City. He expressed concern over the fast pace of vape shops becoming established in the City, which suggested tight restrictions on the use are necessary, especially considering the known health impacts on the City's children.

Vice Mayor Hill made a motion to deny the Ordinance request by Crater Center, LLC to amend the Zoning Ordinance of the City of Petersburg to allow recreational substance retail uses in the B-2, General Commercial Zoning District with an approved Special Use Permit and at least 1,000 linear feet from the property line of any child day care center or public, private, or parochial school. Council Member Cuthbert seconded the motion.

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

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

Vice Mayor Hill stated that the reason for denial of this request is due to the fact that Council had already voted this way in the past, as previously stated. He apologized to the applicant for spending money on a use the City did not allow, but ultimately Council must uphold their Zoning Ordinance standards.

- f. A Public Hearing of an Ordinance for a Request by Alexander Graham, Jr., on Behalf of the Warrenton Group, to Rezone Property at 2233 Halifax Road, Parcel ID 076030800, from the A, Agricultural, District to the M-1, Light Industrial, District with Proffers

Naomi Siodmok, Director of Planning and Community Development, presented the staff report for this item. She stated that the subject property is located off Halifax Road and I-85. The request is seeking to rezone this property to M-1, Light Industrial, as per the applicant's request, from its current zoning of A, Agricultural. There are proffers in the packet for consideration, which are conditions voluntarily submitted by the applicant. She explained that the property owner is the City, but there is an option agreement with the Warrenton Group, which allows them to submit an application for rezoning.

Ms. Siodmok provided the existing conditions of the property, noting that they were challenging to depict due to limited access, so the best views of the site are the outside components. The proposed use is data center development, consisting of six two-story data center buildings, approximately 145,000 square feet in area, and two substations, each approximately 4.5 acres in area. The site access for construction and operation is proposed from Halifax Road.

Ms. Siodmok noted that the proffered conditions include limiting residential streets for emergency access and utility infrastructure maintenance. As the final site design and conversations with Dominion Energy continue, certain site components are likely to change. The initial concept for Collier's Yard includes the proposed data center facilities, substations, management of wetlands, and other site components.

Ms. Siodmok reiterated their current data center regulations, which require a minimum 100-foot

setback for principal structures abutting residential or park spaces, as well as a vegetated buffer and berm along those spaces. Pre- and post-construction noise studies must be completed before this project can proceed. Sound mitigation measures are required for mechanical equipment.

Ms. Siodmok continued to explain that a minimum of 35-foot setbacks for anti-intrusion fencing fronting any public street is also required to prevent barbed wire or safety fencing from being placed directly on the public street. These setbacks are intended to set the fencing back into the development. Additionally, in terms of addressing water recycling, a closed-loop cooling system is required if water-based cooling is involved, unless an exception is granted by the Director of Public Works. She clarified that these aforementioned requirements are already outlined in the City Code.

Ms. Siodmok next discussed the proffers submitted by the applicant. The applicant agreed to meet the 100-foot setback requirement as specified in the code, and agreed that the substations would also meet this requirement. The data center and substations would have architectural treatments, which would be presented to the Planning Department for review before implementation. Furthermore, enhanced landscape design for buffer areas would be addressed, as they were adjacent to residential areas.

Ms. Siodmok stated that noise studies, as required by code, would also be conducted. The applicant had also added that generator testing would be limited to weekdays between 8:00 a.m. and 5:00 p.m. to minimize noise impact. The proffers also include that the applicant was committed to utilizing water-based cooling if a water system was used.

Ms. Siodmok said that additional proffers include that the applicant would work with the electric and gas company to avoid power lines that may impact residential development in the area. She said that they would also collaborate with DEQ to mitigate wetland and stream impacts, as the site contained numerous wetlands and they intended to implement mitigation measures. Access to the site during construction would be available on Halifax Road for the operation and construction, while residential streets would be used for emergency access if needed.

Ms. Siodmok continued to state that the applicant would work to abandon existing easements on the site, accommodating easement restrictions where possible, and would obtain necessary permits for new utility infrastructure before presenting it to the Planning Commission, as required to be in accordance with the Comprehensive Plan. So, once they identified the locations of substations, they would need to come before the Planning Commission for review and approval.

Ms. Siodmok explained that the site was located near various zoning designations, including residential, agricultural, and industrial zones. To the north and east, primarily residential spaces could be seen, including the Ramblewood subdivision. To the south, the railroad system, and industrial companies such as Bleach Tech, Inframetals, and Allen Myers Asphalt Plant were located. She said that to the west; another railroad and Halifax Road were present.

Ms. Siodmok explained that the Comprehensive Plan outlined ideal spaces for industrial uses and identified this site as general industrial. The Comprehensive Plan emphasizes the importance of locating industrial sites next to roads and rail and makes the point that if located near residential development, they should have suitable setbacks and buffers. The applicant plans to meet minimum code requirements and address environmental factors, as well as use high-quality building materials.

Ms. Siodmok summarized that the Planning Commission had recommended unanimous approval with the presented proffers. Staff also recommended approval with the proffers but recommended that the applicant explore opportunities to exceed minimum standards for buffers next to residential development. She added that the applicant is also present tonight to address any of Council's

questions.

Mayor Parham opened the public hearing.

James Beck, 1977 Vesonder Road, expressed his opposition to the rezoning request. He stated that he and his wife lived in the last house on the north side of Vesonder Road, adjacent to the parcel proposed for rezoning, and had lived there for over 52 years. He noted that while they opposed this rezoning request, they were not opposed to data centers in general or to having them built in Petersburg. However, they reserved judgment on having one next door to them. He explained that their objection to this rezoning request was based on the lack of transparency in the process thus far, the limited information available on the request, and what they perceived to be the lack of due diligence by the Planning Commission.

Mr. Beck stated that the Warrenton group, the applicant requesting the rezoning of this property, is a real estate development company based in Washington, D.C. The group had experience with housing developments in the D.C. area and claimed to have some expertise in casino development. In their rezoning request described a plan to use 2233 Halifax Road as a site for a large complex of up to six data centers, along with two electrical substations to supply the necessary amount of power.

Mr. Beck said that he believed this was misleading at best. He could find no evidence of the Warrenton Group being involved in any data center operation or having developed any such center. In his view, the group appeared to be land speculators who had advanced the data center idea as a means of getting the property rezoned to M-1, Light Industrial. They had presented only a conceptual plan for the data center complex. He noted that the M-1 zoning classification is not specifically for data centers; in fact, data centers have only recently been added to the list of uses allowed for a Light Industrial site.

Mr. Beck said that it was likely added to the City's Zoning Ordinance code to accommodate Warrenton's pending purchase of the Halifax property from the City. He believed that the Warrenton Group wanted to purchase this property and enhance its value by changing the zoning classification, possibly to resell it for an unspecified use that may or may not involve a data center. Once the property has been rezoned to M-1, it could be used for any one or more of the numerous categories outlined in five pages of the City Zoning Ordinance.

Mr. Beck stated that they were unaware of any data center operator interested in purchasing this land or making the necessary improvements for data centers. He expressed concern that once it has been zoned as M-1, Warrenton could sell it for a use that may be more objectionable than a data center development. He emphasized that he and his wife did not believe the Warrenton Group, or the Planning Commission had been transparent in the information provided to support the request, and the Planning Commission had not thoroughly investigated the Warrenton Group's plans for future use of this property.

Mayor Parham closed the public hearing. He asked if the applicant had a presentation.

Alexander (Sandy) Graham stated that he is an attorney with the law firm Williams Mullen, based in Richmond. He stated that he is representing the Warrenton Group in its petition to rezone the Collier Yard property for use as a data center. The Department of Planning and Community Development provided the background for Council this evening. He thanked the Planning staff for their helpfulness with their questions and for working with them to produce a fine plan for the City.

Mr. Graham explained that their data center project and the rezoning needed to make it happen would be transformative for the City of Petersburg. The Council is already aware of the

pharmaceutical companies located there, including Civica, Flow, and Novo Nordisk, the second largest drug manufacturing company in the world, all companies that had chosen to locate in the City. Additionally, they had recently witnessed the groundbreaking for the new casino and hotel project.

Mr. Graham stated that this data center project made it a trifecta for the City. The development of the data center would bring significant change to the City for the foreseeable future. The data center would result in a substantial increase in real estate taxes and machinery tax revenues, which could be used by the City to fund improvements in public schools and replace aging infrastructure.

Mr. Graham said that the development would transform an underutilized, tax-exempt, City-owned property into a revenue-generating dynamo, contributing significantly to the City's tax base without placing additional burdens on public services. For years, data centers had been criticized for their plain, gray structures, and they had heard this. They had their architects working on this, and they had conducted architectural charrettes, where people had provided feedback on the design.

Mr. Graham indicated three architecturally rendered designs, one of which may be the one used in Petersburg, but all were noteworthy and not the generic gray boxes that others had been accused of creating. The Council's vote to change the land use from agricultural to M-1 light industrial, the highest and best use of this site, would enable his client to purchase the property and proceed with the project.

Council Member Westbrook made a motion to approve the Ordinance approving the request by Alexander Graham, Jr., on behalf of the Warrenton Group, to rezone property at 2233 Halifax Road, parcel ID 076030800, from the A, Agricultural District to the M-1, Light Industrial District. Vice Mayor Hill seconded the motion.

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

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

- g. A Public Hearing of an Ordinance for an Amendment to the Zoning Ordinance of the City of Petersburg Pertaining to the Introduction of Civil Penalties for Violations of the Zoning Ordinance

Naomi Siodmok, Director of Planning and Community Development, presented the staff report for this item. She explained that this amendment provides an alternative approach to addressing Zoning Ordinance violations. Currently, these violations were only addressed through criminal misdemeanors, which involves an administrative process where they worked with the applicant to resolve the issue, providing a 30-day notice, followed by an additional 10 days, and it was staff's responsibility to issue a summons and take the matter to court. Unfortunately, they had not seen much success with this process.

Ms. Siodmok stated that to move forward, staff is proposing the introduction of civil penalties, which would allow them to impose a monetary fine. Currently, they had 25 open violations that fell outside of this administrative process. These included five related to abandoned vehicle storage lots, two related to illegal contractor equipment storage, five related to failure to maintain signage, and 13 related to sign permitting issues, such as those involving illegal sign types, signs installed without proper permits, and signs exceeding maximum sign allowance. With civil penalties, they could charge a fine after the administrative period, which would allow them to bypass the criminal route.

Ms. Siodmok explained that for the first offense, they could charge up to \$200. She noted that most of their violations are not committed by homeowners or small business owners, but rather by large-

scale issues such as storage lots. She emphasized that they are not targeting small pockets of individuals, and they had an existing administrative process in place to address these issues. Staff proposed the following civil penalty structure: a \$200 fine for the initial offense, up to \$500 for subsequent offenses, with a cap of \$5,000. Once they reached this threshold, the matter would revert to the criminal process. Notably, they could not charge a fee more than once within a 10-day period.

Ms. Siodmok stated that some benefits of having civil penalties versus criminal penalties included the ability to issue a civil summons across state lines, which would help them reach property owners that may not be located in Virginia and encourage them to comply with their Zoning Ordinance. With civil penalties, violators had the option to either pay the fine or dispute the issue in their general district court. In civil cases, the proof required is a preponderance of evidence, which was a lower threshold than the "beyond a reasonable doubt" standard used in criminal cases.

Ms. Siodmok reiterated that they would always retain the ability to pursue criminal penalties as well. She stated that the Comprehensive Plan addressed this issue, noting the challenges they faced in addressing absentee landowners, particularly those who were out of the City and out of the state. This civil summons provided an opportunity to address those individuals. The Comprehensive Plan also recommended that they review and ensure the penalties for Zoning Ordinance violations were maximized. She noted that what staff presented today is the maximum allowed by the state.

Ms. Siodmok concluded by stating that the Planning Commission had unanimously recommended approval, and staff also recommended approval. She noted there was a change between the Planning Commission meeting and this Council meeting, as they had spoken with the City Attorney, and he advised that they incorporate the fees into the ordinance. She clarified that this change reflected the maximum fees allowed by state code, which was either going to be adopted in a different way or integrated into the ordinance.

Mayor Parham opened the public hearing.

Mary Howard, 608 South Park Drive. She said that she understood the concern about people in violation; however, it would be most beneficial to break down the specific violations and the according fines in order to address specific situations. She explained that different businesses may need to be fined differently.

Gary Talley, 2323 Fort Rice, said that he did not understand why this is a problem. If a business is in violation, the City should pull their license until they comply. There should not be an ongoing cycle of notifying them and them ignoring the City. He stated that if they ignore the second warning, they should just pull the business license, effectively suspending the business until they comply.

Joe Battiston, 1 South Sycamore Street, Petersburg. Mayor Parham, City Council. He explained that he served on the Architectural Review Board (ARB) and currently held the position of chairman. He said that in this role, he strived to assist homeowners who were creating violations. He said that he was not aware if the Council was aware, but there was a significant issue regarding the real estate associations' reluctance to implement ordinances requiring notification to homeowners when purchasing a home in a historic district. He said that the Realtors Association consistently opposed such measures in the House and Senate, making it challenging for individuals purchasing homes in historic districts to be aware of their responsibilities.

Mr. Battison said that as a result, some homeowners were unknowingly renovating or flipping homes without proper knowledge of the historic district's requirements. He explained that he had found himself intervening on occasion to inform contractors who were disregarding the necessary procedures for historic districts. For instance, he recently observed contractors installing vinyl siding

on a home on Washington Street. He stopped them and spoke with the contractor, explaining that vinyl siding was not permitted in historic districts.

Mr. Battison said that he suggested that the contractor contact the owner, who would be notified of the need to appear before the Architectural Review Board. He said that the contractor was about to remove the corbels from a historic home, which would have resulted in significant architectural damage. He said that he spoke with the owner, explaining the situation and the potential costs associated with custom-made corbels. He advised the owner to stop the work and avoid the expense of reinstallation.

Mr. Battison said that when he left, the owner instructed the contractor to proceed, and they subsequently removed all architectural features, replacing them with vinyl siding. This was a situation where the violations would be relevant. However, the Planning Department had struggled to enforce these violations in court, with the courts not consistently siding with Petersburg. He noted that Rosalyn Dance demonstrated exceptional work when she was in the Senate, particularly at the time the blight law was passed, which allowed for criminal prosecution.

Mr. Battison said that he purchased the building from someone who should have faced prosecution for their actions, under an agreement he had with the City Manager at the time that he would demolish the building within 30 days. He said that this was supposed to take approximately two weeks, but it actually came down in just 15 minutes when they simply removed a brick to assess its stability. He said that a significant portion of the building's front facade collapsed, largely due to the fact that a City building inspector in Richmond owned the building here in Petersburg and had been lying to the judge so the judge kept giving the owner more time.

Mr. Battison emphasized that they needed to stop this from happening. He said that as Vice Mayor Hill stated earlier, they wanted to improve the image of this City, and this was how they planned to do it. He said that when they could actually issue fines, they were not targeting homeowners who were simply trying to survive; they were focusing on those who knowingly engaged in wrongdoing. He said that if they could educate homeowners in advance, they would have a better chance of avoiding problems. He had had success with this approach. Councilman Cuthbert informed him about someone who was ripping off slate from a house, and he was able to intervene before they started installing shingles.

Mr. Battison said that he worked with the homeowner to educate him about synthetic slate, which was allowable by the Department of Historic Resources and the Department of Interior. He said that as a result, he was able to avoid significant financial losses. He said that if he had waited for the City to issue a stop work order, he would have lost a lot more money. He said that by being able to explain the process to people as they drove through the City, they could help them avoid costly mistakes. He said that some may argue that they were hurting homeowners, but they needed to strike a balance to avoid losing their historic district designation or penalties from the National Park Service and the Department of the Interior.

Mary Bullock, 311 High Street in Petersburg, expressed her support for the proposed Zoning Ordinance amendment. She stated that she was wondering if people would just continuously pay fines without any further action. She noted that there are many blighted properties in the City. She said that while the Ordinance addresses if anyone is harmed, she has photos of slate falling off of her neighbor's house. She had gone to court, where lies were told. She had only lived in Petersburg for three years, but after reviewing court records, she found that her neighbor had been going to court over this issue for more than 13 years. She agreed that civil penalties are essential, and they have to follow up on them. She appreciated the Council making these small but impactful changes to improve their City.

Marlo Green, 301 Rolfe Street, expressed her support for the Ordinance amendment, but also had a question. She asked if the civil penalties would apply to accessory dwelling units without a primary structure, as there had been difficulty in bringing those properties into court.

Mayor Parham closed the public hearing.

Mayor Parham asked if Ms. Siodmok could address the public comment regarding how many times someone could pay the civil penalty.

Ms. Siodmok answered that once the fees accumulated to \$5,000, the case was returned to the criminal process. As a result, they would receive a summons, take the matter to court, and address it accordingly.

City Manager Altman stated that for example, if the City cited someone and they paid \$200, but did not correct their property, the City would charge them another \$200. The individual could continue to do that until they reached \$5,000, at which point it would become a criminal charge.

Anthony Williams, City Attorney, explained that the key point to acknowledge was that this new option did not diminish the City's ability to issue criminal summons immediately. He said that rather, it provided an additional option. He said that another consideration was that this was not a comprehensive solution. As Ms. Siodmok had mentioned, the amendment was targeting larger entities. However, large entities like Walmart were unlikely to be deterred by a \$200 or \$500 or even a \$5,000 fine. He reiterated that it would be an additional tool for code enforcement.

Mayor Parham asked if Ms. Siodmok could address the question about how this Ordinance would apply to accessory dwelling units.

Ms. Siodmok replied that a use violation was indeed a zoning violation. Examples of pending use violations included vehicle storage lots, so consequently, an accessory dwelling unit that was prohibited would be considered a use violation, and they could pursue civil penalties as an option.

Council Member Jones stated that he understood staff wanting this additional tool as a potential option, but he had concern that they have not been adequately utilizing their ability to criminally charge for violations. The big picture should be harmony and unity, not control. He expressed concern that they had not educated the public enough about what constitutes a zoning violation, and they would be doing them a disservice by fining them without adequate explanation. He agreed with Ms. Howard that these civil penalties should be broken out into specific items in order to provide context for the types of violations, and also agreed with Mr. Talley that they should consider just pulling the business licenses until they get into compliance.

Council Member Jones expressed concern that the fines may be arbitrary and ineffective in achieving the goal. He reiterated that there are many other zoning violations that have been historically unaddressed with the current City policies, and education of the public is essential to resolve these issues in good faith.

Ms. Siodmok clarified that when it came to implementing civil penalties, staff would not simply hand out fee after fee – they would restart the administrative process. They would work with the owner to resolve the issue through the City team and the owner, and if the business failed to comply within the 30-day and 10-day timeframes, they would have the option to impose civil penalties as opposed to immediately going to the criminal process.

Ms. Siodmok noted that the 25 open violations are in addition to other violations her department had addressed administratively, meaning that they resolved them without needing to go to court. They had been making positive progress with many violations, but the 25 violations she shared with

Council are the ones that had reached a standstill and serve as examples of situations where civil penalties could be a beneficial option for enforcement and resolution.

City Manager Altman stated that as a former Planning Director, his experience was that they would regularly explore opportunities to enhance their enforcement capabilities, which they believed would be beneficial in this type of work. He agreed with Council Member Jones that they must be equal in how they dealt with people and find a balance that worked for everyone. He said that the key was to initially work with property owners and find a resolution, and if they could not get the property into zoning compliance, then they would pursue further steps to bring them into compliance.

City Manager Altman stated that this approach allowed them to work with the property owner, educate them, and encourage voluntary compliance. He said that one aspect of this process that he would like to highlight was the ability of Ms. Siodmok's staff to serve civil summonses, which could be done immediately. In contrast, the criminal summonses would be the responsibility of the Police Department and Sheriff's Office, both of whom may not be able to deliver those summonses as quickly due to their respective workloads.

City Manager Altman reiterated that he did not believe this was an attempt to target anyone, but rather an opportunity to utilize this tool in a way that could help move the process forward. By doing so in an educational manner, they could achieve voluntary compliance and find a balance that worked for everyone.

Council Member Jones asked how many active court cases the City had with regard to these issues.

Ms. Siodmok replied there are none.

Council Member Jones asked if this means that staff is not utilizing their ability to take people to court.

Ms. Siodmok explained that as the City Manager mentioned, staff have been working on this issue, but they acknowledged that other departments had competing priorities that did not include addressing an abandoned vehicle storage lot or ensuring that signs were properly maintained. This proposal presented an opportunity for them to work with the City Attorney to serve the necessary violations without diverting resources from other departments.

Vice Mayor Hill said that he appreciated the plan. He noted that one of the public commentors had mentioned how difficult the court process could be when trying to resolve these issues, even when they became safety hazards. He stated that this plan provided another tool for the City to use in such situations. He stated that he believed that civil fines could be an effective way to address this issue. He said that he agreed with Mr. Talley's suggestion of getting licenses for business owners who failed to comply. He said that perhaps this could be a component of the plan. He asked the City Attorney if this proposal is pulling from the state's guidelines for this matter.

City Attorney Williams explained that when he first began working for Petersburg, code enforcement was strictly criminal, similar to zoning, and his recommendation at that time was to implement the civil process they currently use. He always strived to provide their enforcement officers with the necessary tools. He added that Council Member Jones brought up an important issue, namely that before Council adopted civil penalties for code enforcement, they developed a policy on how it would be implemented.

City Attorney Williams stated that Council Member Cuthbert played a significant role in this policy development, ensuring that the power was used uniformly across the board. He said that this meant that one person would not be given a criminal penalty, while another would receive a civil penalty.

He agreed this was an important aspect Council Member Jones highlighted. He agreed that this civil process was a valuable tool, enabling officers to handle cases involving absentee landlords and situations where a criminal penalty might be too severe. He reiterated that it was essential that this power was applied uniformly to maintain consistency.

Vice Mayor Hill stated that they often worked with property owners who resided outside the City, but owned property within City boundaries. He said that these individuals may not be familiar with the day-to-day maintenance of their properties, such as the condition of vegetation, roof shingles, and other aspects. He agreed that this proposed solution could potentially allow them to reach out to these individuals, regardless of their location.

Vice Mayor Hill asked Council Member Jones if he could clarify what he envisioned for this process. He asked how they would inform the public of this process.

Council Member Jones replied that as the City Attorney mentioned, a policy is necessary in order to maintain equity and ensure they are not targeting individuals or make anyone feel targeted. He felt the City Manager could write this policy.

Vice Mayor Hill stated that if he were to be in violation and the City came to him, he would feel like he was being singled out. He said that it may feel that way to someone if one person was notified but they knew of others who had not been notified.

Council Member Jones reiterated that policy is necessary in order to provide guidelines for the City's power and control in these types of situations. Without a policy, they could be risking lawsuits.

Vice Mayor Hill asked the City Attorney if he could work with the Planning Department to draft a policy.

City Attorney Williams stated that he would not write it, but he would share the policy that code enforcement had with Ms. Siodmok, so she could use it as a draft. He said that he would assist her in ensuring that it aligned with their existing policies.

Vice Mayor Hill suggested that they should establish a clear direction for the policy. He asked what specific elements would be in the policy.

City Attorney Williams explained that the primary thing the policy addressed was providing clear guidance on when to use civil penalties versus criminal penalties, rather than leaving it to chance or individual discretion. He said that this gave officials a clear framework for determining when a civil penalty was appropriate and when a criminal penalty was necessary, thereby reducing the potential for bias or favoritism. He said that for example, it ensured that a civil penalty was not given to someone simply because of a personal relationship, but rather because of the severity of the infraction, regardless of the individual involved.

Vice Mayor Hill asked about the feasibility of including language related to revoking a business license associated with a violation.

City Attorney Williams clarified that the state code did not allow that type of action. He stated that if the business meets their zoning requirements, keeps their taxes current, and pays their fees, they must issue the business license.

Council Member Cuthbert agreed with the City Attorney's point that this was an additional tool, and he did not see any way it would threaten the public. It simply provided staff with another option, offering flexibility to charge individuals with civil violations rather than criminal ones. This seemed like a step in the right direction, as it aimed to obtain compliance.

Council Member Cuthbert said that if they could achieve compliance through the civil route, which was a positive outcome. However, if not, he believed it was reasonable to proceed with the criminal route, as they wanted to discourage behavior from absentee landlords that viewed their City as a potential profit center. He said that in any case, he thought they should adopt this motion and move forward. Tabling it would not achieve any significant benefits.

Vice Mayor Hill made a motion to adopt the Ordinance for an Amendment to the Zoning Ordinance of the City of Petersburg pertaining to the introduction of civil penalties for violations of the Zoning Ordinance. Council Member Cuthbert seconded the motion.

Council Member Jones made a substitute motion to table the item until the City staff drafted a policy to provide specific guidance on how to apply the civil penalties.

There was no second to the substitute motion, so the motion died, and the original motion remained on the floor.

Mayor Parham called the vote on the original motion to adopt the Ordinance as presented.

The motion was approved on a roll call vote.

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

- h. A Public Hearing for the Consideration of a Resolution Allocating the Remaining \$132,090 in Community Development Block Grant (CDBG) COVID CARES Act Funds to Support Social Services

Naomi Siodmok, Director of Planning and Community Development, provided background information on the item. She explained that at their last work session, Jennifer Murphy James, their CDBG advisor, had presented the Community Development Block Grant Advisory Board's proposal for allocating \$132,000. She said that staff had previously recommended to Council the avenue to spend this fund amount in October 2024. They had \$264,000 available, with \$132,000 allocated for critical home repairs, so the remaining \$132,000 was still pending.

Ms. Siodmok stated that during that previous discussion, conversations had centered around addressing their local unhoused population. She said that for the next steps, Council had asked staff to hold a meeting with interested parties, including schools, hotels, the Crater Area Coalition on Homelessness, Social Services, and the Community Development Block Grant administrator. She noted that they were currently working on setting up this meeting and had identified points of contact; however, the meeting had not been held yet.

Ms. Siodmok stated that with that in mind, staff was requesting that Council hold a public hearing to gather feedback from the public on the request and recommendation by the Community Development Block Grant Advisory Board to provide \$132,090 to the Department of Social Services for homelessness prevention and remediation. She noted that if Council was open to deferring the item until the meeting with key partners, staff was supportive of that, but they want to hear from the public at this juncture to receive input and feedback.

Mayor Parham opened the public hearing.

Lavera Talley, 938 Hillside Drive in Ward 6, stated that she was here in support of the \$132,090 being allocated to the Department of Social Services. She stated that as the founder of the nonprofit Linden Helping Hands, she had been actively involved in the City of Petersburg, working closely with the unsheltered and homeless populations within the City. She noted that just this past

Sunday, they visited five hotels and encountered a family with seven children in one room, and another family, a mother with four children, in a different hotel.

Ms. Talley emphasized that the issue of homelessness and its impact on the City's children persisted. She and her team had been working directly with the schools to provide support to families in need, and she believed that this allocation would be a valuable resource in addressing the crisis. She stated that her nonprofit wholeheartedly supports Council in allocating this \$132,000 to the Department of Social Services to help those in need within the City.

Mayor Parham closed the public hearing, and the matter rested with Council.

Council Member Myers made a motion that Council distribute the CDBG funds as follows: \$5,000 would go to Black Resilience Advancement Volunteer Empowerment (BRAVE), and \$100,000 to Parks and Leisure, and the residue of \$27,090 to be distributed to the Department of Social Services at the May 6 meeting. Council Member Westbrook seconded the motion.

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

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

- i. A Public Hearing of an Ordinance to Authorize the Purchase of Property Located at 530 E. Washington Street – Tax Parcel ID No. 012280013

John Altman, City Manager, provided background information on this item. He stated that this item is an ordinance to purchase the property at 530 East Washington Street, formerly known as the Howard Johnson's Travel Inn. He said that this property had become available, and they believed that moving forward with the purchase and demolition would yield significant improvements to the Exit 52 interchange. He said that by doing so, they would be able to move forward with improving the interchange in a manner consistent with the location of the casino, which was set to open this fall, and ultimately enhance the overall image of the corridor.

Mayor Parham opened the public hearing.

Barb Rudolph, 1675 Mount Vernon Street, stated that based on the agenda package, she understood that this property was being sold to the City by Dave McCormick. She noted that it appeared that Mr. McCormick had purchased the property at an auction when it was previously for sale. She was curious about the circumstances surrounding this sale. She wondered if there was a quid pro quo involved, with Mr. McCormick receiving special consideration from the City in exchange for selling the property. She was not suggesting anything about Mr. McCormick's character, but rather that the lack of information on this transaction seemed unusual.

Ms. Rudolph noted that Mr. Altman had mentioned that the property would be used to improve the interchange, which was a positive aspect. Considering the City's ownership of three out of the four corners of the interchange, this presented an opportunity for more forward-thinking development. The City's existing properties, where the old Holiday Inn and Ramada had been demolished, could be utilized for a new purpose. This brought to mind another question: would the sale also involve the demolition of the Howard Johnson's, and if so, what would be the associated costs for the City, including the cost of demolishing and preparing the site for future development?

Mayor Parham closed the public hearing.

Council Member Myers made a motion to authorize the City Manager to purchase the property located at 530 East Washington Street, with Tax Parcel ID No. 012280013. Vice Mayor Hill

seconded the motion.

Council Member Jones asked how soon they would be demolishing the building.

Mr. Altman stated that they would be demolishing some other buildings as well, so staff was working on determining the costs of demolition so they could put it out to bid under one contract.

Council Member Jones emphasized that it was essential to demolish it as quickly as possible, as it was currently an extreme public safety hazard.

The motion was approved on a roll call vote.

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

Council Member Cuthbert explained his abstention was due to reservations he had about the process that was followed.

10. PUBLIC INFORMATION PERIOD

Dr. Tamara Blow, 1725 Monticello Street, stated that she and Reverend Eugene Blow wanted to briefly discuss the business case for operating a short-term rental in their residential zone, R-1. There had been a demonstrated market demand and economic opportunity for short-term rentals, driven by tourism growth, increased interest in Civil War history and cultural attractions, and a hospitality gap in the City of Petersburg. Petersburg's unique attractions, such as Fort Lee and colleges, contributed to the high demand for short-term rentals.

Dr. Blow added that this type of operation could significantly contribute to local economic development, as it generated taxes and supported local events. As property owners who had been in the area for nearly 30 years, they had observed that short-term rentals had created job opportunities, improved economic development, and supported local events. She proposed that a special use permit be granted for the R-1 zone for a professionally managed short-term rental, with the understanding that there would be necessary limitations. They were willing to comply with any conditions.

Marlo Green, 301 Rolfe Street, stated that she wanted to touch base with Mr. Altman or request an update on the proposed bypass road. Since they were looking into moving the bypass road to the north outside of the floodplain, she had not received an update on that. On a lighter note, she would like to share with them the Pocahontas Island newsletter. There is an exciting initiative they are undertaking through OCR Community Empowerment Group, which she was the president and founder of. They had established the Petersburg Experience, which she believed would highlight the City's unique offerings. She said that Virginia State University was their first participant, and they had sponsored their visit.

Ms. Green stated that they had taken them to the Madhouse, Resist Bookstore, an escape room, and even had a sound bath outside on Pocahontas Island using the breath bar. The Petersburg Experience aimed to showcase their City's businesses, particularly in light of the upcoming casino. It would be a package that could be sold to corporations or City departments, and she would be happy to sponsor an event for the City council if they were interested. They also had a date night experience for married couples.

Ms. Green stated that this initiative would give Petersburg a unique identity and highlight its attractions. Additionally, her nonprofit was working towards using the Union Street train station for their first event, Stories by Candlelight, scheduled for June 26 at 7:00 p.m. This event would be in collaboration with the Petersburg Symphony, and more information would be shared soon. This event would feature the String Quartet from the PSO, surrounded by over a thousand candles. They would be telling the story,

and the first part of the story would be the story of love, set to music by Bruno Mars. She would like to offer a complimentary ticket to each council member, as well as Mr. Altman and Mr. Williams.

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

Council Member Cuthbert asked if City Manager Altman could please update the Council and the public on the planned relocation of their information center to the Southside Depot.

City Manager Altman explained that for years the Tourism Department had been located in the Exchange Building, and as the Council and community were aware, they had been renovating the Southside Depot, initially starting as an opportunity to partner with the National Park Service years ago. As they progressed with the project, their current goal was to locate the Tourism Department and a visitor's contact station for the downtown area at Southside Depot. They are moving forward with the main punch-list items and get those completed in the main portion of Southside Depot.

Mr. Altman further explained that that Ms. Williams and Mr. Copple are working on the interior design and layout of the space, and they were estimating the cost to prepare it for use as a visitor's contact station. The plan was to locate the station on the first floor and utilize the upstairs space for office space for the tourism staff. By investing in the Depot's renovation, they would be able to open the building and utilize it as a trailhead for the Fall Line Trail, which would connect to the Appomattox River Trail at Patton Park. This would provide an opportunity to attract visitors from as far north as Ashland, as well as individuals circulating within their downtown area, who could stop by to explore their historic resources and meet with their staff.

Mr. Cuthbert asked for the timetable for relocating the Tourism Department to the Southside Depot.

City Manager Altman said that when he spoke with Ms. Williams, they were considering a late summer or fall timeline to have the necessary funding in place, allowing them to implement the project in the fall timeframe.

Council Member Cuthbert expressed concern that the timeline would mean they would be missing their main tourism season. He stated that on another note, staff had mentioned a wage study over the past three years, and he was wondering if there was any update on its progress.

City Manager Altman replied that in their upcoming budget meetings with Council, staff would be discussing the plans for implementing the results of the completed class and compensation study.

Council Member Cuthbert clarified that the study had been completed.

City Manager Altman confirmed that was correct.

Council Member Jones stated that he had some before-and-after pictures to share with Council. He thanked everyone in the audience for attending tonight's meeting and for listening to his impassioned remarks. He emphasized that he grew up in Petersburg and cared very deeply about finding the best ways to improve this beloved City. He indicated the photographs he had shared, which depicted a house that had caught on fire, which the Fire Department, Code Compliance Department, and the Fire Marshal's Office had all worked on with Chief Miller. He noted that they had used the tools available to them in order to solve this issue within 30 days. They had demolished the house and removed all the debris quickly, which indicated to him that strict and simple policies would give them the best results. He thanked all the staff for their good work.

Council Member Westbrook stated that he would like to discuss seven key points of emphasis. The first point is that they are currently in the spring season, and he would like to start by acknowledging the ongoing community cleanup initiatives in the greater City. On May 10, from 8:00 a.m. to 12:00 p.m., the Citywide Don't Trash Petersburg initiative would take place, and he encouraged everyone to participate

by disposing of unwanted items, such as household trash and furniture, at designated collection points. This event serves as an opportunity for them to work together and dispose of these items responsibly.

Council Member Westbrook reiterated this point, as it was mentioned in the last city newsletter, and also remind everyone that their community was being watched by the greater region, the state and the United States as a whole. He emphasized that it was essential that they organize and clean up in order to foster community pride. He noted that personally, he believed that before they criticized the world, they should start by setting their own houses in order.

Council Member Westbrook asked that everyone please maintain their lawns, decluttering their homes, and improving curb appeal. By doing so, they would be able to showcase the City's efforts to clean up and take care of each other as a community. His third point was that they were able to return some funds to the Parks and Recreation Department today. He was aware that Social Services would eventually be able to provide assistance as well. However, it was essential that they prioritize their youth, as many of them would advocate for their needs.

Council Member Westbrook stated that the youth are the future, and he wants them to feel appreciated. To that end, he would like to highlight the summer internship program for older youth, which began on June 17. This program would provide valuable opportunities for students and their future leaders to gain professional experience and contribute to the City's future.

He would also like to extend an invitation from Mr. Marquis Allen to support their youth. The youth soccer league, which had partnered with Ettrick, Fort Gregg Adams, and Colonial Heights, had over 100 children enrolled. They also offered youth baseball, and baseball games were starting to take place, along with various events at the sports complex through local partnerships that Mr. Allen was facilitating.

Council Member Westbrook continued that fourth, he would like to express his gratitude to Don Brooks, who hosted a successful fitness weekend. He said that he attended the senior workout and was impressed with the program. Additionally, he would like to highlight some of the other great initiatives happening in Petersburg, such as the historic Petersburg Garden Tour, which takes place on April 29. He said that he hoped that they could show their support for this event, as it attracted visitors from around the area.

Council Member Westbrook expressed his disappointment that they had missed the annual marathon this year, but he would like to work with Mr. Allen to bring their own event, possibly a 5K or 10K, to the City. He noted that he participated in the Ukrops' 10K every year, this year taking 60 VSU students with him, and they all agreed they loved the culture of running and races. He said that he responded by saying, hopefully, they would participate in what he would like to build in the city of Petersburg - an annual race, possibly around back-to-school time in August.

Council Member Westbrook stated that his fifth point is that he wants to emphasize the importance of navigating their current political climate. He acknowledged that national and political challenges posed by the current President affected them. Often, there is a lot of negativity in the news. However, they must emphasize the importance of unity and constructive dialogue within their own community to overcome divisions and work towards common goals. One of those common goals is getting on the same page with the School Board. As they advocate for attending City Council and Planning Commission meetings, he hoped that many people would attend the joint School Board meeting, next Wednesday, April 23.

Council Member Westbrook said that his sixth point is a personal matter for Ward 7. The security police checkpoint on Boydton and Plank Road is knocked down, located about a quarter of a mile from the Dinwiddie sign. Finally, his seventh point is he would like to wish everyone a happy Easter Sunday as they concluded the Lenten season. He asked everyone to remember the serenity prayer and ensure that they grasped the distinction between what they could change, what they could not change, and

recognizing the difference between them.

Council Member Myers stated that on May 8, 2025, Council Member Jones and he would be hosting a joint ward meeting. He said that the meeting location and time are to be determined.

Council Member Smith-Lee said that she would like to invite anyone present and familiar with Ward 6 to take a ride through the area. Starting at McKenzie Street, she had been impressed by the remarkable transformation that had taken place over the past year. She said that she also would like to share about Farmer Street Park. The soldiers from Fort Lee, including herself, Big Boy Shaw, and his wife, had made a significant contribution to the area. The pool is now looking really nice, and she is truly happy about it.

Council Member Smith-Lee stated that on a more serious note, she urged everyone to continue praying for their City, their country, and those who work for the federal government. They are facing challenging times, and many people are feeling uncertain and insecure about their futures. As people lost their jobs and struggled to make ends meet, it could have a ripple effect, leading to loss of homes, cars, and more. She asked everyone to continue to pray for those who were going through this difficult season.

Vice Mayor Hill wished everyone a happy Resurrection Week. He was so glad to see Mr. Robert Bobb in the audience, who he met during trying times and helped them navigate to achieve some of their success today. He thanked the City's Streets Division, as he had noticed the improvements in cleanliness, signage, and overall appearance, and he commended them on their efforts. He noted furthermore, Council Member Westbrook had expressed interest in taxing plastic bags, and he would also like to look into reducing the amount of plastic bags in the City overall.

Mayor Parham noted that last year, he participated in an event in Petersburg Dancing with the Stars, during which he had to salsa, but did not win. He congratulated Council Member Smith-Lee on her win in the 2025 Dancing with the Stars Best Performance. He also wanted to acknowledge the event itself, which was a fun and successful fundraiser for their local children. He said that he would like to highlight a few other notable events since their last Council meeting. They held a few ribbon-cutting ceremonies, including that for Ice Cream Cakes and Crepes. He noted that the business is a great example of a small business, which had been successfully launched by a husband and wife team from Virginia State University, who also teach at Cool Springs Elementary School. Their story is a testament to the opportunities available in their City, and he believed it was a shining example of what could be achieved through hard work and dedication.

Mayor Parham stated that another excellent ribbon-cutting was for Cool Beans Café, which drew a huge crowd on Washington and Sycamore Street. He said that he had to leave the previous Council meeting due to a significant announcement was made regarding Ansel McCall. They were interested in acquiring the Bleach Tech facility in Petersburg for \$350 million, with plans to expand and ramp up operations. He stated it was a pleasure meeting the individuals who traveled from Trinidad for the event.

Mayor Parham added that they had extended an invitation for him to visit Trinidad, where they claimed to host the most epic carnival in the world. He said that having attended a few carnivals; he was intrigued to learn that Trinidad's carnival was the most exceptional. He said that the live casino vendor fair in Petersburg was a resounding success, with an impressive 700 people turning out. It was a promising sign for the future development of their City. He expressed his gratitude to Warren Williams and the Warrenton Group for all their contributions and partnerships with Petersburg.

Vice Mayor Hill added that he would like for Council to meet with their Economic Development Department to begin recognizing the achievements of both large and small businesses each month.

Mayor Parham thanked Mr. Robert Bobb for attending tonight's meeting.

12. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the Consent Agenda.

13. FINANCE AND BUDGET REPORT

a. Department of Finance Monthly Update

Garry Cozier, Budget Director, provided the monthly finance update, which is in the midst of their budget season. The report included budget to actuals and the earned interest update. He explained they are in the last quarter of the fiscal year, with the first three quarters being expended, accounting for 75% of the year. Looking at the bottom line, they had spent 70% of their budgeted fund, which is tracking well.

Mr. Cozier stated that their Other Funds, including grants, Streets, Utilities, stormwater, the golf course, and mass transit, are all performing well. He noted that the golf course, being a self-supporting fund, has revenue to support its expenses, and it is currently at 85% of its spend. In terms of interest earnings, as of March for Fiscal Year 25, they have accumulated \$1.7 million, exceeding their adopted budget projection of \$1.4 million and their revised projection of \$2.2 million.

14. UNFINISHED BUSINESS

a. Consideration of an Ordinance Authorizing the City Manager to Execute an Option Agreement and Convey Property Upon Satisfaction of Terms for 3501 Halifax Road

City Manager Altman provided background information on the item. He explained that this is an ordinance for consideration to allow him to execute an option agreement with the Warrenton Group for the purchase of the property at 3501 Halifax Road. This item had been previously discussed at Council's March meeting, where it had been tabled until tonight.

City Manager Altman explained that the revised draft of Section 1, subsection 31, addressed concerns regarding the Bleach Tech property. He said that specifically, there was a five-acre, two-parcel property that straddled the railroad way and served Bleach Tech. He said that discussions with Mr. Booker and Mr. Williams regarding this property indicated that the Warrenton Group was willing to remove it from the purchase, allowing Bleach Tech to acquire it.

City Manager Altman agreed with Mr. Williams, who had expressed the group's desire to be a community partner and work with the City to make these developments happen. He said that the Warrenton Group's willingness to consider this and agree to remove the five acres was greatly appreciated. This evening, Council had the option to proceed, having already conducted the public hearing. He said that staff would recommend removing the five acres from the agreement.

Council Member Westbrook made a motion to authorize the City Manager to execute the option agreement and convey the property upon satisfaction of terms at 3501 Halifax Road, minus 5 acres. Council Member Myers seconded the motion.

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

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

b. A Resolution Authorizing the City Manager to Execute an Amendment to the Purchase Agreement Between the City of Petersburg and ECIMED-1, LLC for the Development of 101 West Washington Street Located in Petersburg, VA

Brian Moore, Director of Economic Development, provided background information on the item. He explained this request from ECIMED-1, LLC is for an extension on their purchase agreement. The reason for this request is that they were currently working through legal issues and collaborating with Mr. Williams. The extension is intended to facilitate the inclusion of the VA as part of the project area. To proceed, ECIMED-1 required three tenants to occupy the building. They had already secured their anchor tenant and anticipated signing the remaining two tenants within the next week. Once these tenants were confirmed, they would be able to move forward with the project, utilizing 40,000 square feet of the building. Once the VA was on board, it would add an additional 20,000 square feet. He summarized that ECIMED-1 is seeking approval of this extension tonight so that they can finalize this aspect of the project.

Council Member Myers made a motion to authorize the City Manager to execute an amendment to the purchase agreement between the City of Petersburg and ECIMED-1, LLC for the development of 101 Washington Street located in Petersburg, VA. Vice Mayor Hill seconded the motion.

Council Member Cuthbert asked about the mention of 200 parking spaces.

Mr. Moore replied that the applicant intended to pay the City through a contract to utilize those spaces, which likely would be used by the VA.

Council Member Cuthbert expressed concern over such a large number of parking spaces becoming dedicated to a single tenant.

Mr. Moore clarified that there is currently no agreement regarding parking spaces, and the agreement would only apply during work hours, if necessary.

City Manager Altman noted that part of this extension of the purchase agreement would allow for the City to perform their due diligence and legal work to negotiate the best path forward, as well as giving the VA the time to finalize their location in the building. Additionally, it would allow them to finalize a parking agreement for Council to consider. He reiterated that this item before Council is a request to extend the period of due diligence, with no development or parking agreements being considered tonight.

Council Member Cuthbert asked why the resolution did not simply state they would be extending the due diligence period from the prior time period to a new time period.

City Manager Altman clarified that the extension would be up to June 15 for all agreements, including the due diligence, and that is part of the request. The other agreements would be negotiated as part of this request and Council would consider them after that period.

Council Member Cuthbert made a substitute motion to extend the due diligence period to June 15, 2025.

There was no second to the motion, so the motion died and the original motion remained on the floor.

Council Member Smith-Lee expressed her support for allowing the VA Hospital to use the parking deck, considering it is empty all the time.

Mayor Parham called the vote on the original motion to approve the Resolution as presented.

The motion was approved on a roll call vote.

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

Abstain: N/A.

15. NEW BUSINESS

There was no new business.

16. CITY MANAGER'S REPORT AND SPECIAL REPORTS

John Altman, City Manager, stated that he did not have a report this evening, but he did want to bring attention to their residents and the community regarding a scam targeting their community. He said that scammers were posing as Sheriff's deputies, falsely claiming that someone had missed a court date or meeting and demanding large sums of money, threatening arrest if payment was not made. He said that the Sheriff's Office had issued a statement warning that this was a scam.

City Manager Altman advised the public not to panic if they received such a message. The Sheriff's Office would never call to request money for any reason. He cautioned against falling for it, as scammers may try to intimidate individuals by threatening arrest if they hung up the phone. He urged citizens to stay calm and not provide any personal information or send money if they received a suspicious call. He asked that if they received a suspicious call, to please report it to the Sheriff's Office and Police Department so they could track it.

City Manager Altman reiterated that he wants to ensure that their residents are aware of this scam and that it does not cause unnecessary panic. Unfortunately, they had had recent cases where individuals panicked and attempted to pay large sums of money. One individual, for example, was on the verge of paying \$13,000 to the scammer, but fortunately, they were able to seek assistance from one of their City employees. He urged everyone to be vigilant and aware of this scam. He reiterated that the Sheriff's Office would not call to demand money, so if they receive such a call, they should not comply.

17. BUSINESS OR REPORTS FROM THE CLERK

Tangi Hill, City Clerk, encouraged citizens who are interested in serving on one of the City's boards and commissions to submit their applications. Council will be considering appointments for the Arts Council, CDBG Advisory Board, and making recommendations for the Board of Zoning Appeals (BZA) at their second meeting in May. If anyone is interested in serving, please visit their website and submit their application so that they can be considered. She added that she would like to extend her gratitude to Joanne and Ella for taking the lead with the tour. She said that Virginia Municipal League (VML) Executive Director Michelle Gowdy will be visiting their city on April 22, taking a tour and meeting with their Mayor and City Manager. She said that hopefully they would be featured in the VML Magazine very soon.

18. BUSINESS OR REPORTS FROM THE CITY ATTORNEY

Mr. Williams stated that he had no report this evening.

19. ADJOURNMENT

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

The City Council adjourned at 7:51 p.m.

The Closed Session Meeting of the Petersburg City Council was held on Thursday, April 17, 2025, at the Petersburg Public Library. Mayor Parham called the Closed Session Meeting to order at 5:30 p.m.

1. ROLL CALL

Present:

Council Member Charles Cuthbert
Council Member Marlow Jones
Council Member Arnold Westbrook
Council Member Howard Myers
Vice Mayor Darrin Hill
Mayor Samuel Parham

Absent: Council Member Annette Smith-Lee

Present from City Administration:

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

2. CLOSED SESSION

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

- a. 2.2-3711(A)(1) of the Code of Virginia for the Purpose of Discussion Pertaining to Performance, Assignment, and Appointment of Specific Public Officers and Employees of the City of Petersburg, Specifically Including But Not Limited to Discussion of the Performance, Assignment, and Appointment of a Specific Public Officer of the City of Petersburg.

Vice Mayor Hill made a motion to enter into Closed Session for the purpose stated. Council Member Myers 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, Westbrook, Myers, Hill, and Parham; No: N/A; abstain: N/A.

The Council entered Closed Session at 5:31 p.m.

Council Member Smith-Lee arrived.

CERTIFICATION

Mr. Williams stated, "The Mayor would entertain a motion to conclude the closed session called today to certify in accordance with §2.2-3712 that the Code of Virginia that to the best of each members knowledge that only public business matter lawfully exempted from the opening meeting requirements were discussed and that only such public business

matters were identified in the motion by which the closed meeting was convened, heard, discussed, or considered. If any member believes that there was a departure from the foregoing requirements should state prior to the vote indicating the substance for departure in which he believes has occurred. This requires a roll call vote Mr. Mayor.”

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

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

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

25-RES-021 A RESOLUTION CERTIFYING, AS REQUIRED BY THE CODE OF VIRGINIA, SECTION 2.2-3712, THAT TO THE BEST OF EACH MEMBER’S KNOWLEDGE, ONLY PUBLIC BUSINESS MATTERS LAWFULLY EXEMPTED FROM OPEN MEETING REQUIREMENTS OF VIRGINIA LAW WERE DISCUSSED IN THE CLOSED SESSION, AND ONLY SUCH PUBLIC BUSINESS MATTERS AS WERE IDENTIFIED IN THE MOTION CONVENING THE CLOSED SESSION WERE HEARD, DISCUSSED, OR CONSIDERED

The City Council returned to the open session at 7:00 p.m.

Mayor Parham requested a motion to issue to

Vice Mayor Hill made a motion to issue a 2nd Letter of Censure and Cease and Desist to Council Member Cuthbert. Council Member Myers seconded the motion.

All members of the Council present voted in the affirmative. Motion carried.

3. ADJOURNMENT:

City Council adjourned at 7:01p.m.

The work session meeting of the Petersburg City Council was held on Tuesday, April 23, 2025, at the Petersburg Public Library. Mayor Parham called the meeting to order at 5:02 p.m. The meeting video link is <https://petersburgva.new.swagit.com/videos/341019>

1. ROLL CALL:

Present:

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

Absent:

Present from Petersburg City Public Schools Board:

Adrian Dance, Sr. – Ward 7
Taccarri Tucker – Ward 4
Bernard Lundy – Ward 6
Steven Pierce – Ward 1
Kenneth Pritchett – Ward 3

Absent:

Hal Miles, Sr. – Ward 2
Joyce Proctor – Ward 5

Present from City Council Administration:

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

Present from Petersburg City Public Schools Administration:

Yolonda Brown, Superintendent
Paul W. Brown, Chief Academic Officer
Dr. Matthias Greywoode, Chief Financial Officer
Dr. John Wallingford, Business and Finance Consultant
Tearia Davis, Clerk to the School Board

2. PRAYER:

Vice Mayor Hill led the Council meeting in prayer.

3. PLEDGE OF ALLEGIANCE:

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

4. DETERMINATION OF THE PRESENCE OF A QUORUM:

A quorum was present.

5. NEW BUSINESS

Petersburg City Public Schools FY26 Budget Presentation and Approval Request

Yolonda Brown, Superintendent of Petersburg Public Schools, expressed her gratitude for the opportunity to present the Fiscal Year 2026 Petersburg City Public Schools budget. She acknowledged the collaborative efforts between the School Board and the Superintendent in developing this budget. She emphasized that this budget represents significant improvements in their budget development process. She stated that they are just getting started, but they will continue to refine their budget process for FY27 to make it even better.

Ms. Brown said that she would like to highlight a few key points. This FY26 budget was developed with input from the School Board's priorities, department input across the school division, and the Superintendent's priorities, which will be outlined in their presentation. Although it is not yet a fully needs-based budget as required by the Code of Virginia, this budget represents great progress in their school division for this year. The budget process included public hearings from February 26 and March 5, with School Board approval on March 19. She reiterated that this year's budget is aligned to specific priorities outlined by the School Board and identified through their community input.

Dr. John Wallingford introduced himself to City Council. He stated that he had retired from Prince William County Public Schools about a year ago, where he had served as the Chief Financial Officer. He had joined Petersburg City Public Schools in early April of last year, and Dr. Greywoode had joined them four months ago. He had been working closely with Dr. Greywoode to transition him into his current role. He explained that he was the one who had substantially built the budget he would be presenting to the Council tonight, and that was why he was making this presentation.

Dr. Wallingford stated that tonight's agenda included a brief presentation on planning and budget priorities, followed by a discussion of technical budget adjustments and their implications. They would then review Fiscal Year 26 revenues and expenditures. As they approached the end of this presentation, he would discuss a couple of specific items, including the FY26 budget initiatives that had been added to the Petersburg City Public Schools budget for FY26.

Dr. Wallingford explained that in a typical budget process, a strategic planning session occurred prior to or in conjunction with budget development. However, due to the transition period they had been experiencing at Petersburg City Public Schools over the past year and a half, they did not have a full strategic planning process this year. Nevertheless, they had planning discussions, which were led by Ms. Brown and involved various stakeholders. The budget priorities outlined on this slide reflected the collective efforts of staff, stakeholders, and senior staff.

Dr. Wallingford stated that he would like to briefly walk Council through their budget priorities, which would be discussed in more detail later in the presentation. The first priority listed was talent and recruitment. This was a crucial aspect of the school division, as it involved the staffing of teachers and instructors who provided instruction to students. This was a challenging task, regardless of the location in the United States. In Petersburg, they faced a significant need for talent improvement, particularly in areas such as teacher quality and academic infrastructure. Over the past several months, they have received budget requests that addressed some of these issues, which would be further discussed in the initiatives that followed.

Dr. Wallingford noted that the third item on the list was the improvement of teacher licensure, instructional frameworks, and other related initiatives. These efforts began with the arrival of Ms. Brown and Mr. Brown. The next priority was building a strong division financial infrastructure, which included budget processes and other related areas. The Council may recall the presentation by Alvarez and Marsal, who had investigated and provided suggestions for changes to their infrastructure. One of the

most pressing recommendations was to get staffing in place, an issue they had faced over the past year. The arrival of Dr. Greywoode four months ago was a welcome addition to their staff.

Dr. Wallingford stated that every school division in Virginia, and likely across the country, struggled with chronic absenteeism. They addressed this issue in their budget. The COVID-19 pandemic in 2020 had significantly exacerbated this problem. Finally, they prioritized student social-emotional learning, mental health, and wellness. As he had mentioned, in a typical budget and planning process, they would develop a strategic plan. For the FY27 budget, this process was already underway, as Ms. Brown had noted, and they would continue to support it as they moved forward.

Dr. Wallingford stated that technical adjustments referred to items that the school division or any organization had limited control over. These typically involved budgetary considerations, such as the 3% salary increase provided by the General Assembly. As a result, they would be providing a 3% increase for all employees. Health insurance rates were also expected to rise by 8%, a result of conversations with their insurance consultants. Liability insurance was budgeted for an additional \$48,000. Fuel costs, including both electric and diesel, as well as other fuels for powering schools and buses, were anticipated to increase by approximately \$300,000.

Dr. Wallingford stated that additionally, non-salary budgets, or flex budgets, were projected to increase by an average of about 2%. The next slide provided a breakdown of the budget initiatives developed as part of their planning process. The left-hand column noted each priority discussed earlier. He said that the chart provided was divided into three groups: non-personnel related, which includes a \$2.4 million addition to funding a capital improvement project.

Dr. Wallingford stated that the next 12 items were additions to full-time equivalent positions, including various types of roles. He said that the final grouping at the bottom included additional seats for their specialty schools, Appomattox and CodeRVA. He said that the next slide provides a breakdown of the Governor's introduced budget, the funding available to them based on his late December release, the Senate and House budgets, and the conference budget.

Dr. Wallingford said that the conference budget was based on information shared by the Virginia Department of Education (VDOE) with Petersburg City Public Schools in early March, specifically on March 6. He said that he wanted to highlight a few points. Firstly, at the bottom of the slide, the "local required share" was an amount identified in the state's spreadsheet, which provided detailed information about revenue streams to school divisions across the state and separated out the local shares of funding from the state's shares of funding.

Dr. Wallingford stated that the local share number, \$12.7 million, was a calculation suggested by VDOE, representing the local required share. He said that the second grouping included \$211,000 associated with the addition of an assistant athletic director and additional seats at Appomattox and CodeVA. He said that examining the first row, the conference budget of \$12.97 million was approximately a \$600,000 increase over the \$12.3 million built into the budget for a transfer from the City to the schools this year.

Dr. Wallingford noted that the state had funded a bonus of about \$400,000 for Standards of Quality (SOQ)-covered positions, which would cost around \$800,000 due to equalization through the Local Composite Index (LCI). He said that next, he would like to briefly discuss operating fund revenues, and the next slide would present expected revenues for their Food Service Fund and Grants Fund. The first column on this table showed funding for Fiscal Year 25, which was their forecast revenues. The state number was \$52 million. He said that the City transfer was \$12,361,000, as previously mentioned. Other revenues included approximately \$440,000.

Dr. Wallingford stated that they also had \$55,000 in federal revenue, with almost all of it running through their Grants Fund, fund seven. He said that this number would remain the same for both this year and next year and would approach zero by Fiscal Year 27 as they reorganized their accounting for

these amounts. He said that he would like to highlight the year-over-year change column, where one could see the federal revenues at the top.

Dr. Wallingford stated that as previously mentioned, there was no change year-over-year. He said that state funding increased by \$5.2 million this year, which was part of the reason they could implement a \$2 million and \$2.4 million Capital Improvement and Technology Improvement Plans. He said that the City transfer increased by approximately \$600,000, which was the increase over the required contribution plus the \$211,000 mentioned earlier.

Dr. Wallingford stated that the other category showed a decrease of \$250,000, resulting in a total increase of \$5.6 million. He noted that the 2024 to 2025 increase was also \$5 million, similar to the 2024-2025 and 2025-2026 increases for Petersburg City Public Schools, which saw a substantial increase in revenues primarily from the state and City transfers. He said that the table at the top showed their Food Service Fund, and the bottom showed their Grants Fund. He said that the Food Service Fund was a relatively stable fund, with an annual budget of approximately \$3 million.

Dr. Wallingford stated that this year, they expected it to increase to \$3.3 million, a \$250,000 increase over the current fiscal year budget. He said that he would like to highlight one aspect of the Grants Fund. Over the past four years, the Grants Fund fluctuated, peaking at \$30 million to \$40 million in 2020, primarily due to COVID-related funding. He said that the current \$15 million figure was a significant number, especially when considered in relative historical terms. However, over the past two or three years, the Grants Fund had returned to a more normal range, similar to what was seen in 2018 and 2019.

Dr. Wallingford stated that the next was a breakdown of their General Fund, their operating fund, on a categorical basis. As Council was aware, the categories were defined by the Code of Virginia, and here were the categories that existed in their General Fund. He said that for example, food service was not included in the General Fund, as it was accounted for separately. He said that the Food Service Fund had a budget of approximately \$3 million.

Dr. Wallingford stated that in contrast, the General Fund's categorical breakdown included instruction, admin, transportation, facilities, and technology, totaling around \$70.5 million. Notably, their instructional numbers were slightly above the 65% benchmark set by VDOE, which preferred more than 60% of the budget to go towards instruction. This benchmark originated in Texas around 20-25 years ago and was used by VDOE as a guideline. While it was not a perfect benchmark, especially when large capital projects were being funded, he wanted to bring it to Council's attention. He said that the instructional budget of \$46 million was a good figure.

Dr. Wallingford stated that next there were several key initiatives they were working on at Petersburg to improve their financial operations. He said that the first item was maintaining a \$3 million fund balance. This was not meant to be a hard and fast rule, but rather a benchmark to help them manage their finances more effectively. Having a smaller fund balance, such as \$1 million or \$2 million, would make it easier to manage their finances and avoid having to make difficult decisions at the end of the year.

Dr. Wallingford stated that the next bullet point suggested that any remaining net income at the end of the year should be returned to the fund balance, allowing them to build and maintain a stable fund balance. This could be capped at a specific amount that they could agree upon. The third item was implementing a fully funded capital improvement plan, technology plan, and capital plan. They had already made progress on this by leveraging the increase in revenues over the past two budget cycles.

Dr. Wallingford stated that the fourth item was implementing a needs-based budget, which they had started to move towards by adding the athletic director, additional seats at CodeRVA and Appomattox. He said that the final item was implementing a capital projects fund, which was primarily an accounting issue but would become more relevant as their capital project expenditures increased in the coming years. He said that the final slide provided a clear summary of their ask, and the table showed the

City's transfer year-over-year. He said that the current Fiscal Year 2025 was \$12,361,000, as shown in the second column.

Dr. Wallingford said that this amount included the required contribution identified in the state calculation, the extra seats at CodeRVA, Appomattox, and the additional cost for the assistant athletic director, totaling approximately \$13,000,000, or \$12.97 million, in City transfers. He said that the second table broke down the total budget, including all funds: General Fund, Food Service Fund, and Grants Fund, totaling just under \$90 million at \$89,016,000. He said that after today's presentation to City Council, the next and final step in the schools' budget process was for City Council to approve the School Board's budget on May 15.

Mayor Parham thanked Dr. Wallingford for the presentation. Before they began their discussion, he wanted to confirm that the City Council intended to fully fund the schools' request of \$12.97 million. He said that he did have a concern about the health insurance costs, considering an 8% increase was very high. He noted that the City had been able to keep health insurance costs flat over the past two budget years. He asked about the possibility of their schools accessing the same insurance plan that County employees had, which had been a stable option for them.

Mayor Parham said that this would help mitigate the rising cost of healthcare, which was a significant concern for their employees. He said that if their teachers received a 3% raise, he did not want them to lose that raise due to the 8% healthcare cost increase. He said that he would like to discuss potential options for their schools to access a similar insurance plan.

Ms. Brown stated that prior to her arrival, Petersburg City Public Schools were in the process of adopting a new healthcare provider. She said that Dr. Wallingford could provide more information regarding the selection process and the duration of their agreement with this provider. She understood that they were currently working with HR, and she knew that the Board had requested that they gather feedback from their teachers and staff on the current provider. She said that they had received a significant amount of feedback, and it appeared that there was a strong desire to change providers.

Mayor Parham reiterated that it was essential to work on keeping the healthcare costs low in order to recruit and retain employees. Additionally, he wanted to discuss chronic absenteeism. He asked if they had identified the source of the issue. He expressed concern about the long-term effects it would have on their children.

Ms. Brown replied that as she had mentioned in many previous meetings, Petersburg had a significant number of students who were chronically absent every single day. The absentee rates were particularly high at the elementary school level, especially at the kindergarten and first-grade levels, and they continued to stay high in middle and high school. To address this issue, they had set a goal of reducing chronic absenteeism by 3% this year.

Ms. Brown said that their team had been working on this goal, and she would like to highlight a few key initiatives they had undertaken. She said that they began by examining their level of engagement in classrooms, recognizing that students attended school because they were excited about what was happening. They then developed an attendance plan that involved the division, school leadership, and teachers sharing ownership and responsibility.

Ms. Brown stated that to support this effort, they had expanded the usage of their PowerSchool system, which provided principals and teachers with real-time data on chronically absent students. This included information on who was absent, how often they were absent, and what actions they could take to support them. She said that they had also established a database for attendance tracking. Additionally, each individual school had an individual attendance plan in place, as their principals were leading these schools and implementing strategies to celebrate students who were not chronically absent.

Ms. Brown stated that they were acknowledging and recognizing those students who were not absent, and while they still had much work to do, they had started the process. She added that they had also recently partnered with Virginia State University, and they were excited to announce that they had received a grant from the Cameron Foundation to work on a model that VSU had implemented in other school districts, including Richmond and some districts in the north. Virginia State had brought them an opportunity to partner with them, allowing them to work with parents to specifically target absenteeism.

Ms. Brown said that they were excited about this partnership, as Virginia State was also supporting their work in this area. She said that during Board meetings, they must provide updates on their progress with chronic absenteeism, which was currently at the monitoring stage. She noted that they had already met their goal of reducing chronic absenteeism by 3.16%, exceeding the target of 3%. They were not yet where they needed to be, and they were revamping their processes and procedures to hold people accountable and put in place supports to prevent absenteeism.

Ms. Brown stated that to achieve this, they were assigning two parent liaison positions to schools, which would be in addition to the parent engagement specialists currently based at the central office. She said that these new liaison positions would work with parents daily to provide support and help them address chronic attendance issues. They were seeking funding to support these positions, which would enable them to put more boots on the ground to specifically address attendance. She said that they had met their goal so far, but they still had a month left in the school year.

Ms. Brown said that they had a target in mind, but they had started working towards it. She said that it was not perfect, and people might say that they now had data on attendance, but they were not utilizing it effectively. However, they were focusing on the students they had, rather than waiting for truancy officers to step in. She noted that truancy was defined as being absent for 20 days or more, and they were taking a more proactive approach by focusing on students who had been absent for fewer days. However, if they continued to be absent, they would take more intensive measures, including involving truancy officers and taking parents to court.

Ms. Brown reiterated that this was still a work in progress, as they were about to change the role of truancy officers to start addressing attendance issues sooner, at 10 or 15 days of absence, rather than waiting until 20 days. They were working to move more quickly in addressing attendance issues. Additionally, the overall division task force would meet monthly to discuss attendance at the division level and identify areas for improvement. She noted that School Board Member Tucker would be a part of this task force, and she believed it would be an effective way to ensure they were working together to address attendance issues.

Mayor Parham asked if Mr. Pritchett could discuss the “truancy van,” which they drove to pick up kids who were attempting to leave the school property.

Mr. Pritchett said that Mayor Parham referred to it as the “truancy van,” but he personally called it Officer Cuba. He said that he usually would contact the School Resource Officers (SRO) if they saw students walking from the school, particularly those crossing the bridge or heading to the corner store near Legends Park. He said that this way, they could have the officers retrieve the students and escort them back to school. However, it was certainly a challenge when students were leaving the school premises, which was where their security and SROs must ensure they monitored the doors to prevent their children from leaving the school.

Mayor Parham said that it was great that they were funding more positions at the Governor's School, as their kids were truly excelling at all levels. He said that they had attended several events and had performed exceptionally well, surpassing their Richmond and Chesterfield peers in all areas. However, there was a major issue with their transportation, as kids had to wait an hour and a half on most days for the Petersburg bus to arrive. This had been a persistent complaint from parents, who were frustrated with the lack of reliable transportation to and from the Appomattox Governor's School.

Mr. Pritchett said that he had served on the Appomattox Regional Governor's School Board, and this was the first he had heard of any students not being picked up on time. He said that they could certainly look into this matter further. He noted that there was a nationwide shortage of bus drivers, and unfortunately, they were experiencing this issue in Petersburg as well.

Vice Mayor Hill said that he would like to clarify their policy regarding activity buses in the evening. He asked if they had buses available to take kids home after late practices.

Mr. Pritchett replied that it was his understanding that they did have buses for their after-school tutoring programs, and all students could use those buses. He said that he would have to verify the latest times they had buses available, so he would follow up with that information.

Vice Mayor Hill stated that he wanted to make sure kids did not have to walk home after football practice.

Ms. Brown confirmed that they would double check to make sure the activity buses were available for all their after school activities.

Vice Mayor Hill said that it would be helpful if they could coordinate with the coaches to ensure that the scheduled practice times allowed children to take the bus home.

Council Member Jones noted that recruitment was one of the first priorities listed in the School Board's budget, but retention of existing staff was not mentioned until page 5 of the document. This was related to teacher quality, and he would like to ask how the school division planned to improve teacher quality. As the Mayor had mentioned previously, helping teachers with their healthcare costs could be part of the solution. He asked if there were any other plans for improving teacher quality.

Ms. Brown answered that improving teacher quality was indeed a priority, and providing an additional option that saved teachers and staff money was one way to achieve this. She said that in Petersburg City Public Schools, they were focused on certification and licensure. Currently, about 20% to 25% of their elementary teachers were fully licensed, while the rest were day-to-day subs, long-term subs, or provisionally licensed teachers. She emphasized that it was essential that their teachers were licensed, as this ensured they understood the standards of learning and could teach at higher levels.

Ms. Brown said that while their teachers were doing their best, they needed to implement a strategy to bring more certified teachers to Petersburg who understood the teaching and learning process. As part of this priority, their budget included a \$7,500 stipend for the first 50 certified teachers if the budget was approved. This stipend was an intentional effort to be competitive and provide more financial incentives for individuals interested in teaching in Petersburg City Public Schools.

Ms. Brown stated that, additionally, professional development was a crucial aspect of high-quality teaching. To address this, they would be presenting two years of school calendars, FY25-26 and FY26-27, at a special School Board meeting next Wednesday. These calendars included a survey to gather feedback from the community, which would inform their decisions on wellness days, professional learning opportunities, and other aspects of their teacher support system.

Ms. Brown explained that when examining other localities, it was clear that investing in professional learning days, where teachers learned how to teach and understand the curriculum, was a key factor in their success. This was one of the initiatives they would be presenting to the Board during a work session, focusing on the budget and calendar for providing professional learning opportunities. The budget would support this effort.

Ms. Brown stated that the calendar, which was expected to be approved by the Board in May, would include more focused professional learning days for teachers, ultimately enhancing their capacity to deliver higher-quality instruction.

Council Member Jones replied that that was great news. He asked how they would retain these teachers. He said that once they invested time and effort into them, like they did with their Fire and Police departments, other localities seemed to be vying for them, and money would be a factor in keeping them. He stated that he would like to know if there was an existing plan in place to support the hardworking teachers who were already putting in the effort. He said that it would not be fair for them to simply sit back, and watch others receive bonuses while they receive nothing. He wanted to know how they would balance this out to ensure the teachers were fairly compensated.

Ms. Brown stated that in their savings this year, the Board had approved in their recent meeting in February an opportunity for them to have a compensation and class study. As she looked across Petersburg City Public Schools, they examined all the salaries with teachers, and in 2023, the Board had approved an increase for teachers who had been in the school division for ten consecutive years. They also recently got approved to do the same thing with their maintenance staff and operations staff.

Ms. Brown stated that they were trying to do a couple of different things, but she would highlight that they had already been approved to have a compensation and class study for a company that had been working across Virginia to examine how they paid teachers and staff members. When competing with other localities, they considered starting pay and also looked at whether a teacher or staff member with a certain number of years of experience would receive more money.

Ms. Brown stated that they were looking at all positions to retain the talent they had, not just their teachers, but also their bus drivers, custodial staff, and teacher assistants. The recommendations for the compensation and class study would be made to the Board on how to revamp their pay system in Petersburg City Public Schools.

Ms. Brown stated that another consideration was about resetting the culture. She explained that they could strategize all they wanted, but ultimately, if the culture was not right, people would not stay. This was about creating an environment where individuals felt valued and supported. They were actively working on this, although they were not yet there. However, she believed that people were starting to notice a shift. She noted that as Superintendent, it could be challenging for her to see the impact from a daily perspective, but she hoped that everyone was beginning to feel the shift in momentum towards establishing a positive culture in Petersburg.

Ms. Brown stated that they were focusing on building a strengths-based organization, taking from Gallup's research on creating engaging environments that focused on employees' strengths rather than their weaknesses. The leadership team had already completed this training, and they would be rolling it out to principals, assistant principals, and directors over the next few weeks.

Ms. Brown stated that this would help ensure that everyone understood their strengths and could leverage them to contribute to their collective success. They had a lot of work to do in Petersburg, but with the right approach, she was confident they could make a meaningful impact. By leveraging the talents and abilities of their staff, they could achieve great things and make a positive difference in their community.

Council Member Jones stated they had talked about chronic absenteeism, student social-emotional learning, and mental health, and one of the key points he noted was what Ms. Brown had just mentioned, which was the importance of culture. He said that they needed to consider what was best for the students, and he believed that culture was a crucial factor. He said that they needed to undergo a significant transformation, and Ms. Brown mentioned the winds were shifting, which was the responsibility of Council and the School Board. He noted that although their hard work would go unrecognized, there was certainly movement in the right direction.

Council Member Jones emphasized that they must not lose the momentum and continue to improve on addressing the many needs and concerns of their youth. As soon as they were born, children were already being shaped by the world around them, and it was their responsibility to capitalize on this. He

suggested that similar to the Mayor's suggestion that they centralize their healthcare insurance, they could also share in their transportation departments and CDL drivers to fill in the gaps.

Council Member Jones noted that they needed school resource officers at every single school because students often turned to officers for support, especially in difficult situations. He said that building relationships with officers was essential. He asked the City Manager to consider the need to explore the possibility of adding more officers, not just for schools that already had them, but for every school.

Council Member Jones added that many people wanted to use the school facilities after school hours, and he wanted to explore the idea of every school serving as a community center in the neighborhood it was in. He said that he recalled a past policy that every school should serve as a community center, although he could not find the original documentation. He reiterated that there were many community groups that were eager to use the school facilities, such as little league teams.

Council Member Jones expressed concern that the schools had a wariness around Council Members visiting the facilities, citing a specific example of when he had a prolonged check-in at a high school while other people were allowed to walk in without signing in. He wanted to ensure the schools trusted the Council Members to not be overly critical or intrusive but to make their own assessments of how the school facilities were operating.

Council Member Jones asked what fund the Food Service Fund was sourced from. He noted that there had been past food quality issues stemming from lack of maintenance.

Dr. Wallingford stated that the Food Service Fund was one of the tables he disclosed. He said that the current fiscal year's food service budget was \$3.1 million, and for Fiscal Year 26, it was \$3.3 million. He said that this fund was separate from the General Fund. There were several grant-related and regulatory requirements from VDOE that necessitated this separation. He said that Council Member Jones had noted the past challenges the school division faced with food quality and infrastructure, which was one of the issues they had presented to the City Council this year to seek additional budget authority. To alleviate any concerns, he wanted to assure the City Council and the audience that there was no intention of reducing the Food Service Fund.

Council Member Jones said that he had a question regarding the \$3 million fund balance that was mentioned on page 10. He asked how the schools would maintain a fund balance with money that was intended to be returned to the City if it was not used. He emphasized that he believed the schools should be using every dollar given to them so they would be able to accurately assess whether they needed to ask for more.

Dr. Wallingford acknowledged it was a very valid question. He explained that the Code of Virginia presented several legal issues related to that statement. The \$3 million figure was merely a number, and it could be \$2 million, \$1.5 million, or any other amount. In larger localities, it was common to maintain fund balance, where excess revenue was set aside and reprogrammed for future years. In his previous experience, in Prince William County, they would maintain fund balance if he had more revenue than expenditure in a given year. This excess money would be placed on the balance sheet and reprogrammed for future years. Attorneys could discuss the legality of this approach. He would be open to any conversation about it. However, the issue of sweeping fund balance back created a problem, as it forced the school division to budget and hit actuals to zero.

Dr. Wallingford agreed with Council Member Jones that the most ideal approach would be to spend every single penny every year. The challenge lay in actually managing this, as City budgets and school divisions often faced similar issues with revenues and expenditures varying from year to year. When the City swept back any remaining fund balance at the end of a given year, they would always be at zero. In a situation where they would over-forecast revenue and therefore lose money, it was not a budgetary issue, but rather a matter of net income.

Dr. Wallingford said that if they lost money, the only way to recover was to reduce operations in the current year. The concept of retaining a million dollars was not about preserving a specific amount, but rather about managing the imperfections in their forecasting process by maintaining a cushion on their balance sheet.

Council Member Jones said that if the schools did not have enough money because they had spent it on what they needed to, he did not see a problem with them requesting more to cover any future deficit.

Vice Mayor Hill suggested the City schools consider year-round schooling in order to prevent their students from falling behind in their educational progress.

Council Member Westbrook asked if they could first identify the positive aspects of year-round schooling before discussing the negatives.

Vice Mayor Hill asked if studies had been performed to assess the feasibility of implementing year-round schooling.

Ms. Brown noted that there had previously been a year-round model in Petersburg schools. Additionally, as a lifelong educator in another city, she had had the opportunity to observe and participate in year-round school models. In that school district, some of the schools utilized year-round schooling, and there was a lot of work done to determine whether it was an appropriate model to serve students.

Ms. Brown explained that in her experience, one of the key factors that made it successful was the flexibility in the calendar. She said that when implemented, year-round schools often included built-in time for intersession. She said that this might have been six weeks of intersession, with a schedule that allowed students to attend school for a set period, followed by a break.

Ms. Brown said that the calendar would typically start in July and continue year-round. While it worked well, it was essential to have a clear plan for implementing this model, as well as a way to ensure that students were engaged and motivated. She noted that kids did not want to be in school year-round, and she saw that students may not want to come to intersession when it was not required. She said that they had found that when done correctly, year-round schools could be effective, but it was also crucial to consider the challenges that came with managing two different school calendars, particularly when it came to transportation, food service, and other logistical concerns.

Ms. Brown stated that to answer the Vice Mayor's question about Petersburg, they had not considered implementing year-round schools during her nine months in the school district. She said that she had learned that Hopewell, as a locality, had implemented year-round schools, but Petersburg had not brought it up as an option. They were still working on identifying what they needed to do differently in Petersburg.

Ms. Brown added that they had already applied to the VDOE for a grant to study and implement an extended school year, which was not the same as year-round schools, but would add 20 additional days to the school year. This grant allowed them to work in School Year 2025-2026 with the Pleasants Lane community to gain buy-in from teachers, parents, and the greater community, as changing the calendar could have a significant impact on the school's operations.

Ms. Brown said that with the extended school year, some students would start school in July and the rest of the students would begin in August. The VDOE had supported their approach because they wanted to begin with a year of planning and then next year implement it with a school. She stated that she is a firm believer in starting small and scaling up to understand the potential pitfalls and make necessary adjustments without creating chaos.

Ms. Brown said that this approach would allow them to test the waters before implementing it on a

larger scale. She said that in 2025 and 2026, they would be launching this initiative, and Council Member Westbrook would likely be involved in the conversation about adding additional days to the calendar at Pleasants Lane. She reiterated that this would result in an extended school calendar, but not a year-round school schedule.

Mr. Pritchett noted that this was the model Richmond City was using, which included an additional 20 days. He said that they had been following Richmond City's progress over the past year, and their results had started to show improvement. He said that Richmond City had experienced positive outcomes with this extended model. He said that he recently spoke with the City Manager about Hopewell implementing a year-round school schedule, but they both confirmed they had not received any information on their results or the impact it was having on that locality. In contrast, Richmond City had released their results from the additional 20 days, so they knew for certain there had been positive impacts.

Ms. Brown stated that in her experience in another school district, there was no significant difference in student performance between the year-round school and traditional calendar schools. She said that it was more about what they did with those days, and she believed that adding 20 more days could provide a lot more time for kids to get more educational time.

Ms. Brown stated that she would be open to considering a year-round model in the future, but she thought they should start by extending the time students spent in school and then reassess. She said that this was a positive step for Petersburg, and as Mr. Pritchett mentioned, Richmond was already exploring this option. She said that Council Member Westbrook's feedback was looked forward to as they began this planning year for Pleasants Lane.

Vice Mayor Hill clarified that he was not advocating any specific approach but was interested in what available information they had on year-round school scheduling. He agreed they should not change everything at all at once. He also agreed with the Mayor that the schools should consider using the same health insurance provider as the City government did.

Council Member Westbrook recalled that when he was a student in Petersburg City schools, they had a brand identity of Petersburg being a City of readers. However, he had concerns about the current literacy level of their students. He asked if the School Board and Superintendent had any ideas about branding to promote their school district and create a sense of camaraderie.

Ms. Brown agreed that brand identity was important for focusing on success and making people happy to be a part of their school system. She explained that when she joined Petersburg City Public Schools, they had a new moniker of "A new day, a new way together," which was meant to convey they were in a new moment of doing business differently and that they would be doing it together. However, that meant the parents to understand they were turning the tide and moving forward, rather than something for the students. They had recently hired a new Chief Communications Officer, and they would be working together to expand on their branding, including student morale and the recruitment of teachers.

Ms. Brown noted that Council Member Westbrook had mentioned being a community of readers, and to that end, they were in the midst of creating a consistent reading curriculum across the City schools. She agreed brand identity was important, but they were focusing on opportunities to provide their children in order for them to feel the difference, and the branding would follow that.

Council Member Westbrook thanked Ms. Brown for elaborating on that point. He noted that the school district had identified a truancy goal, and he wondered if they had a literacy goal for their students as well.

Ms. Brown stated that they did not have a literacy goal. They currently did not have comprehensive data on children's literacy rates; they only had access to state SOL scores. She noted that they just recently re-implemented the MAP assessment to evaluate students' performance using national data.

This would provide their teachers with the necessary information to help students in the specific subjects they were having difficulty. Once they received data from their newest assessments, they would be able to set literacy goals. Furthermore, the literacy goals would be part of their greater strategic goal objectives.

Mayor Parham noted that it was essential to ensure they had licensed teachers in their classrooms in order to improve their students' reading levels. He agreed the \$7,500 bonus for 50 new teachers would certainly help. He asked if they would be providing opportunities for unlicensed teachers to receive certification with help from the school division, such as reimbursement for schooling costs.

Ms. Brown stated that the Mayor had raised a crucial point. They did have some people who had provisional licenses for more than five years, which indicated they had not gone back to get their certification. She noted that their HR Department was working to improve the issue. Furthermore, they had many partnerships with community organizations, such as the Cameron Foundation. The Foundation had provided a grant to Petersburg to pay for the costs of taking the praxis exams and tutoring for provisionally-licensed teachers so they had a better chance of passing their exams.

Ms. Brown stated that additionally, Virginia State University's Heroes Program provided educational support to provisionally-licensed teachers who were actively working towards their licenses. She noted that she was impressed when she first came to Petersburg and saw how much support the school district gives to provisionally-licensed teachers in order to help them succeed in achieving licensure. However, even with their multiple avenues of support, some of their provisionally-licensed teachers were not following through. She explained that one of the line items in the School Board's requested budget was for an additional HR position that specifically would address the licensure process for their teachers.

Council Member Westbrook asked if there was funding budgeted for field trips so that their students could get out and see the world outside of Petersburg.

Ms. Brown acknowledged they had limited field trips, but their Chief Academic Officer was currently working on expanding their capacity for field trips. She agreed that it was essential for their students to get outside of the schools, and they were certainly working to increase the frequency of field trips in the school system. She noted that a lot of planning was required for field trips to ensure the trips intentionally enhanced the curriculum the students were already learning.

Council Member Westbrook stated that the dual enrollment program was essential for their high school students to be on good footing for their college education. He asked how they were encouraging their juniors and seniors to go through that program and how successful it had been.

Paul Brown, Chief Academic Officer, stated that he would like to discuss a couple of things to give context to the dual enrollment program. One area of focus for their curriculum team was how to offer more advanced courses to their students starting at the elementary level and progressing through middle school and high school. As part of this effort, they were developing pathways to include more advanced courses, which would enable more students to enroll in dual enrollment by the time they reached their 11th grade year. Recently, they met with Richard Bland College and representatives from several colleges to explore ways to increase student enrollment. They had secured funding from the state and federal sources, including state funding and some federal funds.

Mr. Brown stated that, however, their main challenge was preparing their students and making them aware of these opportunities. They were working with the Career and Technical Education (CTE) program to inform parents about these opportunities. The key was to start this conversation early, rather than waiting until high school. To address this, they were developing advanced courses, which would be available to students starting in fifth grade. He said that these courses would lead to advanced placement, ultimately paving the way for dual enrollment.

Mayor Parham noted that the casino would be providing a large amount of well-paying jobs for Petersburg citizens, along with a dealer school at Richard Bland. He encouraged the school district work with Live Casino and Richard Bland to ensure their students would be first in line for those jobs.

Mr. Brown acknowledged that the school district had been working collaboratively to give more opportunities for their students in advanced placement courses to explore career options, throughout all grade levels. This included job fairs, training, and field trips. He reiterated that opportunities and exposure to the world were essential in helping children engage in their education and see the potential pathways for their lives.

Ms. Brown noted that on May 1, there would be a job fair for their students, and one of the vendors would be Live Casino. This would be a great opportunity for their students to learn more about career opportunities in the community. She also would like to thank Richard Bland College for being such an amazing partner and resource for their children to participate in dual enrollment courses. She believed that Richard Bland was a very supportive institution for their children, and PCPS's role was to prepare students for attending college so that they could thrive in the dual enrollment program.

Mayor Parham emphasized that Petersburg's young people were eager for career opportunities, although not all of them were interested in school. He noted that this partially was because it helped them avoid hunger and poverty, and they were able to help their families and younger siblings by having paying jobs. He asked if the schools could help support their working students in additional ways.

Mr. Pritchett replied that yes, Ms. Babette Hammond wanted to meet with City Council and School Board in order to expand the internship program into the schools.

Council Member Westbrook expressed his concern that his six-year-old daughter did not want to attend Pleasants Lane Elementary School, even though she was only in kindergarten. He explained that she had learned to read and speak Spanish in her daycare program, but the progress stopped once she began attending public schools. He asked how they could engage their students and make them look forward to attending school every day. He asked how they could provide alternative educational opportunities outside of the traditional curriculum for kids who may not be performing well in specific subjects, so that they could focus on what they were interested in. He also asked about how they were prioritizing the arts in their school budget.

Ms. Brown acknowledged that they still had work to do in terms of student engagement, but she would encourage Council Member Westbrook to work with their leadership at Pleasants Lane. She knew Dr. Rodriguez was working to change the culture there to be as supportive as possible to their teachers and students, and he was open to ideas for the structures he was implementing. She noted that the School Board's budget priorities this year were not focused on their arts programs, but they planned to prioritize their arts programs in the FY27 budget. There were organizational improvements to make and planning to do before they could create a budget to fund the future of arts programs.

Council Member Westbrook stated that he would like to discuss the current federal landscape and its implications for their education system. With the federal Department of Education being abolished and other changes happening under the new administration, the responsibility of education was shifting to the states. He asked how the school district planned to work with VDOE to proactively address their future needs.

Ms. Brown acknowledged that they were aware of the executive orders coming from the federal administration. She noted that there was a new Superintendent of Public Instruction at the state level, so all superintendents in Virginia had the opportunity to meet with the new state superintendent. All of them agreed they needed a VDOE portal to centralize the information about executive orders as they related to their educational system. She stated that she and Mr. Pritchett had regular meetings with VDOE because of their memorandum of understanding (MOU), and the new state superintendent had

committed to providing updates on how these higher-level changes would affect them.

Ms. Brown clarified that the state did not yet have a plan on how the funding processes would change due to the federal funding. She noted that 17% of Petersburg City Public Schools' funding came from federal sources, so if the U.S. Department of Education ended, that funding would be the state's responsibility. The state would then decide how that funding was distributed, and that potentially could be different from what the federal government had disbursed. However, they did not have that information at this time. She emphasized that local funding may be required to supplement any reductions in federal and state funding.

Mayor Parham noted that the currently proposed budget would be funded.

Ms. Brown confirmed they already had funding for this upcoming year, and any changes at the federal level would be communicated to Council.

Mr. Pritchett added that the School Board chairs had a meeting with Congresswoman Jennifer McClellan yesterday, along with some Superintendents. Congresswoman McClellan requested the Board chairs return to each locality and prepare a report detailing every line item of federal dollars they were using; she wanted to know the exact amount of federal money Petersburg was using.

Mr. Pritchett said that he also brought up the concern about the potential elimination of Head Start and the significant cost it would impose on the City and local government to fund it, and other Board chairs expressed the same concerns. He noted that Congresswoman McClellan was working on gathering additional information from her localities, so she would be returning to Petersburg soon to learn about their concerns.

Council Member Jones emphasized that the School Board and Council Members were all a team; even more importantly, they were family and must stand in solidarity with one another.

Mayor Parham thanked the School Board and Superintendent for all their hard work and for their engaging dialogue with Council at tonight's meeting. He reiterated that the City would be fully funding their schools and he wanted to ensure everyone knew that. He looked forward to more discussions in the future and he encouraged everyone to continue to do great things for the City of Petersburg.

6. ADJOURNMENT

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

The City Council adjourned at 7:00 p.m.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025
TO: The Honorable Mayor and Members of City Council
THROUGH: Garry Cozier - Budget Manager
FROM: Petersburg City Public Schools
RE: **FY25 PCPS Budget Amendment Complete Ordinance - Pages 87-88**

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

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

RECOMMENDATION: Staff recommends approval of the ordinance.

BACKGROUND:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: Petersburg City Public Schools

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. PCPS FY25 Amendment Full

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

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

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

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

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

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



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: March Altman, Jr.

RE: **First Read & Schedule a Public Hearing for Consideration of an Amendment to the FY25 Grants Fund - Pages 89-93**

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

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

RECOMMENDATION: Staff recommends approval of the ordinance.

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

COST TO CITY: \$71,863

BUDGETED ITEM: Grant

REVENUE TO CITY: \$71,863

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: Clerk of Circuit Court's Office

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

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



LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

Feb. 21, 2024

Grant Agreement Number: 2024FY-119

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

Dear Ms. Parham,

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

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

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

Sincerely,

Gregory E. Crawford
State Archivist

Teresa Hash Dobbins
President, Virginia Court Clerks' Association

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

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

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

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

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

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



Dennis T. Clark
Librarian of Virginia

Feb. 25, 2025

Grant Agreement Number: 2025FY-136

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

Dear Ms. Parham,

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

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

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

Sincerely,

Gregory E. Crawford
State Archivist

Kelly L. Flannagan
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *tty*

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

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

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

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

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

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



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: March Altman, Jr.

RE: **First Read & Schedule a Public Hearing for Consideration of a Request to Use the Budget Stabilization Fund - Pages 94-95**

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

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

RECOMMENDATION: Staff recommends approval of the ordinance.

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

COST TO CITY: \$300,000

BUDGETED ITEM: No

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Ordinance - Emergency Use BSF

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

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

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

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

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

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



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: Petersburg City Public Schools

RE: **First Read & Schedule a Public Hearing for Consideration of Approval of the Proposed FY26 Petersburg City Public Schools Budget - Pages 96-98**

PURPOSE: To Schedule a Public Hearing for Consideration of Approval of the proposed FY26 Petersburg City Public Schools Budget

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

RECOMMENDATION: Approve the Petersburg City Public Schools FY26 budget as presented, including the requested local funding allocation of \$12.98M.

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

COST TO CITY: \$12,977,018

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

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES: Petersburg City Public Schools

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. PCPS FY26 Budget Ordinance

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

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

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

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

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

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



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: Garry Cozier - Budget Manager

FROM: March Altman, Jr.

RE: **First Read & Schedule a Public Hearing for Consideration of the FY26 Operating Budget - Pages 99-100**

PURPOSE: Schedule a Public Hearing for Consideration of the FY26 All Funds Operating Budget

REASON: Schedule a Public Hearing for Consideration of the FY26 All Funds Operating Budget

RECOMMENDATION: Staff recommends approval of the ordinance.

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

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

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. FY26 Proposed Budget Ordinance

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

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

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

Revenues

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

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

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

Expenditures

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

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

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



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: Brian Moore

RE: **First Read & Schedule Public Hearing for Consideration of an Ordinance Authorizing the City Manager to Execute the Purchase Option Agreement Between the City of Petersburg and SUBSTRATE LLC for the Development of 130 N. Union Street and 122-124 West Tabb Street Located in Petersburg, VA - Pages 101-115**

PURPOSE: An Ordinance Authorizing The City Manager To Execute the Purchase Option Agreement Between The City Of Petersburg And SUBSTRATE LLC For The Development Of 130 N. Union Street and 122-124 West Tabb Street located in Petersburg, VA.

REASON:

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

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

N/A

CITY COUNCIL HEARING DATE: 5/6/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: City Manager, Economic Development, City Attorney

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. Boundary Line Adjustment and Easement_v.3
2. Boundary Line Adjustment and Easement_v.3 (1)

3. Item 8.d. -

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

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

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

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

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

WITNESSETH:

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

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

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

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

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

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

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

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

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

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

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

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

WITNESS the following signatures and seals:

GRANTOR:

CITY OF PETERSBURG,
a Municipal corporation

By: _____

Name: _____

Its: _____

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

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

Notary Public

(Additional signature follows)

GRANTEE:

SUBSTRATE LLC,
a Virginia limited liability company

By: _____
Name: _____
Its: _____

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

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

Notary Public

GRANTEE ADDRESS:

122-124 W TABB ST
PETERSBURG, VA 23803

Exhibit A

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

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

Exhibit B

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

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

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

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

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

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

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

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

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

W I T N E S S E T H :

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

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

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

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

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

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

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

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

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

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

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

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

WITNESS the following signatures and seals:

GRANTOR:

CITY OF PETERSBURG,
a Municipal corporation

By: _____
Name: _____
Its: _____

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

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

Notary Public

(Additional signature follows)

GRANTEE:

SUBSTRATE LLC,
a Virginia limited liability company

By: _____

Name: _____

Its: _____

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

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

Notary Public

GRANTEE ADDRESS:

122-124 W TABB ST
PETERSBURG, VA 23803

Exhibit A

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

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

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

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

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

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

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

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

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

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

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

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



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: May 6, 2025

TO: The Honorable Mayor and Members of City Council

THROUGH: March Altman, Jr., City Manager

FROM: March Altman, Jr.

RE: **First Read & Schedule a Public Hearing for Consideration of an Ordinance Adopting the FY26 Tax Rate - Pages 116-117**

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

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

RECOMMENDATION: Staff recommends approval of the ordinance.

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

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE: 5/20/2025

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Ordinance - FY26 Tax Rate

AN ORDINANCE TO IMPLEMENT THE ANNUAL AMENDMENT TO THE TAX RATE

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

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

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

NOW THEREFORE BE IT ORDAINED that City Council does hereby adopt this ordinance and implement no change to the real estate tax rate of \$1.27 per 4100 of assessed value.