



City of Petersburg Virginia

www.petersburgva.gov

Special Regular City Council Meeting

**June 16, 2020
Live Stream
12:00 PM**

City Council

Samuel Parham, Mayor – Ward 3
John A. Hart, Sr., Vice-Mayor – Ward 7
Treska Wilson-Smith, Councilor – Ward 1
Darrin Hill, Councilor – Ward 2
Charlie Cuthbert, Councilor – Ward 4
W. Howard Myers, Councilor – Ward 5
Annette Smith-Lee, Councilor – Ward 6

City Manager

Aretha R. Ferrell-Benavides

-
1. **Roll Call**
 2. **Prayer**
 3. **Closed Session**
 4. **Moment of Silence**
 5. **Pledge of Allegiance**
 6. **Determination of the Presence of a Quorum**
 7. **Proclamations/Recognitions**
 - a. Proclamation recognizing DeMolay International 101st Anniversary
 8. **Reports/responses to previous public information period**
 - a. Responses to City Council Questions- May 19th
 9. **Communication/Special Reports**
 - a. City Manager's Report
 - b. Risk Management Update PowerPoint Presentation
 - c. Update on the City of Petersburg LED Street Light Enhancement
 - d. Information on the Department of Neighborhood Services.
 - e. COVID-19 Report
 10. **Consent Agenda (to include minutes of previous meetings):**
 - a. Schedule a Public Hearing on the revised Mass Transit FY 21 budget - First Reading
 - b. Request to Schedule a Public Hearing to consider the rezoning of adjacent parcels at 2045 Squirrel Level Road from A-Agriculture to M-2 Heavy Industrial, and 2100 Defense Road from R-1 Single Family Residential to M-2 Heavy Industrial.
 - c. To schedule a public hearing and to consider approval of a Special Use Permit to allow the construction of a Telecommunication Tower/Facility on the property of Four Square Construction at 1 Four Square Industrial Drive to provide wireless telephone services.

- d. A request to schedule a public hearing on the Petersburg Redevelopment and Housing Authority Board of Governance

11. Official Public Hearings

- a. A public hearing for an ordinance for a proposed tourism development project, and to authorize other actions consistent with Virginia Tourism Gap Financing. (Request to be rescheduled for a future meeting)
- b. A request to hold a Public Hearing and consideration of an Ordinance to increase the number of voting at-large members on the Planning Commission from two (2) to four (4) and thereby increase the total number of voting Planning Commissioners from nine (9) to eleven (11).

12. Public Information Period

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

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

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

14. Items removed from Consent Agenda

15. Unfinished Business

- a. Request submitted by Equity Plus, LLC to rezone the privately owned property at 2557 North Stedman Drive, Tax Parcel 036-090001 from A - Agricultural District to PUD - Planned Unit Development District, to allow for a development that includes 168 single-family dwellings, named Eagles Landing.

16. New Business

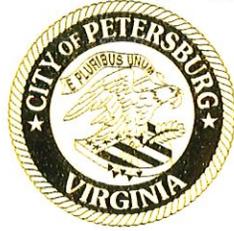
- a. A resolution to establish guidelines for the maintenance, review, certification and distribution of certified ordinances and resolutions adopted by City Council.
- b. Consideration of approval of CDBG-CVI Cares Act appropriation in the amount of \$371,969 for the Coronavirus Pandemic due to the City of Petersburg behind a HUD CDBG Entitlement Jurisdiction.
- c. Consideration of an appropriation for Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 - \$2,734,818

17. City Manager's Agenda

18. Business or reports from the Clerk

19. Business or reports from the City Attorney

20. Adjournment



Proclamation

WHEREAS, DeMolay International is a character-building organization composed of young men ages 12 to 21, who are dedicated to become better citizens and leaders for tomorrow by developing those traits and strengths that will prepare them for active roles within our community, state and nation; and

WHEREAS, DeMolay was founded by Frank S. Land in March 1919 in Kansas City, Missouri, was instituted in Virginia in March 1922, and has produced tens of thousands of outstanding Virginia citizens including former Governor Charles S. Robb, former Attorney General J. Marshall Coleman, former United States Secretary of the Treasury Henry H. Fowler, and Astronaut Guy Spence Gardner; and

WHEREAS, in 2020, DeMolay International is celebrating the 101st Anniversary of the founding of DeMolay in the United States and Virginia; and

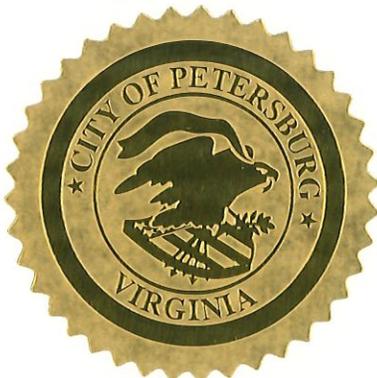
WHEREAS, Petersburg DeMolay has carried out the aforementioned goals by a well-rounded program of social and athletic activities, as well as many hours each year for charitable and community service;

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

“DEMOLAY INTERNATIONAL 101ST ANNIVERSARY”

in the City of Petersburg, and call on all citizens to recognize the young men of Virginia DeMolay, their dedication to serve our Commonwealth and local communities, and their contributions to the welfare of all people by addressing themselves to the building of good character among our youth.

Dated: June 16, 2020





Mayor

ATTEST:


Clerk of Council



May 19, 2020 City Council Meeting Q&A Follow-up

June 16, 2020

1) Q. When will the striping along Sycamore and Washington St. be completed? – Councilman Hill

A. In December of 2019, striping was completed in front of and adjacent to the Financial Management Building (see photo below). There were a total of 12 spaces striped and new signage was installed on Sycamore Street in front of the new Financial Management Building. The remaining striping along Sycamore from Washington St. by Old St. is expected to be completed by mid-September.





City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM:

RE: City Manager's Report

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. City Managers report 6-16-20



City of Petersburg

Office of the City Manager
135 North Union Street
Petersburg, Virginia 23803

(804) 733-2301

MEMORANDUM

Date: June 16, 2020
To: Honorable Mayor and Members of City Council
From: Aretha R. Ferrell-Benavides, City Manager
Subject: **City Manager's Report – June 16, 2020**

Budget and Procurement

- The Budget & Procurement Office is working to have the submittal for the GFOA (Government Finance Officers Association) Distinguished Budget Award completed by June 30th.
- GovDeals has assisted in selling \$140,738.93 in City assets from 7/1/2019 – 6/4/2020.

Billing and Collections

- Effective Tuesday, June 9th, the City expanded the operation of a limited service window located at the Fiscal Management Building (144 N. Sycamore Street).
- This limited service area is now available for water connection, customer service inquiries, and payment services.
- The service window will operate Monday-Friday from 9:00am – 4:30pm.
- Reminder: As a safety precaution, the Office of Billing and Collections has suspended the acceptance of cash payments.
- Commissioner of the Revenue will also have access to assist customers through this service window should the need arise.

Public Safety

- Firefighter, James McLaughlin, has retired after 33 years!
- Citizens Police Academy has been suspended
- Operation No Guns, Safe Streets 2020: 224 illegal guns removed to date

Public Works & Public Utilities

- The Pegram Street Sidewalk project is complete. The project was to install approximately 500' of 5' wide sidewalk along the west side of Pegram St. from Lee Av. to Stainback St.
- This included the installation of five drive entrances, and six handicap curb cuts and ramps - four at Lee Av. and Pegram St., and two at Stainback St. and Pegram St.
- The project started on April 23, 2020 and was completed on May 21, 2020.

- The total for the project was \$139,502.16. Project funding was from the Community Development Block Grant (CDBG).
- The City conducted hydrant inspections (including flushing) during the week of June 8.
- Sycamore Street Pavement Striping: Parking spaces were striped in front of 144 N. Sycamore in December 2019. There were 12 spaces striped and new signage was installed on Sycamore St. in front of the new financial building. The remainder of striping on Sycamore St., from Washington St. to Old St., is expected to be done in mid-September.

Facilities Division

- The Emergency Requisition for Fire Station # 4 in the amount of \$46,051 is currently being processed. Tim Wolusuk, from Four Square Industrial Contractors, will be the Project Manager.
- Workers are expected to begin mobilizing within days of receiving the Purchase Order.

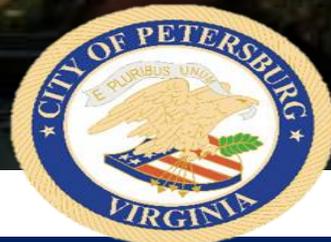
Petersburg Area Transit

- PAT received two of the six vehicles that were budgeted for in FY 20. One of these vehicles is the vehicle that was sponsored by Peoples Advantage Federal Credit Union and is wrapped as such. The other four vehicle vehicles are expected to arrive this Summer.
- PAT is currently having new security cameras installed at 100 W. Washington Street. This \$50,000 project is 96% funded by the Federal and State governments.
- PAT has expanded its hours from 5:15am - 4pm to 5:15am - 6:15pm to reflect Phase1 re-opening of Virginia. The buses will continue to run on essential routes.
- U.S. Senators, Mark R. Warner and Tim Kaine, have applauded the \$3,581,786 in federal funding for public transportation in the City of Petersburg. The funding for PAT was authorized by the Federal Transit Authority (FTA) under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

PETERSBURG RISK REPORT

City of Petersburg VIRGINIA

Aretha R. Ferrell-Benavides, City Manager





- Risk management is an ongoing process that continues through the life of a City or municipality. It includes processes for risk management planning, identification, analysis, monitoring and control. Many of these processes are routinely updated as new risks can be identified at any time. It's the objective of risk management to decrease the probability and impact of events adverse to the City or municipality. On the other hand, any event that could have a positive impact should be exploited.

RISK

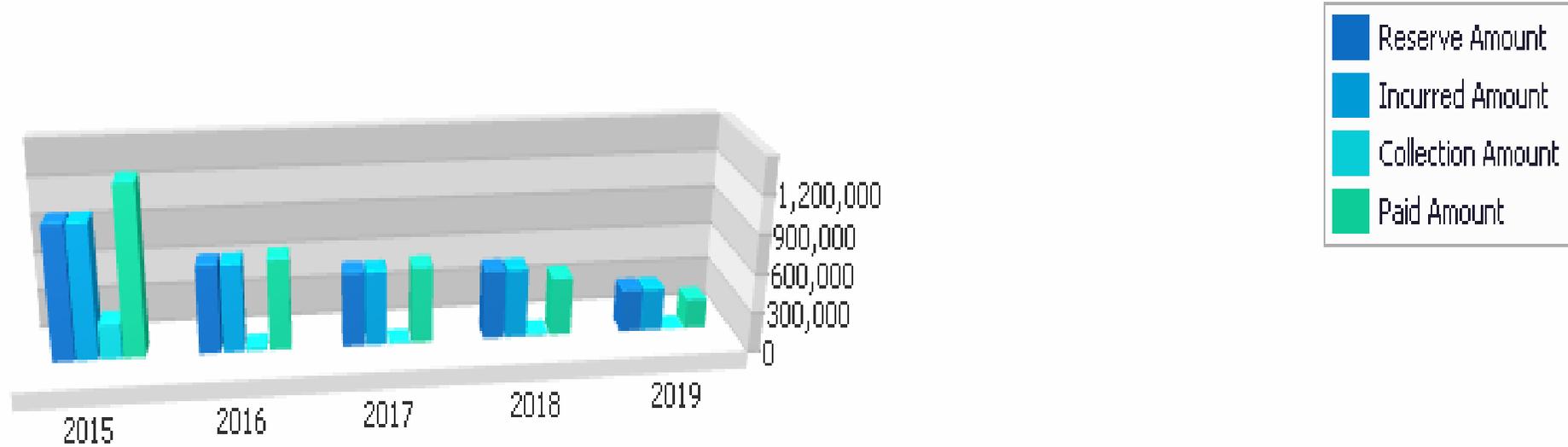


FINANCIAL INDICATORS



WORKERS COMPENSATION

Financial Data for past 5 Years



FY 2017-2018= 295,446.00 PAID SUM

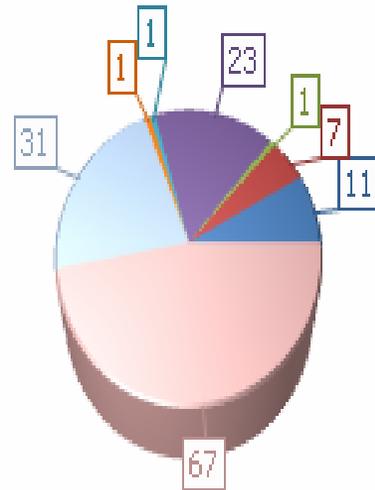
FY 2018-2019= 268,440.57 PAID SUM DECREASE -9.10%

FY 2019-2020= 108,427.49 PAID SUM DECREASE -59.7%

GENERAL LIABILITY



Current FY Claim Type



FY 2017-2018= 273,041.61 PAID SUM

FY 2018-2019= 45,539.97 PAID SUM DECREASE -83.0%

FY 2019-2020= 5,577.92 PAID SUM DECREASE -8.78%

EXPERIENCE RATING MODULE



The City's current rating reflects a decrease of 70 percent medical-only primary and excess loss dollars where ERM is applied. What does this mean for the City of Petersburg? This performance equates to a \$70k decrease in insurance premiums for the upcoming physical year despite the additional 6% Cancer coverage mandated for all Police, Fire and EMS workers that has been instituted.

| | | | | | | | |
|--------------|------|-----------------------------------|--|--|--|--|--|
| FY 2017-2018 | 3.00 | MAX PREMIUM | | | | | |
| FY 2018-2019 | 1.50 | 50% RATING REDUCTION | | | | | |
| FY 2019-2020 | 1.08 | 1.38% RATING REDUCTION IN PREMIUM | | | | | |

RISK KEYS TO CITY'S SUCCESS



COMMUNICATE



TRAIN



EXPLANATION
OF EXPECTATIONS



INSPECT WHAT YOU
EXPECT OF OTHERS

RISK MANAGEMENT



* Completed CPR training for City employees with 60% penetration rate.



* Instituted mandatory Safety Training on a quarterly basis.



* Completed driver safety training for transit operators with MVA's.



* Created work- flow process to remedy aging claims.



* Worked with City employees educating them on Workers Compensation and how it impacts them personally.

QUESTIONS





City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development
Aretha Ferrell-Benavides, City Manager

FROM: Temidire Okeowo, Tangela Innis

RE: **Update on the City of Petersburg LED Street Light Enhancement**

PURPOSE: To provide an update to the Council on the LED Street Light Enhancement Capital Project

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

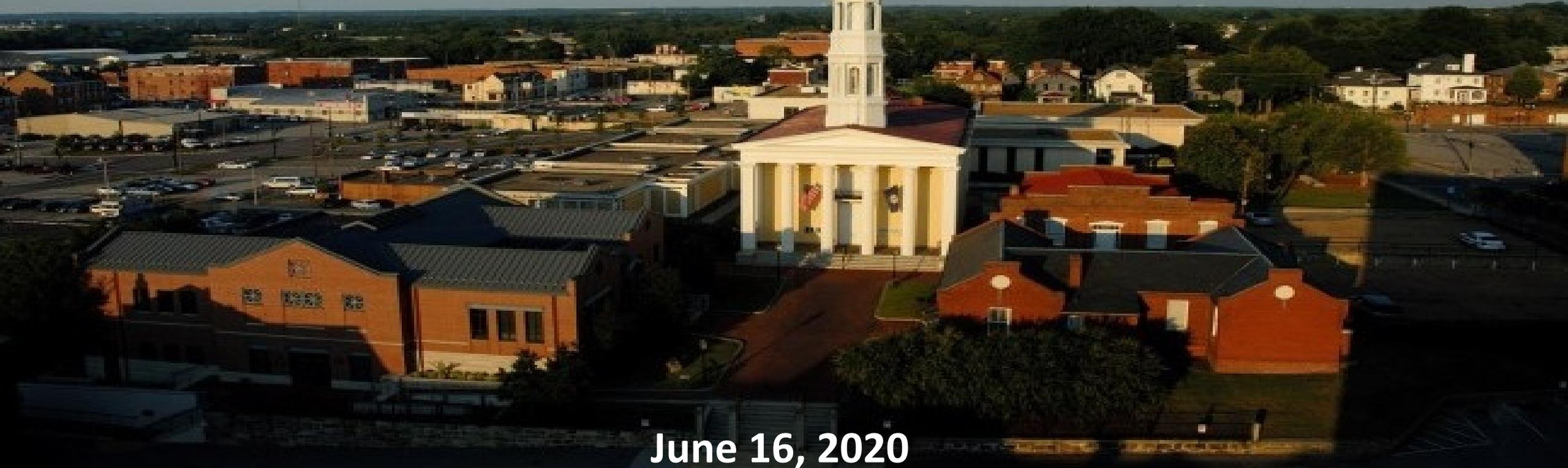
REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. Downtown Street Lighting (updated-2)

The Department of Public Utilities and Capital Projects

City of Petersburg VIRGINIA



June 16, 2020

LED Street Light Enhancement

**Temidire Okeowo,
Capital Improvement Project Manager**

&

**Tangela Innis,
Director of Utilities & Capital Projects**



Purpose



The Department of Utilities and Capital Projects and Dominion Energy collaborated on a project to convert incandescent street lighting to LED street lighting. The purpose is to increase lighting and enhance landmarks. This will create a beautiful ambience and bring awareness to the architecture in the City.

Business Partners



The initial talks of this project consisted of the following representatives from the City and Dominion Energy:

- Samuel Parham – Mayor of the City of Petersburg
- Lionel D. Lyons – Deputy City Manager for Development
- Tangela Innis – Director of Public Utilities and Capital Projects
- Temidire Okeowo – Capital Improvement Manager
- Charlene J. Whitfield – Vice President-Distribution Operations Power Delivery Group (Dominion Energy)
- Earnest H. Greene – External Affairs Manager (Dominion Energy)
- Susan Simon – Outdoor Lighting Project Coordinator (Dominion Energy)

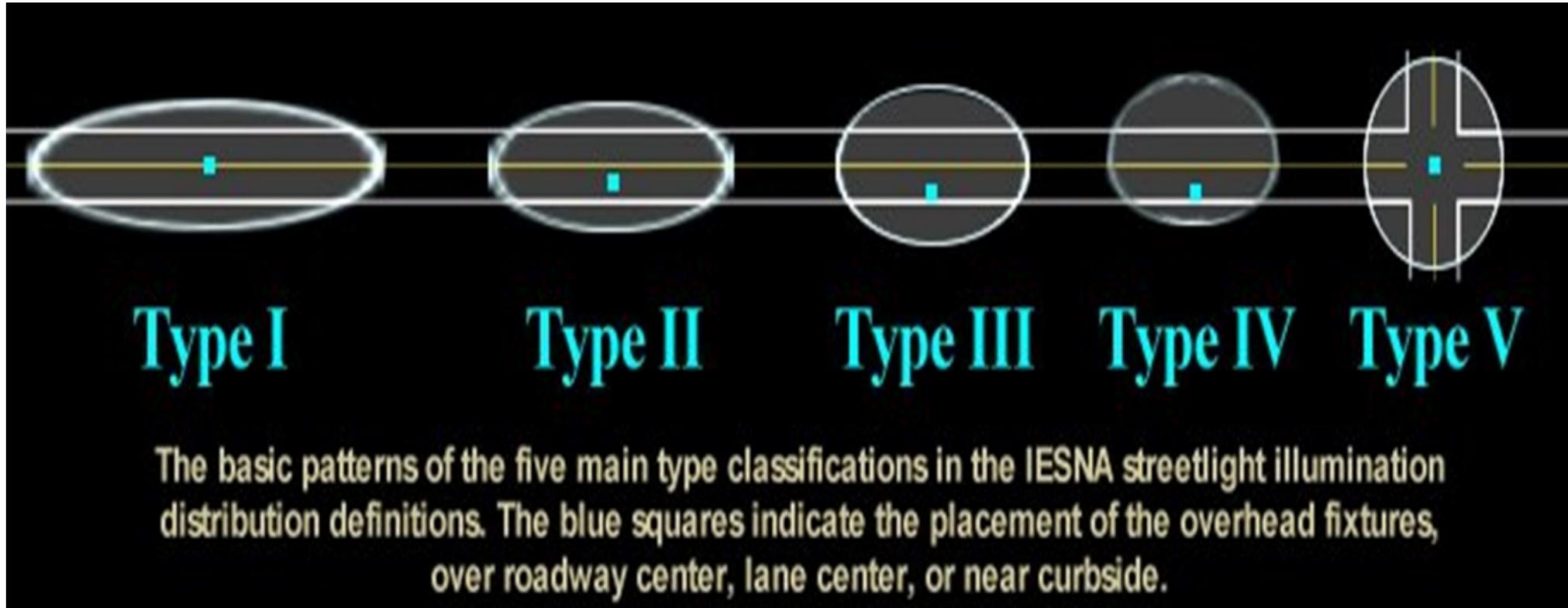


LED Street Lighting in the City

Advantages of Installing LED Street Lighting:

- Highlight areas
- Increases safety
- Reduction in energy use
- Green energy and reduction in carbon footprints
- Longer life span
- Saves the City money in maintenance and replacement cost
- Positive urban character

General Lighting Patterns





Light Fixtures Conversion Types

- Dominion has default lights used for poles.
- The City has the option to pick the best fit for the lighting conversion.
- There are eighty-two (81) premium light fixtures that have been factored into the cost of conversion.
- There are three-thousand one-hundred eighteen (3,118) basic light fixtures that have been factored in the cost of conversion.



Flat Rate Conversion Fee

- Converting existing “Basic Fixtures” to LED = \$130 per light + 15.34 % TERF(tax) = \$149.95
- Converting existing “Premium Fixtures” to LED = \$386 per light + 15.34% TERF (tax) =\$445.22
- There are eighty-one (81) existing “Premium High-Pressure Sodium Fixture” throughout the City.
 - Acorn style - (59 total)
 - Carlyle Acorn style - (20 total)
 - Decorative Colonials style - (2 total)

Cost vs. Savings



- The total conversion investment will cost \$503,581.36.
- **The funds for this project will taken from Street Operations Urban Allocation**
- If all lights are converted in a 1-year period, the payback period is 3.9 years.
- The City currently pays \$40,146.97 monthly.
- The prospective LED monthly bill will cost \$29,509.82.
- The total monthly savings will be \$10,637.15.
- The yearly savings after the full conversion will be \$127,645.80.

Colonial Outdoor Lighting Pole 1



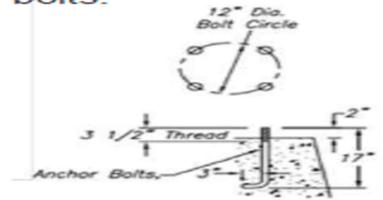
Outdoor Lighting Pole Specifications

Decorative Fluted Tapered Aluminum for Post Top Luminaires

Fluted tapered pole with structural Arlen style base constructed of aluminum alloy for single or twin post top luminaires. Poles are available directly embedded or base mounted for use with underground supplied conductors only. Anchor base poles require customer-installed and maintained concrete pole foundations and anchor-bolts.

Light fixtures that match well with this pole include:

- All LED Acorn styles
- All LED Colonial styles
- Premium LED Cutoff styles
- Premium LED Lantern styles



POLE SPECIFICATIONS

| FIXTURE MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BASE DIAMETER (in) | BASE HEIGHT (in) | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|------------------------------|------------------------|---------------------|------------------|----------------------|----------------|----------|-------------------|
| 12.0 | 16.0 | 17.0 | 17.0 | Embed | Black RAL-9017 | PA16ARB | 42337639 |
| 12.0 | 16.0 | 17.0 | 17.0 | Embed | Green RAL-6009 | PA16ARM | 42337642 |
| 14.0 | 18.0 | 17.0 | 17.0 | Embed | Black RAL-9005 | PA18ARB | 42337640 |
| 14.0 | 18.0 | 17.0 | 17.0 | Embed | Green RAL-6009 | PA18ARM | 42337643 |
| 16.0 | 20.0 | 17.0 | 17.0 | Embed | Black RAL-9005 | PA20ARB | 42337641 |
| 16.0 | 20.0 | 17.0 | 17.0 | Embed | Green RAL-6009 | PA20ARM | 42337644 |
| 12.0* | 12.0 | 12 inch bolt circle | | Anchor | Black RAL-9017 | PA12ABAB | 42337782 |
| 12.0* | 12.0 | 12 inch bolt circle | | Anchor | Green RAL-6009 | PA12ABAM | 42337785 |
| 14.0* | 14.0 | 12 inch bolt circle | | Anchor | Black RAL-9005 | PA14ABAB | 42337783 |
| 14.0* | 14.0 | 12 inch bolt circle | | Anchor | Green RAL-6009 | PA14ABAM | 42337786 |
| 16.0* | 16.0 | 12 inch bolt circle | | Anchor | Black RAL-9005 | PA16ABAB | 42337784 |
| 16.0* | 16.0 | 12 inch bolt circle | | Anchor | Green RAL-6009 | PA16ABAM | 42337887 |

* Approximate based on height above grade to top of anchor base



Many localities have restrictions on light distribution and placement of outdoor lighting equipment. Consult with your local government before selecting outdoor lighting equipment.

Colonial Outdoor Lighting Pole Option 2



Outdoor Lighting Pole Specifications

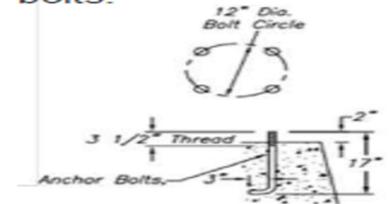
Decorative Fluted Tapered Aluminum for Post Top Luminaires



Fluted tapered pole with structural York style base constructed of aluminum alloy for single or twin post top luminaires. Poles are available directly embedded or base mounted for use with underground supplied conductors only. Anchor base poles require customer-installed and maintained concrete pole foundations and anchor-bolts.

Light fixtures that match well with this pole include:

- All LED Acorn styles
- All LED Colonial styles
- Premium LED Cutoff styles
- Premium LED Lantern styles



POLE SPECIFICATIONS

| FIXTURE MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BASE DIAMETER (in) | BASE HEIGHT (in) | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|------------------------------|------------------------|---------------------|------------------|----------------------|----------------|----------|-------------------|
| 12.0 | 16.0 | 17.0 | 30.0 | Embed | Black RAL-9017 | PA16YB | 42337645 |
| 12.0 | 16.0 | 17.0 | 30.0 | Embed | Green RAL-6009 | PA16YM | 42337868 |
| 14.0 | 18.0 | 17.0 | 30.0 | Embed | Black RAL-9005 | PA18YB | 42337646 |
| 14.0 | 18.0 | 17.0 | 30.0 | Embed | Green RAL-6009 | PA18YM | 42337869 |
| 16.0 | 20.0 | 17.0 | 30.0 | Embed | Black RAL-9005 | PA20YB | 42337867 |
| 16.0 | 20.0 | 17.0 | 30.0 | Embed | Green RAL-6009 | PA20YM | 42337870 |
| 12.0* | 12.0 | 12 inch bolt circle | | Anchor | Black RAL-9017 | PA12ABYB | 42337888 |
| 12.0* | 12.0 | 12 inch bolt circle | | Anchor | Green RAL-6009 | PA12ABYM | 42337891 |
| 14.0* | 14.0 | 12 inch bolt circle | | Anchor | Black RAL-9005 | PA14ABYB | 42337889 |
| 14.0* | 14.0 | 12 inch bolt circle | | Anchor | Green RAL-6009 | PA14ABYM | 42337892 |
| 16.0* | 16.0 | 12 inch bolt circle | | Anchor | Black RAL-9005 | PA16ABYB | 42337890 |
| 16.0* | 16.0 | 12 inch bolt circle | | Anchor | Green RAL-6009 | PA16ABYM | 42337893 |

* Approximate based on height above grade to top of anchor base

Many localities have restrictions on light distribution and placement of outdoor lighting equipment. Consult with your local government before selecting outdoor lighting equipment.

Colonial Outdoor Lighting Pole Option 3



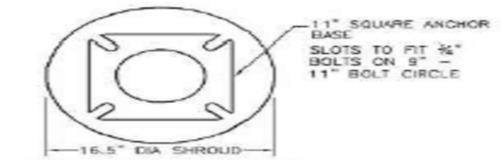
Outdoor Lighting Pole Specifications

Decorative Fluted Tapered Composite for Post Top Luminaires

Fluted tapered composite poles with slip over base constructed of heavy duty fiberglass reinforced pigmented polyester resin with a decorative base for single or twin post top luminaires. Poles are available directly embedded or base mounted for use with underground supplied conductors only. Anchor base poles require customer-installed and maintained concrete pole foundations and anchor-bolts.

Light fixtures that match well with this pole include:

- All LED Acorn styles
- All LED Colonial styles
- Premium LED Cutoff styles
- Premium LED Lantern styles



POLE SPECIFICATIONS

| FIXTURE MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BASE DIAMETER (in) | BASE HEIGHT (in) | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|------------------------------|------------------------|-----------------------|------------------|----------------------|----------------|-----------|-------------------|
| 10.0 | 13.0 | 16.5 | 20.0 | Embed | Black RAL-9017 | PFF13 | 50498500 |
| 12.0 | 15.0 | 16.5 | 20.0 | Embed | Black RAL-9017 | PFF15 | 50499000 |
| 12.0 | 15.0 | 16.5 | 20.0 | Embed | Green RAL-6009 | PFF15GN | 42062744 |
| 14.0 | 18.0 | 16.5 | 20.0 | Embed | Black RAL-9017 | PFF18 | 50499200 |
| 14.0 | 18.0 | 16.5 | 20.0 | Embed | Green RAL-6009 | PFF18GN | 42062745 |
| 10.0* | 10.0 | 9-11 inch bolt circle | | Anchor | Black RAL-9017 | PFF10AB | 50497900 |
| 12.0* | 12.0 | 9-11 inch bolt circle | | Anchor | Black RAL-9017 | PFF12AB | 50498100 |
| 12.0* | 12.0 | 9-11 inch bolt circle | | Anchor | Green RAL-6009 | PFF12ABGN | 42062746 |
| 14.0* | 14.0 | 9-11 inch bolt circle | | Anchor | Black RAL-9017 | PFF14AB | 50498300 |
| 14.0* | 14.0 | 9-11 inch bolt circle | | Anchor | Green RAL-6009 | PFF14ABGN | 42062757 |

* Approximate based on height above grade to top of anchor base

Outdoor Lighting Pole Specifications



Outdoor Lighting Pole Specifications

Smooth Round Tapered Concrete for Post Top Luminaires

Smooth round tapered pole has a natural concrete finish for single pole top luminaires. Poles are pre-stressed spun concrete and are directly embedded for use with underground supplied conductors only.

Light fixtures that match well with this pole include:

- Basic LED Contemporary (best match)
- Basic LED Acorn styles
- Basic LED Colonial styles

POLE SPECIFICATIONS

| FIXTURE MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BUTT DIAMETER (in) | GROUNDLINE DIAMETER (in) | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|------------------------------|------------------------|--------------------|--------------------------|----------------------|------------------|----------|-------------------|
| 10.0 | 13.0 | 5.3 | 4.8 | Embed | Natural Concrete | PC130002 | 50511300 |
| 14.0 | 18.0 | 6.7 | 6.1 | Embed | Natural Concrete | PC180005 | 50511500 |



Basic Outdoor Lighting Pole

Option 1



Outdoor Lighting Pole Specifications

Smooth Round Tapered Aluminum for Side Mounted Luminaires

Smooth round tapered poles constructed of aluminum alloy for side mounted luminaires. Single arm or two arms at 180 degrees. Poles are directly embedded for use with underground supplied conductors only.

Light fixtures that match well with this pole include:

- Basic LED Cobra style
- Basic LED Open Vertical (Area)
- Basic LED Shoebox style

POLE SPECIFICATIONS

| ARM MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BUTT DIAMETER* (in) | GROUNDLINE DIAMETER (in) | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|--------------------------|------------------------|---------------------|--------------------------|----------------------|------------------|---------|-------------------|
| 17.0 | 22.0 | 4.5 | 8.0 | Embed | Natural Aluminum | PA22 | 42336282 |
| 17.0 | 22.0 | 4.5 | 8.0 | Embed | Black RAL-9017 | PA22B | 42336283 |
| 22.0 | 27.0 | 4.5 | 8.0 | Embed | Natural Aluminum | PA27 | 42336284 |
| 22.0 | 27.0 | 4.5 | 8.0 | Embed | Black RAL-9017 | PA27B | 42336285 |
| 27.0 | 33.0 | 4.5 | 10.0 | Embed | Natural Aluminum | PA33 | 42336286 |
| 27.0 | 33.0 | 4.5 | 10.0 | Embed | Black RAL-9017 | PA33B | 42336287 |
| 32.0 | 38.0 | 4.5 | 10.0 | Embed | Natural Aluminum | PA38 | 42336288 |
| 32.0 | 38.0 | 4.5 | 10.0 | Embed | Black RAL-9017 | PA38B | 42336299 |
| 37.0 | 43.0 | 4.5 | 10.0 | Embed | Natural Aluminum | PA43 | 42336300 |
| 37.0 | 43.0 | 4.5 | 10.0 | Embed | Black RAL-9017 | PA43B | 42336301 |

* Butt of pole is flattened to serve as anti-rotational device

Basic Outdoor Lighting Pole

Option 2



Outdoor Lighting Pole Specifications

Dark Bronze Aluminum for Decorative Shoebox Luminaires

Smooth round tapered poles constructed of aluminum alloy with a Dark Bronze finish matching the Decorative Shoebox luminaires. Mount up to four fixtures with optional tenon adaptors. Poles are available directly embedded or base mounted for use with underground supplied conductors only. Anchor base poles require customer-installed and maintained concrete pole foundations and anchor-bolts.

POLE SPECIFICATIONS

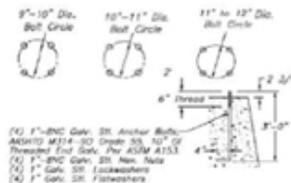
| FIXTURE MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BUTT DIAMETER (in) | GROUNDLINE DIAMETER (in) | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|------------------------------|------------------------|------------------------|--------------------------|----------------------|----------------------|---------|-------------------|
| 20.0 | 24.0 | 3.5** | 6.0 | Embed | Dark Bronze RAL-8019 | PA24DB | 42332147 |
| 25.0 | 29.0 | 4.0** | 6.0 | Embed | Dark Bronze RAL-8019 | PA29DB | 42332239 |
| 30.0 | 35.0 | 4.0** | 7.0 | Embed | Dark Bronze RAL-8019 | PA35DB | 42332238 |
| 35.0 | 40.0 | 4.5** | 8.0 | Embed | Dark Bronze RAL-8019 | PA40DB | 42332148 |
| 40.0 | 45.0 | 4.5** | 8.0 | Embed | Dark Bronze RAL-8019 | PA45DB | 42332149 |
| 20.0* | 20.0 | 9-10 inch bolt circle | | Anchor | Dark Bronze RAL-8019 | PA20ADB | 42144856 |
| 25.0* | 25.0 | 9-10 inch bolt circle | | Anchor | Dark Bronze RAL-8019 | PA25ADB | 42332242 |
| 30.0* | 30.0 | 10-11 inch bolt circle | | Anchor | Dark Bronze RAL-8019 | PA30ADB | 42332243 |
| 35.0* | 35.0 | 11-12 inch blot circle | | Anchor | Dark Bronze RAL-8019 | PA35ADB | 42144857 |
| 40.0* | 40.0 | 11-12 inch blot circle | | Anchor | Dark Bronze RAL-8019 | PA40ADB | 42144858 |

* Approximate based on height above grade to top of anchor base

** Butt of pole is flattened to serve as anti-rotational device

TENON ADAPTORS FOR MOUNTING DECORATIVE SHOEBOX FIXTURES

| ARM LENGTH (ft) | MATERIAL | FINISH COLOR | DESCRIPTION | WMIS CU | POLE ONLY STOCK # |
|-----------------|----------|----------------------|---|-----------|-------------------|
| N/A | Aluminum | Dark Bronze RAL-8019 | Single Decorative Shoebox Fixture | BKTTM5 | 42334557 |
| N/A | Aluminum | Dark Bronze RAL-8019 | Two Decorative Shoebox Fixtures Mounted 180° Apart. | BKTTMD180 | 42334558 |
| N/A | Aluminum | Dark Bronze RAL-8019 | Two Decorative Shoebox Fixtures Mounted 90° Apart. | BKTTMD90 | 42334559 |
| N/A | Aluminum | Dark Bronze RAL-8019 | Three Decorative Shoebox Fixtures Mounted 120° Apart. | BKTTMT120 | 42334560 |
| N/A | Aluminum | Dark Bronze RAL-8019 | Four Decorative Shoebox Fixtures Mounted 90° Apart. | BKTTMQ90 | 42334561 |



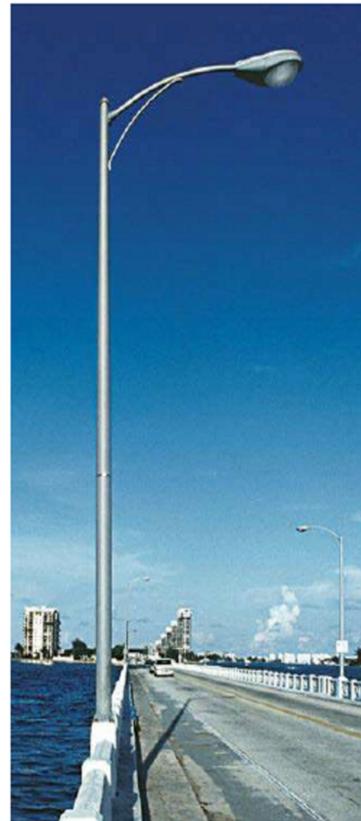
Basic Outdoor Lighting Pole

Option 3



Outdoor Lighting Pole Specifications

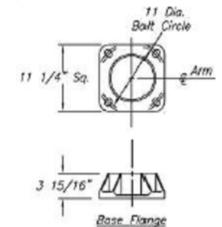
Smooth Round Tapered Aluminum Bridge for Side Mounted Luminaires



Smooth round tapered poles constructed of aluminum alloy with a brushed aluminum finish with vibration dampening for use on bridge decks with side mounted luminaires. Poles are base mounted for use with underground supplied conductors only. Anchor base poles require customer-installed and maintained foundations and anchor-bolts.

Light fixtures that match well with this pole include:

- Basic LED Cobra style
- Basic LED Shoebox style



POLE SPECIFICATIONS

| ARM MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | ANCHOR BASE BOLT HOLE PATTERN | EMBED or ANCHOR BASE | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|--------------------------|------------------------|-------------------------------|----------------------|------------------|---------|-------------------|
| 27.0 | 27.0 | 11 inch bolt circle | Anchor | Natural Aluminum | PA27BR | 50489800 |
| 27.0 | 27.0 | 11 inch bolt circle | Anchor | Black RAL-9017 | PA27BRB | 42336119 |

ARMS FOR ALUMINUM BRIDGE POLES

| ARM LENGTH (ft) | MATERIAL | FINISH COLOR | DESCRIPTION | WMIS CU | POLE ONLY STOCK # |
|-----------------|----------|------------------|----------------------|-------------|-------------------|
| 6.0 | Aluminum | Natural Aluminum | Two member truss arm | BKTBRMA6FT | 66087000 |
| 6.0 | Aluminum | Black RAL-9017 | Two member truss arm | BKTBRMA6FTB | 42336257 |
| 8.0 | Aluminum | Natural Aluminum | Two member truss arm | BKTBRMA8FT | 66088000 |
| 8.0 | Aluminum | Black RAL-9017 | Two member truss arm | BKTBRMA8FTB | 42336258 |



Outdoor Lighting Pole Specifications

Smooth Round Tapered Heavy Duty Concrete for Side Mounted Luminaires

Smooth round tapered heavy duty concrete poles with natural concrete finish for extra length arm brackets for side mounted luminaires. Poles are directly embedded for use with underground supplied conductors. Single arm or two arms at 180 degrees.

Heavy duty poles have a larger diameter and pole class and used with extended length arm brackets (16', 20' arms) without additional pole guying.

Light fixtures that match well with this pole include:

- Basic LED Cobra style
- Basic LED Directional Flood style
- Basic LED Open Vertical (Area)
- Basic LED Shoebox style
- Premium LED Expressway



POLE SPECIFICATIONS - HEAVY DUTY

| ARM MOUNTING HEIGHT (ft) | TOTAL POLE LENGTH (ft) | BUTT DIAMETER (in) | POLE GRADE | EQUIVALENT WOOD POLE CLASS | FINISH COLOR | WMIS CU | POLE ONLY STOCK # |
|--------------------------|------------------------|--------------------|------------|----------------------------|------------------|---------|-------------------|
| 26.0 | 35.0 | 10.2 | E | 3 | Natural Concrete | PC35051 | 42017158 |
| 31.0 | 40.0 | 14.1 | G | 1 | Natural Concrete | PC40081 | 42017159 |
| 35.0 | 45.0 | 15.0 | G | 1 | Natural Concrete | PC45093 | 42017161 |

ARMS FOR HEAVY DUTY CONCRETE POLES

| ARM LENGTH (ft) | MATERIAL | FINISH COLOR | DESCRIPTION | WMIS CU | POLE ONLY STOCK # |
|-----------------|-------------|------------------|-----------------------------|-------------|-------------------|
| 18.0 | Galv. Steel | Galvanized Steel | A-Frame double guy mast arm | BKTCAFR16FT | 42017087 |
| 20.0 | Galv. Steel | Galvanized Steel | A-Frame double guy mast arm | BKTCAFR20FT | 42017089 |

Basic Outdoor Lighting Pole

Option 4

Next Steps



1. Obtain permission from the City Council to move forward with the Capital Improvement Project.
2. Meet with Dominion's Design Team for finalized options using the City's existing poles.
3. The City will create a work order to initiate the project.
4. Commence the project in Ward 4 (Downtown Business Area).
5. Seek recommendations for the projected implementation plan for completion of the other Wards.

Questions???





City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development

FROM: Francis Poulin

RE: **Information on the Department of Neighborhood Services.**

PURPOSE: To discuss the Department of Neighborhood Services.

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

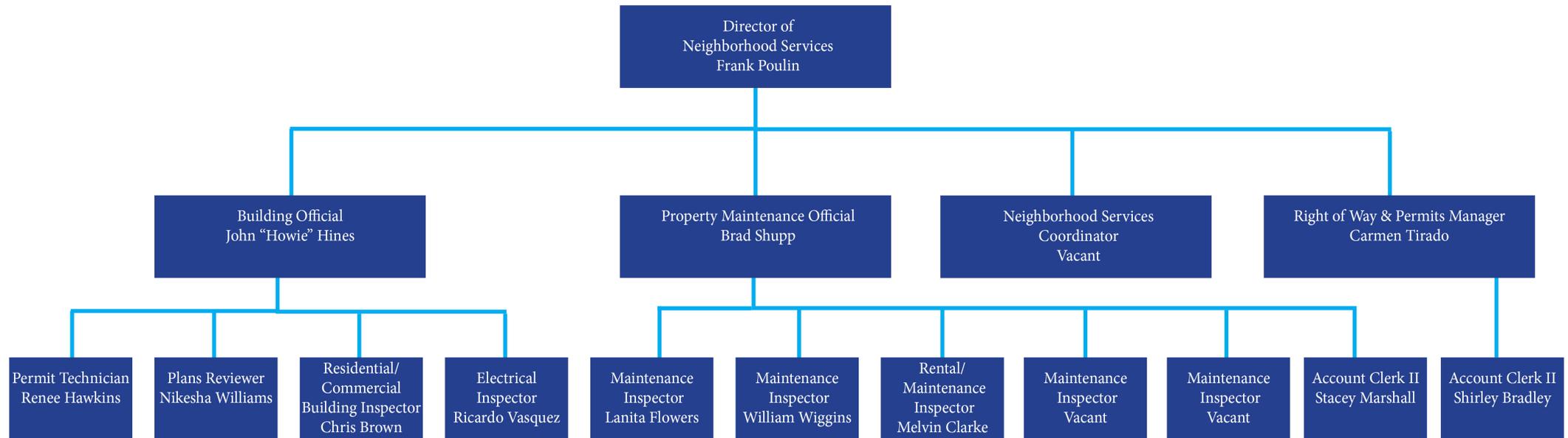
ATTACHMENTS:

1. June 2 Presentation Code



DEPARTMENT OF NEIGHBORHOOD SERVICES

Neighborhood Services



OUR MISSION

IT IS THE MISSION OF THE CODE COMPLIANCE DIVISION to provide prompt assistance to the public, contractors, and homeowners ensuring that the minimum standards required for the construction of buildings and structures are being observed in order to help protect the health, safety, and welfare of the citizens and visitors of Petersburg.

RESPONSIBILITIES

THE CODE COMPLIANCE DIVISION is responsible for the issuance of all construction related permits and the enforcement of the Virginia Uniform Statewide Building Code and its related laws and ordinances as mandated by state and local regulations. We are charged with determining permit applicant qualifications, review of construction documents, issue permits, and perform inspections for compliance with USBC standards and local ordinances, as well as other related activity, as set forth in the Code of Virginia. The office has inspectors for each of the technical trades to assist contractors and building owners in their related fields.



CODE ENFORCEMENT OFFICERS ARE

- Professionals
- Communicators
- Educators
- Mediators
- Community Advocates
- Problem Solvers
- Public Servants and Officials

HOURS OF OPERATION

Monday-Friday, 8:30am-5pm
106 W Tabb St
Petersburg, VA 23803
(804) 733-2410

If you have any questions or concerns, please do not hesitate to contact our office at the information above. For additional information you may access our website to obtain additional information at: petersburgva.gov

Thank you again for your interest in working for the City of Petersburg.



WORK FOR CODE ENFORCEMENT



CODE COMPLIANCE OFFICE
106 W TABB ST
PETERSBURG, VIRGINIA 23803

804-733-2410

Staff Recruitment

Looking for candidates who want to work in an environment where accountability and reliability are key.

Looking for candidates through job fairs, website advertisements, and word of mouth.

Applicants can apply at petersburgva.gov



CODE STATS

Code Compliance Violations
July 2019 to the Present:

Vacant Letters Sent 650

Notices of Violation 413

Total 1,063

Closed 192 Cases

42 Landlord/Tenant Complaints Resolved

Pulled six (6) criminal summons since January

Civil Fines – \$41,950.00
due to the City

Criminal - \$7,500.00 due to the courts





Property bought at auction. This house has been vacant for many years and as a result almost became another empty lot. The new owner began exterior care immediately with lawn care.

On our current fire demo list. The owner has refused to take any responsibility for this or any of his other properties. It is scheduled for demolition June 2020.



↑ Three of the most well-known downtown buildings have begun mild renovations, and upkeep has been guaranteed while Woodlief Jr. works to have these buildings sold.



← Once the owner was informed of pending civil action – repairs began immediately. The roof is almost complete.



VACANT PROPERTY REGISTRY

Started with 357 Vacant Homes

Removed 107 Occupied Homes

Added 127 New Vacant Homes

Collected \$12,000.00 in Registration Fees

Fined \$12,300.00 Homes for Non-Payment

Fined \$7,500.00 Historic Homes for Non-Payment

| F | G | H | I |
|---------------------|--|--|--------------------------|
| Address | Most recent action taken by City | Next step and City Staff | Date of Next Step |
| brook St, VA 23803 | Owner has a contract for sale. Closing May 29, 2020 | Civil fines to take place ASAP if house is not sold. | |
| | | Kate Sangrigorio Schedule ARB meeting after COVID | |
| VA 23803 | I informed Ms. Byrne of potential civil fines. I spoke with roofer and informed him of the civil fines. He stated he will have the roof finished in 3 weeks. | Follow up | 05/11/2 |
| urn Rd, Meeting, PA | Work Commencing. | Civil action to take place if no contracts have been signed. | 05/15/2 |
| Ave, VA 23803 | I spoke with Mr. Hartstock, the selling agent. He has confirmed the property is still in the process of closing. Currently waiting for the lender to finish their end. | | |
| | | Tax auction service, Jason Dunn confirmed this property will be auctioned. | No date set due to COVID |
| | Home is in line for renovation. Plans have | | |

INNOVATION CREATION for DEVELOPERS
 Series 1
 Petersburg Transit Station
 June 12, 2020 1:00p.m.

To discuss new ideas for re-developing Petersburg with local real estate developers.



| Owner Mailing |
|-------------------------------|
| 639 FREEMAN CROSS RD |
| 532 S ADAMS ST |
| 1707 GORDON AVE |
| 3630 PEACHTREE RD NE STE 1500 |
| PO BOX 2370 |
| 11504 ALLECINGIE PKWY |
| 6808 S DEWEY CT |
| PO BOX 2370 |
| PO BOX 35809 |
| 3630 PEACHTREE RD NE STE 1500 |
| 13631 LAKETREE DR |
| 3637 SENTARA WAY |
| 14007 SANDROCK RIDGE DR |
| 1776 BERKELEY AVE |
| 2717 TINSTREE DR |
| PO BOX 2837 |
| 13100 ROCKRIDGE RD |
| 1602 CARRINGTON RD |
| 22782 BROOKS SHADE DR |
| 327 CLAREMONT ST |
| PO BOX 1362 |
| 5704 ROCKY BRANCH RD |
| 2247 FAIRWAY AVE |

PivotTable Report

Request: 16076 Entered on: 04/20/2020 (1 followup)

Customer Information
 First name:
 City:

Overgrown Weeds and Grass

Click here to close

| Topic | Date Entered |
|---------------------------|--------------|
| Overgrown Weeds and Grass | 06/26/20 |
| Property Maintenance | 05/24/20 |
| Overgrown Weeds and Grass | 04/25/20 |
| Overgrown Weeds and Grass | 11/6/20 |
| Overgrown Weeds and Grass | 11/16/20 |
| Overgrown Weeds and Grass | 06/7/20 |
| Overgrown Weeds and Grass | 05/23/20 |
| Overgrown Weeds and Grass | 05/9/20 |
| Overgrown Weeds and Grass | 07/28/20 |
| Overgrown Weeds and Grass | 05/14/20 |

05-11-2020 follow up

1 grass / grass not cut 05-05-2020, property posted / follow up 05-11-2020

Blight Table

Work with Developers

Vacant Registry Table

History of Violations

Innovation and Tracking

RENTAL REGISTRY PROGRAM

Confined to a specific area inside Inspection Zone 3.

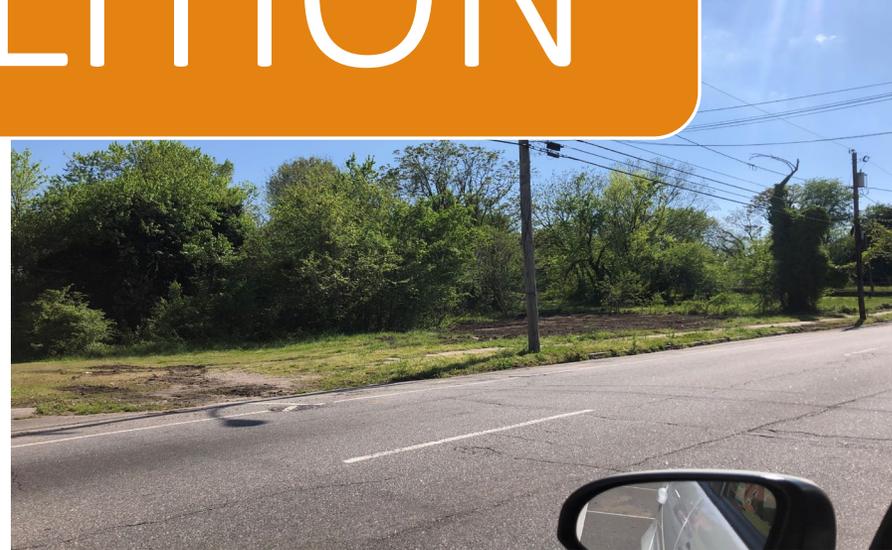
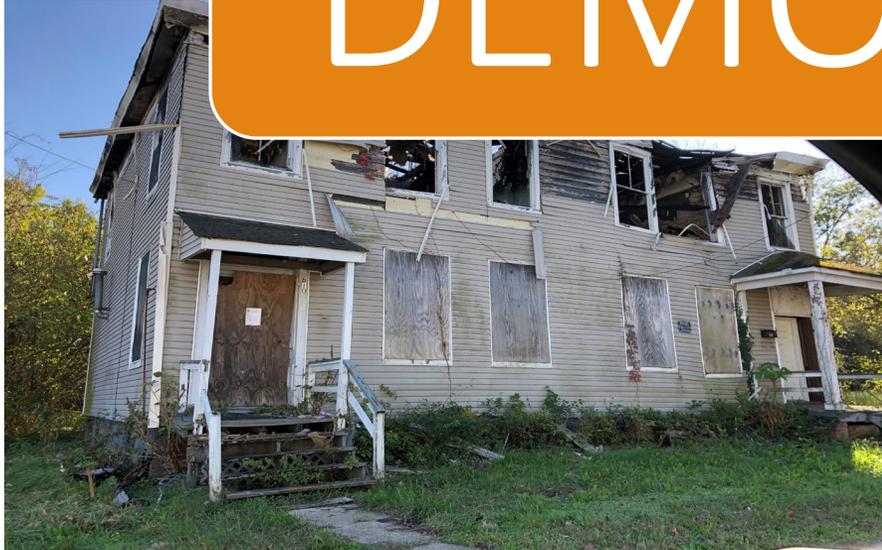
Inspector Melvin Clarke oversaw this initiative and will do such going forward.

The goal of this program is intended to prevent property deterioration and to promote safe, decent, and sanitary residential rental dwelling units by requiring proper building maintenance and continued compliance with applicable building regulations.

We do continue to respond to any complaints received from renters in all districts for landlord/tenant complaints.



DEMOLITION



Accomplishments

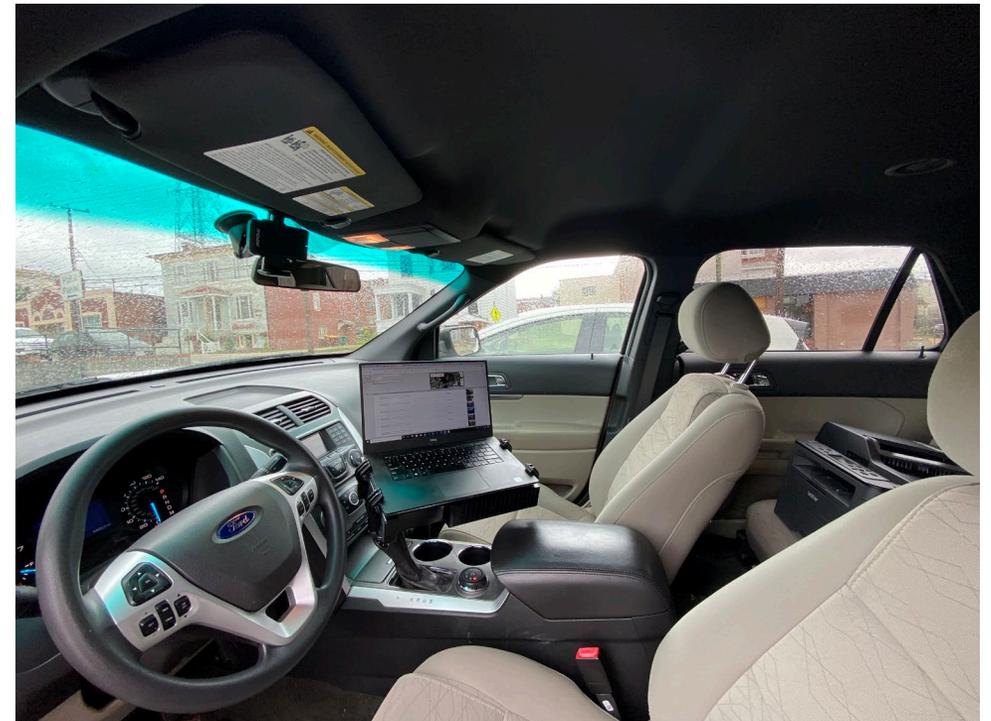
The Vacant Registry is running again, and has removed 25% of the properties off the old list. We have collected \$12,000 since April 2020. Inspector Flowers is adding more everyday.

We have started demolitions again. We demolished 3 properties damaged by fire and have 7 more pending with owners abating another 10 at their own expense.

Implemented civil penalties - The new go to tactic for compliance.

Started using more technology to log, track, and follow up on more properties.

The trucks are being upgraded to be mobile work stations - With Laptop holders and printers.





Continue to modernize our systems and create digital back ups of records.

Hire new inspectors, get them certified, and decrease the assigned areas of responsibilities so that more enforcement can take place.

Appoint members to Petersburg's Local Board of Building Code Appeals (Ord. No. 07-53, 6-19-2007; Ord. No. 19-56, 12-10-2019) so as not to have to use the Crater Road Planning District Commission.

Continue issuing civil fines to push properties past the threshold for tax sales.

Continue to working with owners to ensure repairs are being made properly and in an efficient time frame.

Continue recommending owner occupied properties to receive assistance from Project Homes.

Gain compliance from Christopher Harrison and similar owners.

Implement an Operations Manual for Inspectors.

Continue to transform this City for the better everyday.



CALL TO ACTION

We need the help of our citizens.

See a property vacant/abandoned/falling apart?

Call us @ 804-733-2410

OR

Download the GORequest App and email us.

THANK YOU/QUESTIONS?



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM:

RE: COVID-19 Report

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS: None



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Lionel Lyons, Deputy City Manager of Development

FROM: Charles Koonce

RE: **Schedule a Public Hearing on the revised Mass Transit FY 21 budget - First Reading**

PURPOSE: In response to the Coronavirus Pandemic, Petersburg Area Transit was awarded 3.5 million dollars from the Federal Transportation Administration, with no match requirement. The budget must be approved by City Council and amended to reflect the new funding.

REASON: Additional grant dollars were awarded to Petersburg Area Transit after the City-Wide budget was advertised. The budget has increased by \$1,251,24 and must be voted upon after two readings by City Council.

RECOMMENDATION: Recommend City Council set a public hearing for the first meeting in July 2020.

BACKGROUND:

FTA allocated \$25 billion to recipients of urbanized area and rural area formula funds, with \$22.7 billion to large and small urban areas and \$2.2 billion to rural areas. Funding is provided at a 100-percent federal share, with no local match required, and is available to support capital, operating, and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. Petersburg Area Transit was awarded \$3,581,786 (\$300,000 was appropriated in FY 20), the remainder will be used in FY 21. PAT will use CARES funding to support its operations at 100% and not its usual match grants (per the request of the FTA). The CARES funding was received AFTER the City-Budget submittal and must be amended for Fiscal Year 2021.

COST TO CITY: \$0

BUDGETED ITEM:

REVENUE TO CITY: \$3,281,786

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Federal Transportation Administration

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: FY 21 Approved Budget

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. PAT Budget Revised FY 21 Budget Dept Copy. (1)

MASS TRANSIT REVENUES

| REVENUES | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
|--|--------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| **Mass Transit Revenue** | - | - | 55,500 | - | - | - |
| Rental of General Property | - | - | 1,472 | - | - | - |
| Revenue From Use of Property | 18,845 | - | - | - | - | - |
| Sale of Bus Tickets | 393,543 | 334,170 | 353,218 | 400,000 | 400,000 | 250,000 |
| Hopewell | 31,535 | 243,891 | 163,221 | 220,000 | 218,000 | 218,000 |
| Colonial Heights | 433,130 | 50,000 | 53,000 | - | - | - |
| Greyhound Commission Tickets | 20,870 | 27,663 | 13,840 | 30,000 | 30,000 | 15,000 |
| Greyhound Revenue | 47,071 | 32,210 | 42,169 | 43,032 | 43,032 | 35,000 |
| Riverside Revenue | 9,696 | 21,331 | 25,210 | 23,268 | 23,268 | 23,268 |
| Concession Sales | 655 | 20,208 | 144 | 600 | 600 | - |
| Cash Sales Tax Café | - | 771 | 12 | - | - | - |
| Meals Tax Café | - | 612 | 14 | - | - | - |
| Sales Tax Café | - | 36 | - | - | - | - |
| Sale of Bus Tickets-Flite Foundation | - | 70 | 145 | - | - | - |
| New Freedom Farebox | - | - | - | - | - | - |
| Charges for Services | 27,351 | - | - | - | 20,000 | - |
| Vending Machine Commission | - | 341 | 931 | - | 600 | 600 |
| Sale of Salvage/Surplus | - | - | - | 100 | 4,096 | 4,096 |
| Miscellaneous Other - [Advertising On Bus] | - | 10,529 | 15,374 | 10,000 | 10,000 | 7,200 |
| Miscellaneous Other - [Non-Advertising] | - | - | 342 | - | - | - |
| Recovered Cost [Insurance Claims] | - | - | - | - | - | - |
| Recovered Cost | 7,546 | 7,943 | 2,006 | - | - | - |
| Recoveries & Rebates | - | - | 29 | - | - | - |
| Other State Revenue | - | - | 107,572 | - | - | - |
| State Operating DRPT | 632,660 | 764,117 | 161,355 | 645,432 | 711,439 | 711,439 |
| State Grant Revenue-Monthly Op Allot | - | - | 388,718 | - | - | - |
| New Freedom Program-Operating State | - | - | 51,711 | 172,137 | 21,000 | 16,800 |
| New Freedom Program Mgr. [State] | - | - | - | - | - | - |
| New Freedom Program-Operating [Federal] (5310) | - | - | - | 84,000 | - | - |
| Federal Grant Revenue -Operating (5307) | 976,078 | 522,484 | - | 730,000 | 976,830 | 4,581 |
| Federal Grant Revenue -Preventive Maintenance (5307) | - | 76,941 | 247,091 | 502,664 | 825,057 | - |
| CARES | - | - | - | - | - | 3,281,786 |
| Federal Grant Revenue (5310) | - | - | - | 105,000 | - | - |
| VA-90-X516 [Federal] | - | - | 19,087 | - | 15,655 | 15,655 |
| VA-90-X415 [Federal] | - | 4,828 | 75,566 | 61,743 | 12,308 | 12,308 |
| VA-90-X286 [Federal] | - | - | 7,024 | - | - | - |
| VA-34-0005 [Federal] | - | 29,065 | 19,776 | 17,591 | 7,648 | 25,239 |
| VA-90-X363 [Federal] | - | 3,671 | 4,171 | - | - | - |
| VA-90-X105-02 [Federal] | - | - | - | 57,914 | - | - |
| New Freedom Federal | - | - | 46,607 | - | 16,800 | - |
| VA-16-X042 [New Freedom Mgr. Federal] | - | 84,962 | - | - | - | 21,000 |
| VA-2018-0006 [Federal] | - | - | 150,177 | - | 55,194 | 795 |
| Capital VA-2019-006 (5339) [Federal] | - | - | - | 276,281 | - | 141,702 |
| Capital VA-2019-006 (5307) [Federal] | - | - | - | 40,000 | - | - |
| VA-2020 Capital Federal | - | - | - | - | 141,702 | - |
| VA-2019-0914 [Federal] | - | - | - | - | 66,621 | 66,621 |
| VA-2018-0009 [State] | - | - | 282,375 | - | - | - |
| Capital VA-2019-006 (5339) [State] | - | - | - | 554,456 | - | 344,133 |
| Capital VA-2019-006 (5307) [State] | - | - | - | 8,000 | - | - |
| Capital State 2020 Grant [5339] | - | - | - | - | 344,133 | - |
| Transfer from General Fund | - | 980,248 | 980,248 | - | - | - |
| City of Petersburg Operating | - | - | - | - | - | 840,002 |
| Local Match - Operating [Fund 5307] | - | - | - | 730,000 | 629,117 | 4,581 |
| Local Match -Preventive Maintenance [Fund 5307] | - | - | - | 168,700 | 206,264 | - |
| Local Match -Capital | - | - | - | 31,915 | 39,356 | 30,154 |
| Local Match - [Fund 5310] | - | - | - | 21,000 | 4,200 | 4,200 |
| Local Match - Capital [Fund 5339] | - | - | - | 39,012 | 20,243 | 20,243 |
| TOTAL MASS TRANSIT REVENUES | 2,598,980 | 3,216,090 | 3,268,105 | 4,972,845 | 4,843,163 | 6,094,403 |

MASS TRANSIT EXPENDITURES

| ADMINISTRATIVE OPERATING | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
|--|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|
| Salaries and Wages - Regular | 1,385,866 | 1,323,032 | 1,271,354 | 1,306,594 | 1,457,997 | 1,515,093 |
| Salaries and Wages - Overtime | 84,049 | 160,715 | 82,842 | 40,000 | 75,000 | 80,000 |
| Part-time Salaries & Wages-Regular | 130,297 | 212,491 | 150,569 | 112,944 | 100,100 | 117,780 |
| FICA | 122,416 | 136,486 | 103,174 | 111,655 | 124,932 | 136,812 |
| VRS | 131,441 | 158,130 | 153,956 | 156,922 | 175,105 | 181,963 |
| Hospitalization/Medical Plans | 108,276 | 218,022 | 179,935 | 201,552 | 214,742 | 226,800 |
| Group Insurance | 7,511 | 16,175 | 16,022 | 17,116 | 19,100 | 19,412 |
| Health Insurance Waiver Expense | - | - | - | - | 9,000 | 9,000 |
| Unemployment Insurance | 10,550 | 3,842 | - | - | - | - |
| Employee Liability-Workers'Comp | 38,126 | - | - | 6,000 | - | - |
| Doctors & Phys Exam Fees | 2,511 | 2,244 | 5,068 | 5,000 | 5,000 | 5,000 |
| Auditing | - | - | - | - | - | - |
| PAT Bus Passes Credit Card Fees | 26,720 | 4,961 | 5,140 | 3,000 | 3,000 | 3,000 |
| Other Professional Services | - | - | 505 | - | - | - |
| Other Contractual Services | 473,249 | 193,436 | 114,086 | 126,987 | 136,207 | 178,664 |
| Sale Tax Cafe | 1,099 | - | - | - | - | - |
| Other-GRTC | 266,668 | - | - | - | - | - |
| Repairs - Vehicles | - | 79,683 | 997 | - | - | - |
| Repairs - Office Equipment | - | 3,653 | - | - | - | - |
| Repairs - Buildings | 7,045 | 24,006 | 966 | - | - | - |
| Repairs-Other | 728 | - | - | - | - | - |
| Pest Control | 152 | - | - | - | - | - |
| Printing & Binding | - | - | 667 | 2,500 | 2,500 | 2,500 |
| Advertising | 2,133 | 913 | 1,227 | 2,000 | 2,000 | 1,000 |
| Laundry and Dry Cleaning Services - Mats | 1,625 | - | - | - | - | - |
| Utility Service | 49,849 | 72,936 | 98,276 | 105,000 | 105,000 | 105,000 |
| Propane Gas | 12,643 | - | - | - | - | - |
| Water and Sewer Service | 11,967 | 4,798 | 26,454 | 37,000 | 37,000 | 37,000 |
| Postal Services | 195 | 390 | 174 | 780 | 780 | 500 |
| Telecommunications | 40,363 | 55,504 | 30,352 | 81,000 | 81,000 | 174,400 |
| Communications Maintenance Agreements | - | - | - | - | - | - |
| Property Insurance | - | - | - | - | - | - |
| Auto Insurance | 6,606 | - | - | - | - | - |
| Lease/Rent of Equipment | - | 242 | - | - | - | - |
| Mileage & Transportation | 105 | 3,825 | 2,211 | 2,500 | 2,500 | 2,500 |
| Meals and Lodging | - | 2,666 | 11,916 | 3,000 | 3,000 | 3,000 |
| Registration & Training | - | - | 2,202 | 5,000 | 4,000 | 4,000 |
| Dues & Associations Memberships | 1,883 | 2,258 | 4,240 | 2,000 | 2,000 | 2,000 |
| Office Supplies | 5,523 | 3,736 | 6,843 | 5,686 | 5,686 | 8,000 |
| Food Supplies | 431 | 4,896 | 4 | 300 | 300 | 300 |
| Cleaning Materials & Supplies | - | 10,796 | 20,621 | 15,000 | - | - |
| Repairs and Maintenance Supplies | - | 1,806 | 1,022 | - | - | - |
| Vehicle and Powered Equipment Fuels | 230,274 | 316,220 | 376,158 | 164,865 | 185,000 | 185,000 |
| Uniforms & Wearing Apparel | 2,536 | 11,356 | 7,127 | 10,000 | 10,000 | 20,000 |
| Books & Subscriptions | - | - | - | 5,000 | 3,000 | 3,000 |
| Other Operating Supplies | - | 4,606 | 8,544 | 4,000 | 4,000 | 98,879 |
| Merchandise for Resale | - | 3,849 | - | - | - | - |
| First Aid Supplies | 555 | - | 2,706 | 2,500 | 2,500 | 2,500 |
| Tires and Tubes | 86,446 | - | - | 53,500 | 53,500 | 53,323 |
| Small Tools | 399 | - | - | - | - | - |
| Computer Hardware over \$5,000 | - | - | - | - | - | - |
| Depreciation Expense | 1,109,127 | - | - | - | - | - |
| Local Match - Operating [Fund 5307] | - | 33,038 | - | - | - | - |
| PILOT Payment to General fund | - | 246,000 | - | - | - | - |
| Contingency | - | 200 | - | - | - | - |
| Greater Richmond Transit Co. [Contingency] | - | 200,006 | 200,000 | 200,000 | 200,000 | 200,000 |

| TOTAL ADMINISTRATIVE OPERATING | 4,359,362 | 3,516,915 | 2,885,360 | 2,789,400 | 3,023,949 | 3,376,426 |
|--|------------------------------|------------------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| GREYHOUND LINE SERVICES | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
| Greyhound Ticket Sales/GPX | - | - | 41,551 | 43,032 | 43,032 | 35,000 |
| Contingency | - | 13,559 | - | - | - | - |
| TOTAL GREYHOUND LINE SERVICES | - | 13,559 | 41,551 | 43,032 | 43,032 | 35,000 |
| PREVENTIVE MAINTENANCE | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
| Salaries and Wages - Regular | - | (759) | 208,790 | 277,202 | 339,602 | 346,882 |
| Salaries and Wages - Overtime | - | - | 16,620 | 20,000 | 25,000 | 26,900 |
| Part-time Salaries & Wages-Regular | - | - | 95,719 | 64,501 | 90,180 | 93,820 |
| Part-time Salaries & Wages-Overtime | - | - | - | - | - | - |
| FICA | - | - | 19,710 | 27,670 | 34,790 | 33,714 |
| VRS | - | - | 24,033 | 33,292 | 40,786 | 41,660 |
| Hospitalization/Medical Plans | - | - | 30,976 | 39,766 | 43,444 | 51,000 |
| Health Insurance Waiver Expense | - | - | - | - | 1,200 | 1,200 |
| Group Insurance | - | - | 2,794 | 3,631 | 4,449 | 4,544 |
| Doctors & Phys Exam Fees | - | - | - | - | - | - |
| Other Contractual Services | - | 1,422 | - | - | - | 100,000 |
| Repairs - Vehicles | - | 106,873 | 142,612 | 135,360 | 140,000 | 160,000 |
| Repairs - Machinery & Tools | - | 984 | - | 7,500 | 7,500 | 7,500 |
| Repairs - Equipment | - | - | 4,916 | 5,000 | 5,000 | 5,000 |
| Repairs - Grounds | - | 2,341 | 62,114 | 34,889 | 35,000 | 75,000 |
| Maintenance - Vehicles | - | - | 4,898 | 6,000 | 6,000 | 10,000 |
| Maintenance - Machinery & Tools | - | - | - | 2,500 | 2,500 | 2,500 |
| Maintenance - Equipment | - | - | 2,039 | 1,500 | 1,500 | 1,500 |
| Maintenance - Buildings | - | - | 858 | 10,000 | 10,000 | 10,000 |
| Laundry Services | - | - | - | - | - | - |
| Telecommunications | - | 8,982 | 2,443 | - | - | - |
| Lease/Rent of Equipment | - | - | 855 | - | - | - |
| Office Supplies | - | - | 116 | - | - | - |
| Cleaning Materials & Supplies | - | 199 | 906 | - | 19,500 | 20,000 |
| Repair and Maintenance Supplies | - | 2,391 | 8,663 | - | - | - |
| Vehicle and Powered Equipment Fuels | - | 1,812 | - | - | - | - |
| Uniforms & Wearing Apparel | - | 737 | - | - | - | - |
| Books and Subscriptions | - | - | - | - | - | - |
| First Aid Supplies | - | - | - | - | - | - |
| Other Operating Supplies | - | - | 412 | - | - | - |
| Tires & Tubes | - | - | 49,511 | - | - | - |
| Machinery & Equipment under \$5,000 | - | 897 | - | - | - | - |
| Computer Hardware under \$5,000 | - | 630 | - | - | - | - |
| Local Match Preventive Maintenance [Fund 5307] | - | 5,630 | - | - | - | - |
| TOTAL PREVENTIVE MAINTENANCE | - | 132,139 | 678,985 | 668,811 | 806,450 | 991,220 |
| PARATRANSIT | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
| Salaries and Wages - Regular | - | - | - | 56,992 | 136,864 | 140,400 |
| Part-time Salaries & Wages-Regular | - | - | - | 84,302 | 32,240 | 34,320 |
| FICA | - | - | - | 10,809 | 12,936 | 13,366 |
| VRS | - | - | - | 6,845 | 16,437 | 16,862 |
| Hospitalization/Medical Plans | - | - | - | 14,995 | 23,400 | 23,400 |
| Health Insurance Waiver Expense | - | - | - | - | 1,200 | 1,200 |
| Group Insurance | - | - | - | 747 | 1,793 | 1,839 |
| Other Operating Supplies | - | - | - | - | - | 40,866 |
| TOTAL PARATRANSIT | - | - | - | 174,690 | 224,870 | 272,253 |

| NEW FREEDOM OPERATIONS | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
|--|------------------------------|------------------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| Salaries and Wages - Regular | - | - | - | 59,072 | 16,328 | 16,640 |
| Part-time Salaries & Wages-Regular | - | - | - | 15,600 | - | - |
| FICA | - | - | - | 5,712 | 1,249 | 1,273 |
| VRS | - | - | - | 7,095 | 1,961 | 1,961 |
| Hospitalization/Medical Plans | - | - | - | 8,000 | 7,600 | 7,600 |
| Health Insurance Waiver Expense | - | - | - | - | 1,200 | 1,200 |
| Group Insurance | - | - | - | 774 | 214 | 214 |
| Repairs - Motor Vehicles | - | - | - | 10,000 | 10,000 | 10,000 |
| Repairs - Machinery & Tools | - | - | - | - | - | - |
| Vehicle and Powered Equipment Fuels | - | - | - | 40,000 | - | - |
| Advertising | - | - | - | 2,000 | - | - |
| Uniforms & Wearing Apparel | - | - | - | 2,000 | - | - |
| Training & Public Ed Supplies | - | - | - | 7,675 | - | - |
| Tires & Tubes | - | - | - | 37,600 | - | - |
| Other Operating Supplies | - | - | - | 14,472 | 3,448 | 3,448 |
| TOTAL NEW FREEDOM OPERATIONS | - | - | - | 210,000 | 42,000 | 42,336 |
| CAPITAL VA-90-X286 | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
| Repairs Building & Grounds -Landscaping | - | - | 8,780 | - | - | - |
| Rehab/Renovate Admin/Maint Facility | - | - | 1,185 | - | - | - |
| Furniture & Fixtures over \$5,000 | - | - | - | - | - | - |
| Furniture & Fixtures under \$5,000 | - | - | - | - | - | - |
| Repairs - Motor Vehicles | - | - | 199 | - | - | - |
| TOTAL CAPITAL VA-90-X286 | - | - | 10,164 | - | - | - |
| CAPITAL VA-90-X415 | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
| Telecommunications (Vehicle Location System) | - | - | - | 12,269 | 8,170 | 8,170 |
| Shop Equipment | - | 12,859 | 138 | - | - | - |
| Replacement Motor Vehicles | - | - | 82,953 | 64,910 | 7,215 | 7,215 |
| TOTAL CAPITAL VA-90-X415 | - | 12,859 | 83,091 | 77,179 | 15,385 | 15,385 |

| | 2016-2017 ACTUALS | 2017-2018 ACTUALS | 2018-2019 UNAUDITED | 2019-2020 ADOPTED | 2020-2021 ADOPTED | 2020-2021 REVISED |
|---|----------------------|----------------------|------------------------|----------------------|----------------------|----------------------|
| CAPITAL VA-34-0005 | | | | | | |
| Telecommunications [Vehicle Locator System] | - | - | - | 21,989 | - | 21,989 |
| Computer Hardware under \$5,000 | - | 5,300 | 4,573 | - | - | - |
| Shop Equipment | - | 18,383 | 1,926 | - | 2,144 | 2,144 |
| Purchase Radios | - | - | - | - | 1,494 | 1,494 |
| Rehab/Renovate Admin/Maint Facility[LED lighting] | - | - | - | - | 5,922 | 5,922 |
| TOTAL CAPITAL VA-34-0005 | - | 23,683 | 6,499 | 21,989 | 9,560 | 31,549 |
| CAPITAL VA-90-X363 | | | | | | |
| Acquire Mobil Surv/Security Equip | - | 788 | - | - | - | - |
| TOTAL CAPITAL VA-90-X363 | - | 788 | - | - | - | - |
| CAPITAL VA-90-X516 | | | | | | |
| Repairs-Building and Grounds [Bus Shelter] | - | - | - | - | 19,569 | 19,569 |
| TOTAL CAPITAL VA-90-X516 | - | - | - | - | 19,569 | 19,569 |
| CAPITAL VA-2018-0006 | | | | | | |
| Shop Equipment | - | - | 89,007 | - | 993 | 993 |
| Replacement Motor Vehicles | - | - | 395,160 | - | 68,000 | - |
| TOTAL CAPITAL VA-2018-0006 | - | - | 484,166 | - | 68,993 | 993 |
| CAPITAL VA-95-X105-02 | | | | | | |
| Replacement Motor Vehicles | - | - | - | 65,104 | - | - |
| Purchase Fare Boxes | - | - | - | 7,289 | - | - |
| TOTAL CAPITAL VA-95-X105-02 | - | - | - | 72,393 | - | - |
| CAPITAL VA-2019-006 (5339) | | | | | | |
| Replacement Motor Vehicles | - | - | - | 865,351 | 83,276 | 83,276 |
| TOTAL CAPITAL VA-2019-006 (5339) | - | - | - | 865,351 | 83,276 | 83,276 |
| CAPITAL VA-2019-006 (5307) | | | | | | |
| Acquire Mobile Surveillance/Security Equipment | - | - | - | 50,000 | - | - |
| TOTAL CAPITAL VA-2019-006 (5307) | - | - | - | 50,000 | - | - |
| CAPITAL VA-2021 | | | | | | |
| Replacement Rolling Stock | - | - | - | - | 395,878 | 395,877 |
| Suvelliance Cameras | - | - | - | - | 10,000 | 10,000 |
| Shop Equipment | - | - | - | - | 50,000 | 50,000 |
| Passenger Amenities | - | - | - | - | 33,200 | 33,200 |
| Passenger Benches | - | - | - | - | 17,000 | 17,000 |
| TOTAL CAPITAL VA-2021 | - | - | - | - | 506,078 | 506,077 |
| LOCAL CAPITAL PROJECTS | | | | | | |
| Automatic Passenger Counters | - | - | - | - | - | 150,000 |
| Rolling Stock 30 Foot Bus | - | - | - | - | - | 450,000 |
| Other Operating Supplies | - | - | - | - | - | 111,157 |
| TOTAL LOCAL CAPITAL PROJECTS | - | - | - | - | - | 711,157 |
| 5307 PROJECTS | | | | | | |
| Other Operating Supplies | - | - | - | - | - | 9,162 |
| TOTAL 5307 PROJECTS | - | - | - | - | - | 9,162 |
| TOTAL MASS TRANSIT EXPENDITURES | 4,359,362 | 4,695,918 | 4,189,816 | 4,972,845 | 4,843,163 | 6,094,403 |



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development

FROM: Reginald Tabor

RE: **Request to Schedule a Public Hearing to consider the rezoning of adjacent parcels at 2045 Squirrel Level Road from A-Agriculture to M-2 Heavy Industrial, and 2100 Defense Road from R-1 Single Family Residential to M-2 Heavy Industrial.**

PURPOSE: To schedule rezoning of adjacent parcels at 2045 Squirrel Level Road from A-Agriculture to M-2 Heavy Industrial, and 2100 Defense Road from R-1 Single Family Residential to M-2 Heavy Industrial.

REASON: To receive public comment and to consider a request to rezone property.

RECOMMENDATION: It is recommended that the City Council schedules a public hearing and considers the request to rezone adjacent parcels at 2045 Squirrel Level Road from A-Agriculture to M-2 Heavy Industrial, and 2100 Defense Road from R-1 Single Family Residential to M-2 Heavy Industrial.

BACKGROUND: The City of Petersburg received a request from the Roslyn Farm Corporation, to rezone property owned by the Corporation, that includes adjacent parcels at 2045 Squirrel Level Road, Parcel #070-050002, from A-Agriculture to M-2 Heavy Industrial, and 2100 Defense Road, Parcel #070-050800, from R-1 Single Family Residential to M-2 Heavy Industrial, to accommodate industrial development.

The property is located adjacent to Inland Container/International Paper at 2233 Wells Road, Parcel #076-020001, zoned M-1, Light Industrial, and across Squirrel Level Road from Four Square Industrial Contractors at 1 Four Square Industrial Dr, Parcel #071-070010, zoned M-1.

The property owner stated that an easement along Defense Road would not allow for access to the property on the North boundary, therefore, access to the property would be from Squirrel Level Road, the West boundary.

The City of Petersburg Planning Commission considered the request during the March 4, 2020 Commission meeting, then continued the item. The Planning Commission considered the request during the June 3, 2020 Commission meeting and voted to recommend approval of the rezoning, with staff recommendations and the requirement that trees along Defense Road and Halifax Road boundaries be maintained.

Staff recommendations included, approval of the rezoning request to the Roslyn Farm Corporation conditioned

that the owner/developer at the time of the development review/site plan process, be required to conduct the necessary studies and make the necessary improvement to address system adequacy for utilities, traffic/transportation and right-of-way for which they may not otherwise be obligated through the by-right development process.

In addition, the owner/developer may have to comply with other reasonable conditions that may be necessary for the protection of the community, which may not ordinarily be required through the by-right development process.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Planning and Community Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: Municipal Code Zoning Ordinance.

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS: None



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development

FROM: Reginald Tabor

RE: To schedule a public hearing and to consider **approval of a Special Use Permit to allow the construction of a Telecommunication Tower/Facility on the property of Four Square Construction at 1 Four Square Industrial Drive to provide wireless telephone services.**

PURPOSE: To schedule a public hearing and to consider a request for an Special Use Permit to allow the construction of a Telecommunication Tower/Facility on the property of Four Square Construction at 1 Four Square Industrial Drive to provide wireless telephone services.

REASON: To receive public comment and to consider a request to allow the construction of a Telecommunication Tower/Facility on the property of Four Square Construction at 1 Four Square Industrial Drive to provide wireless telephone services.

RECOMMENDATION: It is recommended that the City Council schedules a public hearing and considers the request to allow the construction of a Telecommunication Tower/Facility on the property of Four Square Construction at 1 Four Square Industrial Drive to provide wireless telephone services.

BACKGROUND: The City of Petersburg received a request for a Special Use Permit from Skyway Towers, LLC, to allow the construction of a Telecommunication Tower/Facility on the property of Four Square Construction at 1 Four Square Industrial Drive to provide wireless telephone services. The tower would be located near the West border of the property and would be 199 feet in height, constructed of galvanized steel within a 50 feet by 50 feet fenced area on the property.

The City of Petersburg Planning Commission considered the request during the June 3, 2020 Planning Commission meeting. The Planning Commission voted to recommend approval of the request with Staff recommendations.

Staff recommendations include:

That the design of the proposed tower and base facilities conform to the submitted preliminary site plan, or to another, clearly specified plan acceptable to the Planning Commission;

That the applicant agrees, in writing to eliminate interference with television, radio, cable television, emergency communications, and telephone transmissions;

That the applicant's employ the landscaping measures described in the application to maximize coverage and reduce any potential visual impacts;

That the applicant agrees to provide for the co-location of a minimum of three (3) additional competing services, or other telecommunication services on the proposed tower.

That the applicant agrees to absolve the City of Petersburg of responsibility for accidents affecting the proposed tower or its operations;

That the applicant agrees to present a contract providing for the removal of the tower and associated facilities in the event of abandonment of the use of the tower for a period of more than ninety (90) days, and that a performance bond adequate to ensure removal of the tower and related facilities be provided to the City;

That the applicant agrees to maintain the tower in a manner which will minimize its aesthetic and visual impact, that applicants shall ensure that the color and visibility of the tower do not change appreciably as the result of corrosion or other factors, and that no advertising or other signs be placed on the tower;

that the applicants agree to provide for annual inspection of the tower, by certified professionals, for structural integrity, and that copies of the reports be provided to the City.

The applicant expressed agreement with the staff recommendations, however they stated that the Code of Virginia has been amended to remove bond requirements.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: Associated Fees

CITY COUNCIL HEARING DATE: 7/7/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Planning and Community Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS: None



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Darnetta Tyus

RE: **A request to schedule a public hearing on the Petersburg Redevelopment and Housing Authority Board of Governance**

PURPOSE: More effectively have representation on the Petersburg Redevelopment Housing Authority (PRHA) by increasing the board of directors from 7 members to 9 members. Staff request a public hearing at the next City Council meeting on June 30th.

REASON:

RECOMMENDATION: The City of Petersburg recommends the City Code be amended and re-adopted to allow for a nine (9) member board on Petersburg Redevelopment and Housing Authority.

BACKGROUND:

Section 36-11 of the Code of Virginia authorizes the City to create a Redevelopment and Housing Authority with as many as nine (9) members; and

City Council has previously formed such an entity through the adoption of Section 38-1 of the Petersburg City Code (such entity hereinafter referred to as Petersburg Redevelopment and Housing Authority (PRHA)). The City Code currently provides for only seven (7) Members on PRHA; and it is the belief of City Council that the City would be better served by a larger nine (9) member board.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: N/A

CITY COUNCIL HEARING DATE: 6/29/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Petersburg Redevelopment and Housing Authority

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. PRHA Ordinance Change (1)
2. PRHA Ordinance Change (1)

AN ORDINANCE TO AMEND AND READOPT SECTION 38-1 OF THE PETERSBURG CITY CODE PERTAINING TO THE NUMBER OF MEMBERS ON THE PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY

WHEREAS, Section 36-11 of the Code of Virginia authorizes the City to create a Redevelopment and Housing Authority with as many as nine (9) members; and

WHEREAS, City Council has previously formed such an entity through the adoption of Section 38-1 of the Petersburg City Code (such entity hereinafter referred to as “PRHA”); and

WHEREAS, Section 38-1 of the City Code currently provides for only seven (7) Members on PRHA; and

WHEREAS, it is the belief of City Council that the City would be better served by a larger nine (9) member board.

NOW therefore be it ORDAINED that Section 38-1 of the Petersburg City Code is hereby amended and re-adopted as follows to allow for a nine (9) member board on PRHA:

Sec. 38-1. - Affirmation; appointment of members; terms.

In accordance with the 1950 Code of Virginia, § 36-11, as amended, the city council affirms the establishment of the Petersburg Redevelopment and Housing Authority and designates the number of commissioners to be ~~seven~~ **nine**. The commissioners shall serve for four-year staggered terms expiring on the next succeeding September 30 on or after the expiration of such four-year term.

AN ORDINANCE TO AMEND AND READOPT SECTION 38-1 OF THE PETERSBURG CITY CODE PERTAINING TO THE NUMBER OF MEMBERS ON THE PETERSBURG REDEVELOPMENT AND HOUSING AUTHORITY

WHEREAS, Section 36-11 of the Code of Virginia authorizes the City to create a Redevelopment and Housing Authority with as many as nine (9) members; and

WHEREAS, City Council has previously formed such an entity through the adoption of Section 38-1 of the Petersburg City Code (such entity hereinafter referred to as “PRHA”); and

WHEREAS, Section 38-1 of the City Code currently provides for only seven (7) Members on PRHA; and

WHEREAS, it is the belief of City Council that the City would be better served by a larger nine (9) member board.

NOW therefore be it ORDAINED that Section 38-1 of the Petersburg City Code is hereby amended and re-adopted as follows to allow for a nine (9) member board on PRHA:

Sec. 38-1. - Affirmation; appointment of members; terms.

In accordance with the 1950 Code of Virginia, § 36-11, as amended, the city council affirms the establishment of the Petersburg Redevelopment and Housing Authority and designates the number of commissioners to be ~~seven~~ nine. The commissioners shall serve for four-year staggered terms expiring on the next succeeding September 30 on or after the expiration of such four-year term.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Aretha Ferrell-Benavides

RE: **A public hearing for an ordinance for a proposed tourism development project, and to authorize other actions consistent with Virginia Tourism Gap Financing. (Request to be rescheduled for a future meeting)**

PURPOSE: To request a public hearing for an ordinance on a proposed tourism development project, and to authorize other actions consistent with Virginia Tourism Gap Financing.

REASON: This ordinance will formally endorse the Hotel Development Project at 20 West Tabb Street as a tourism project for the purposes of allowing the project to qualify for the Commonwealth of Virginia Tourism Development Financing program.

RECOMMENDATION: To schedule a public hearing.

BACKGROUND:

The City of Petersburg City Council established the Petersburg Tourism Zone pursuant to the Virginia Code Section 58.1-3851 by adopting 16-ORD-6 on February 2, 2016. This ordinance is in furtherance of the goals set forth in the City's Comprehensive Plan, Vision 20/20. Compliance with the Virginia Code Section 58.1-3851 requires approval and certification by the Comptroller of the Commonwealth of Virginia, and the execution of a Performance agreement between the Developer and the City of Petersburg.

A Tourism Development Financing Program, administered by the Virginia Tourism Corporation, is a two-tiered gap financing program for qualified tourism development projects in Virginia. The Tourism Development Financing Program provides gap financing to support tourism-related development in designated Tourism Zones through a partnership between a Project Developer, the Locality and the Commonwealth of Virginia. The program requires a Performance Agreement between Commonwealth of Virginia, the Locality and the Developer, as well as a Tourism Development Plan.

Once the Project is completed and generating income, the Locality with the Virginia Department of Taxation performs quarterly reviews of Sales and Use taxes collected from the Tourism Development Project. One percent of the quarterly Sales and Use tax revenue generated from the Development Project is the amount each of the three partners contributes toward the debt service of the project until the debt is fully paid.

The Hotel Development Project at 20 West Tabb Street is a qualified tourism development project seeking to participate in the Virginia Tourism Development Financing Program. The total cost fo the project is approximately \$ _____, and it will generate approximately _____ part-time and _____ full-time jobs. As a qualified Tourism Development Project, the Developer is eligible to apply for up to 30% of the total project costs for gap financing.

COST TO CITY: 1% of the quarterly sales and use tax generated by the project until the gap financing is repaid. The Developer and the Commonwealth of Virginia will also pay 1% of the quarterly sales and use tax generated by the project until the gap financing is repaid.

BUDGETED ITEM: N/A

REVENUE TO CITY: New sales and use tax revenue beginning with the opening of the Hotel Development Project, associated other revenue from the project including meals, lodging and increases real estate taxes.

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Virginia Tourism Corporation, the Virginia Resources Authority and the Commonwealth of Virginia Comptroller.

AFFECTED AGENCIES: City of Petersburg Department of Finance, City Assessor, The Commissioner of Revenue, the Office of Economic Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: 16-ORD-06

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. 0121_2020Ordinance (Carthan Currin)

ORDINANCE

AN ORDINANCE TO ENDORSE A PROPOSED TOURISM PROJECT, AND TO AUTHORIZE OTHER ACTIONS CONSISTENT WITH VIRGINIA TOURISM GAP FINANCING

WHEREAS, the Code of Virginia Section 58.1-3851, as amended authorizes localities to establish one or more tourism zones; and

WHEREAS, the city of Petersburg adopted Ordinance 16-ORD-06 on February 2, 2016 which established the Downtown Petersburg Tourism Zone pursuant to Code of Virginia Section 58.1-3851; and

WHEREAS, the City has determined that it would be advantageous to support economic activity that capitaliz3es on the City's locational advantages and economic assets by promoting downtown as the business, financial, and cultural center of the region and support efforts to promote Petersburg as a tourist destination; and

WHEREAS, the City has received an application from _____ (the Developer), requesting gap financing assistance pursuant to the Code of Virginia Section 58.1-3851.1, as amended for the Hotel Development Project at 20 West Tabb Street; and

WHEREAS, the property at 20 West Tabb Street is located within the City of Petersburg Tourism Zone; and

WHEREAS, the City finds that the Hotel Development Project will increase employment, fill a void identified in the Tourism Development Plan, and the Developer ha submitted proof of the need for gap financing to the satisfaction of the city; and

WHEREAS, the City has submitted the Petersburg Tourism Development Plan to the Virginia Tourism Corporation, as required by the Code of Virginia Section 58.1-3851.1; and

WHEREAS, the City of Petersburg, the Petersburg Economic Development Authority, and the Developer, _____ will be required to enter into a performance agreement.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Petersburg endorses the Hotel Development Project at 20 West Tabb Street as a project that purposes of the Code of Virginia Section 58.1-3851.1, and accordingly, the City Council finds that the Hotel Development Project fills a void described in the Petersburg Tourism Development Plan.

BE IT FURTHER ORDAINED, that subject to the approval and certification of the State Comptroller of the Commonwealth of Virginia, and conditioned upon the execution of a performance Agreement between the Developer, the City of Petersburg and the Petersburg Economic Development Authority, the City Council hereby designates to the Hotel Development

Project at 20 West Tabb Street and directs, subject to appropriation of such funds, that an amount equal to the revenues generated by one percent (1%) of local sales and use tax generated by transactions on the premises of the Hotel Development Project, as allocated between the Hotel Development Project pursuant to the Performance Agreement to be entered into, be applied to the payment of principal and interest of the qualified gap financing for the Hotel Development Project for the duration and purposes set forth in the Code of Virginia Section 58.1-3851.1.

BE IT FURTHER ORDAINED, that this Ordinance shall be in effect immediately.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development

FROM: Reginald Tabor

RE: **A request to hold a Public Hearing and consideration of an Ordinance to increase the number of voting at-large members on the Planning Commission from two (2) to four (4) and thereby increase the total number of voting Planning Commissioners from nine (9) to eleven (11).**

PURPOSE: To amend the City Code to increase the number of voting members on the City's Planning Commission.

REASON: There is interest in increasing the number of members on the City's Planning Commission, and the process to do so requires an Ordinance, a Public Hearing and approval by the City Council.

RECOMMENDATION: It is recommended that the City Council approves an ordinance increasing the number of voting At-Large members on the Planning Commission from two (2) to four (4), and thereby increase the total number of voting members on the Planning Commission from nine (9) to eleven (11).

BACKGROUND: The Code of Virginia, Title 15.2, Chapter 22 defines the formation of local Planning Commissions in the Commonwealth.

The City of Petersburg Municipal Code Sec. 82.32.-Composition; appointment qualifications terms and removal of members indicates that:

1. The number of voting members of the planning commission shall be nine. They shall be appointed by the city council with one member being appointed from each ward and two members at-large for staggered terms of four years. All voting members shall be residents of the city qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half of the members so appointed shall be owners of real property.

N/A

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: Planning and Community Development

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: 02-Ord-70

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS:

1. 0505_2020CodeofVirginiaPlanningSubdivisionZoning_LocalPlanningCommissions
2. 0506_2020PetersburgCodeofOrdinancesChapter_82_PLANNING
3. 0602_2020CityCouncilItemIncreasingPlanningCommission

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 22. Planning, Subdivision of Land and Zoning

Article 2. Local Planning Commissions

§ 15.2-2210. Creation of local planning commissions; participation in planning district commissions or joint local commissions.

Every locality shall by resolution or ordinance create a local planning commission in order to promote the orderly development of the locality and its environs. In accomplishing the objectives of § 15.2-2200 the local planning commissions shall serve primarily in an advisory capacity to the governing bodies.

Any locality may participate in a planning district commission in accordance with Chapter 42 (§ 15.2-4200 et seq.) of this title or a joint local commission in accordance with § 15.2-2219.

1975, c. 641, § 15.1-427.1; 1997, c. 587.

§ 15.2-2211. Cooperation of local planning commissions and other agencies.

The planning commission of any locality may cooperate with local planning commissions or legislative and administrative bodies and officials of other localities so as to coordinate planning and development among the localities. The planning commission of any locality shall consult with the installation commander of any military installation that will be affected by potential development within the locality so as to reasonably protect the military installation against any adverse effects that might be caused by the development. Planning commissions may appoint committees and may adopt rules as needed to effect such cooperation. Planning commissions may also cooperate with state and federal officials, departments and agencies. Planning commissions may request from such departments and agencies, and such departments and agencies of the Commonwealth shall furnish, such reasonable information which may affect the planning and development of the locality.

Code 1950, § 15-961.1; 1962, c. 407, § 15.1-428; 1975, c. 641; 1997, c. 587; 2013, cc. 149, 213.

§ 15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions.

A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed, unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish

different terms of office for initial and subsequent appointments including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

Members may be removed for malfeasance in office. Notwithstanding the foregoing provision, a member of a local planning commission may be removed from office by the local governing body without limitation in the event that the commission member is absent from any three consecutive meetings of the commission, or is absent from any four meetings of the commission within any 12-month period. In either such event, a successor shall be appointed by the governing body for the unexpired portion of the term of the member who has been removed.

The local governing body may provide for compensation to commission members for their services, reimbursement for actual expenses incurred, or both.

Code 1950, §§ 15-901, 15-916, 15-963; 1956, cc. 282, 497; 1960, c. 309; 1962, c. 407, § 15.1-437; 1973, c. 160; 1974, c. 521; 1986, c. 208; 1988, c. 256; 1997, c. 587; 2006, c. 687.

§ 15.2-2213. Advisory members.

A member of a local planning commission may, with the consent of both governing bodies, serve as an advisory member of the local planning commission of a contiguous locality.

Code 1950, § 15-963.1; 1962, c. 407, § 15.1-438; 1997, c. 587.

§ 15.2-2214. Meetings.

The local planning commission shall fix the time for holding regular meetings. The commission, by resolution adopted at a regular meeting, may also fix the day or days to which any meeting shall be continued if the chairman, or vice-chairman if the chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised for such meeting shall be conducted at the continued meeting and no further advertisement is required. The commission shall cause a copy of such resolution to be inserted in a newspaper having general circulation in the locality at least seven days prior to the first meeting held pursuant to the adopted schedule.

Commissions shall meet at least every two months. However, in any locality with a population of not more than 7,500, the commission shall be required to meet at least once each year.

Special meetings of the commission may be called by the chairman or by two members upon written request to the secretary. The secretary shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof.

Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting, or if all members are present at the special meeting or file a written waiver of notice.

Code 1950, § 15-963.2; 1962, c. 407, § 15.1-439; 1990, c. 664; 1997, c. 587; 2003, c. 403.

§ 15.2-2215. Quorum majority vote.

A majority of the members shall constitute a quorum and no action of the local planning commission shall be valid unless authorized by a majority vote of those present and voting.

Code 1950, § 15-963.3; 1962, c. 407, § 15.1-440; 1974, c. 99; 1975, c. 641; 1997, c. 587.

§ 15.2-2216. Facilities for holding of meetings and preservation of documents; appropriations for expenses.

The governing body may provide the local planning commission with facilities for the holding of meetings and the preservation of plans, maps, documents and accounts, and may appropriate funds needed to defray the expenses of the commission.

Code 1950, § 15-963.4; 1962, c. 407, § 15.1-441; 1997, c. 587.

§ 15.2-2217. Officers, employees and consultants; expenditures; rules and records; special surveys.

The local planning commission shall elect from the appointed members a chairman and a vice-chairman, whose terms shall be for one year. If authorized by the governing body the commission may (i) create and fill such other offices as it deems necessary; (ii) appoint such employees and staff as it deems necessary for its work; and (iii) contract with consultants for such services as it requires. The expenditures of the commission, exclusive of gifts or grants, shall be within the amounts appropriated for such purpose by the governing body.

The commission shall adopt rules for the transaction of business and shall keep a record of its transactions which shall be a public record. Upon request of the commission, the governing body or other public officials may, from time to time, for the purpose of special surveys under the direction of the commission, assign or detail to it any members of the staffs of county or municipal administrative departments, or such governing body or other public official may direct any such department employee to make for the commission special surveys or studies requested by the local commission.

Code 1950, § 15-963.5; 1962, c. 407, § 15.1-442; 1997, c. 587.

§ 15.2-2218. County planning commission serving as commission of town.

The governing body of any town may designate, with the consent of the governing body of a contiguous county, by ordinance, the county planning commission as the local planning commission of the town.

A county commission designated as a town commission shall have all the powers and duties granted under this chapter to a local planning commission.

Any town designating a county commission as its local planning commission may contract annually to pay the county a proportionate part of the expenses properly chargeable for the planning service rendered the town, and any such payments may be appropriated to the county planning commission in addition to any funds budgeted for planning purposes.

Code 1950, §§ 15-900, 15-903, 15-963.6; 1950, p. 487; 1962, c. 407, § 15.1-443; 1997, c. 587.

§ 15.2-2219. Joint local planning commissions.

Any one or more adjoining or adjacent counties or municipalities including any municipality within any such county may by agreement provide for a joint local planning commission for any two or more of such counties and municipalities. The agreement shall provide for the number of members of the commission and how they shall be appointed, in what proportion the expenses of the commission shall be borne by the participating localities, and any other matters pertinent to the operation of the commission as the joint local planning commission for the localities. Any

commission so created shall have, as to each participating locality, the powers and duties granted to and imposed upon local planning commissions under this chapter.

Code 1950, §§ 15-900, 15-903, 15-963.6; 1950, p. 487; 1962, c. 407, § 15.1-443; 1997, c. 587.

§ 15.2-2220. Duplicate planning commission authorized for certain local governments.

The Cities of Chesapeake and Hampton may by ordinance establish a duplicate planning commission solely for the purpose of considering matters arising from the provisions of the Chesapeake Bay Preservation Act (§ 62.1-44.15:67 et seq.). Sections 15.2-2210 through 15.2-2222 shall apply to the commission, mutatis mutandis.

The procedure, timing requirements and appeal to the circuit court set forth in §§ 15.2-2258 through 15.2-2261 shall apply to the considerations of this commission, mutatis mutandis.

To distinguish the planning commission authorized by this section from planning commissions required by § 15.2-2210, the commission established hereunder shall have the words "Chesapeake Bay Preservation" in its title.

The governing body of a city that establishes a commission pursuant to this section, in its sole discretion by ordinance, may abolish the duplicate planning commission.

1993, c. 738, § 15.1-502.1; 1997, c. 587; 2007, c. 813.

§ 15.2-2221. Duties of commissions.

To effectuate this chapter, the local planning commission shall:

1. Exercise general supervision of, and make regulations for, the administration of its affairs;
2. Prescribe rules pertaining to its investigations and hearings;
3. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed by the governing body;
4. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
5. Make recommendations and an annual report to the governing body concerning the operation of the commission and the status of planning within its jurisdiction;
6. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
7. Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
8. If deemed advisable, establish an advisory committee or committees.

Code 1950, § 15-963.7; 1962, c. 407, § 15.1-444; 1997, c. 587.

§ 15.2-2222. Expenditures; gifts and donations.

The local planning commission may expend, under regular local procedure as provided by law, sums appropriated to it for its purposes and activities.

A locality may accept gifts and donations for commission purposes. Any moneys so accepted shall be deposited with the appropriate governing body in a special nonreverting commission

fund to be available for expenditure by the commission for the purpose designated by the donor. The disbursing officer of the locality may issue warrants against such special fund only upon vouchers signed by the chairman and the secretary of the commission.

Code 1950, §§ 15-905, 15-917, 15-963.8; 1962, c. 407, § 15.1-445; 1997, c. 587.

§ 15.2-2222.1. Coordination of state and local transportation planning.

A. 1. Prior to adoption of any comprehensive plan pursuant to § 15.2-2223, any part of a comprehensive plan pursuant to § 15.2-2228, or any amendment to any comprehensive plan as described in § 15.2-2229, the locality shall submit such plan or amendment to the Department of Transportation for review and comment if the plan or amendment will substantially affect transportation on state-controlled highways as defined by regulations promulgated by the Department. The Department's comments on the proposed plan or amendment shall relate to plans and capacities for construction of transportation facilities affected by the proposal.

2. If the submitting locality is located within Planning District 8, the Department of Transportation shall also determine the extent to which the proposed plan or amendment will increase traffic congestion or, to the extent feasible, reduce the mobility of citizens in the event of a homeland security emergency and shall include such information as part of its comments on the proposed plan or amendment. In making such determination, the Department shall specify by name and location any transportation facility within the scope of the review specified in subdivision 1 having a functional classification of minor arterial or higher for which an increase in traffic volume is expected to exceed the capacity of the facility as a result of the proposed plan or amendment. Such information shall be provided concurrently to the submitting locality and the Northern Virginia Transportation Authority. Further, to the extent that such information is readily available, the Department shall also include in its comments an assessment of the measures and estimate of the costs necessary to mitigate or ameliorate the congestion or reduction in mobility attributable to the proposed plan or amendment.

3. Within 30 days of receipt of such proposed plan or amendment, the Department may request, and the locality shall agree to, a meeting between the Department and the local planning commission or other agent to discuss the plan or amendment, which discussions shall continue as long as the participants may deem them useful. The Department shall make written comments within 90 days after receipt of the plan or amendment, or by such later deadline as may be agreed to by the parties in the discussions.

B. Upon submission to, or initiation by, a locality of a proposed rezoning under § 15.2-2286, 15.2-2297, 15.2-2298, or 15.2-2303, the locality shall submit the proposal to the Department of Transportation within 10 business days of receipt thereof if the proposal will substantially affect transportation on state-controlled highways. Such application shall include a traffic impact statement if required by local ordinance or pursuant to regulations promulgated by the Department. Within 45 days of its receipt of such traffic impact statement, the Department shall either (i) provide written comment on the proposed rezoning to the locality or (ii) schedule a meeting, to be held within 60 days of its receipt of the proposal, with the local planning commission or other agent and the rezoning applicant to discuss potential modifications to the proposal to address any concerns or deficiencies. The Department's comments on the proposed rezoning shall be based upon the comprehensive plan, regulations and guidelines of the Department, engineering and design considerations, any adopted regional or statewide plans, and short-term and long-term traffic impacts on and off site. If the locality is in Planning District

8, the Department's review shall specify by name and location any transportation facility within the scope of the review specified in subdivision A 1 having a functional classification of minor arterial or higher for which an increase in traffic volume is expected to exceed the capacity of the facility as a result of the proposed plan or amendment. The Department shall complete its initial review of the rezoning proposal within 45 days, and its final review within 120 days, after it receives the rezoning proposal from the locality. Notwithstanding the foregoing provisions of this subsection, such review by the Department shall be of a more limited nature and scope in cases of rezoning a property consistent with a local comprehensive plan that has already been reviewed by the Department as provided in this section.

C. If a locality has not received written comments within the timeframes specified in subsection B, the locality may assume that the Department has no comments.

D. The review requirements set forth in this section shall be supplemental to, and shall not affect, any requirement for review by the Department of Transportation or the locality under any other provision of law. Nothing in this section shall be deemed to prohibit any additional consultations concerning land development or transportation facilities that may occur between the Department and localities as a result of existing or future administrative practice or procedure, or by mutual agreement.

E. The Department shall impose fees and charges for the review of applications, plans and plats pursuant to subsections A and B, and such fees and charges shall not exceed \$1,000 for each review. However, no fee shall be charged to a locality or other public agency. Furthermore, no fee shall be charged by the Department to a citizens' organization or neighborhood association that proposes comprehensive plan amendments through its local planning commission or local governing body.

2006, cc. [527](#), [563](#);2007, c. [792](#);2010, c. [121](#);2011, cc. [647](#), [888](#);2012, c. [770](#);2014, c. [766](#);2016, c. [370](#);2017, c. [536](#).

Petersburg, Virginia - Code of Ordinances

Chapter 82 - PLANNING^[1]

Footnotes:

--- (1) ---

Cross reference— Any ordinance relative to zoning or to a zoning map saved from repeal, § 1-7(8); administration, ch. 2; buildings and building regulations, ch. 22; community development, ch. 38; environment, ch. 50; floods, ch. 58; streets, sidewalks and other public places, ch. 98; subdivisions, ch. 102; utilities, ch. 114; waterways, ch. 122.

State Law reference— Planning, subdivision of land and zoning, Code of Virginia, § 15.2-2200 et seq.; local planning commission, Code of Virginia, § 15.2-2210 et seq.

ARTICLE I. - IN GENERAL

Secs. 82-1—82-30. - Reserved.

ARTICLE II. - PLANNING COMMISSION^[2]

Footnotes:

--- (2) ---

Cross reference— Boards and commissions, § 2-241 et seq.

Sec. 82-31. - Created.

Under the authority of the applicable provisions of state law, there is hereby created a city planning commission.

(Code 1981, § 2-156)

State Law reference— Duty of city to create planning commission, Code of Virginia, § 15.2-2210.

Sec. 82-32. - Composition; appointment, qualifications, terms and removal of members.

- (a) The number of voting members of the planning commission shall be nine. They shall be appointed by the city council, with one member being appointed from each ward, and two members at-large, for staggered terms of four years. All voting members shall be residents of the city qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half of the members so appointed shall be owners of real property.
- (b) Two additional members, who are members of the administrative branch of the city, may be appointed to the planning commission by the city council, to serve ex officio without vote. These members shall perform such administrative duties as the commission may prescribe. The term of these members

shall be coextensive with the terms of office to which they have been appointed, unless the city council, at its first regular meeting of the year, appoints another to serve as its representative.

- (c) Members of the planning commission may be removed for malfeasance in office.
- (d) The terms of the voting members shall expire on September 30.

(Code 1981, § 2-157; Ord. No. 95-96, § 2-157, 9-5-1995; Ord. No. 02-70, 10-1-2002)

State Law reference— Composition, etc., of planning commission, Code of Virginia, § 15.2-2212.

Sec. 82-33. - Powers and duties generally.

The planning commission shall have and exercise all such powers and shall discharge all such duties and functions as are set out in applicable provisions of the state law.

(Code 1981, § 2-158)

State Law reference— Local planning commissions, Code of Virginia, § 15.2-2210 et seq.

**AN ORDINANCE OF THE CITY OF PETERSBURG CITY COUNCIL
AMENDING THE CITY OF PETERSBURG CITY CODE**

WHEREAS, the Code of Virginia, Title 15.2, Chapter 22 defines the formation of local Planning Commissions; and

WHEREAS, The City of Petersburg Municipal Code Sec. 82-32. - Composition; appointment qualifications terms and removal of members indicates that:

(a) The number of voting members of the planning commission shall be nine. They shall be appointed by the city council with one member being appointed from each ward and two members at-large for staggered terms of four years. All voting members shall be residents of the city qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half of the members so appointed shall be owners of real property; and

WHEREAS, there is expressed interest in increasing the number of At-Large voting members of the Planning Commission from nine (9) to eleven (11); and

WHEREAS, an amendment to the Municipal Code increasing the number of At-Large voting members of the Planning Commission requires City Council approval.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Petersburg approves an ordinance increasing the number of At-Large voting members of the Planning Commission from nine (9) to eleven (11).



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager
Lionel Lyons, Deputy City Manager of Development

FROM: Reginald Tabor

RE: **Request submitted by Equity Plus, LLC to rezone the privately owned property at 2557 North Stedman Drive, Tax Parcel 036-090001 from A - Agricultural District to PUD - Planned Unit Development District, to allow for a development that includes 168 single-family dwellings, named Eagles Landing.**

PURPOSE: To hold a public hearing to receive comment on the rezoning request from Equity Plus, LLC to rezone the privately owned property at 2557 North Stedman Drive, Tax Parcel 036-090001 from A - Agricultural District to PUD - Planned Unit Development District, to allow for a development that includes 168 single-family dwellings.

REASON: For the City Council to consider the rezoning request that was continued during the February 19, 2020 City Council meeting.

RECOMMENDATION: It is recommended that the City Council considers the rezoning request.

BACKGROUND: The City of Petersburg received a request to rezone the privately owned property at 2557 North Stedman Drive, Tax Parcel 036-090001 from A - Agricultural District to PUD - Planned Unit Development District, to allow for a development that includes 168 single-family dwellings, named Eagles Landing. The homes will be placed on separately deeded lots of approximately 5,000 square feet each, which allows for ample front and rear yard space. Based on the topography of the site, wetlands, etc. the development will have ample open space. Additionally, residents will have access to the club house and recreational amenities of our neighboring development at 2557 N Stedman Dr. Tenants would have an option to purchase the homes after 15 years.

The City of Petersburg Planning Commission held a public hearing and considered the request to rezone the property during the September 4, 2019 Planning Commission meeting. The Commission voted to move the request to their next meeting.

The City of Petersburg Planning Commission again considered the request during the February 4, 2020 meeting and voted to recommend denial of the rezoning request.

The City Council considered the request to rezone the property during the February 19, 2020 City Council meeting and voted to continue the item.

COST TO CITY: N/A

BUDGETED ITEM: N/A

REVENUE TO CITY: Revenue from Real Estate Tax Assessments and other fees assessed to residents of the development.

CITY COUNCIL HEARING DATE:

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. 040320 Eagles Landing Commitment
2. PB Petersburg - Eagles Landing Commitment Letter June 2020
3. 1002_2019PlanningCommissionMeetingMinutes
4. 0616_2020OrdinancetoRezone2557NorthStedmanDr

PB Petersburg Owner LLC

Equity Plus • President Street Development • MH Advisors

April 3, 2020

Mr. Sam Parham
Mayor
City of Petersburg
135 N Union St
Petersburg, VA 23803

Re: Eagles Landing: Homeownership Commitments to the City of Petersburg, VA

Dear Mayor Parham:

We are pleased to see that the Petersburg City Council and the government are finding ways to continue operations during these times. Likewise, our company remains committed to moving forward on the Eagles Landing development and meeting the policy goals of the City in attracting homeownership opportunities.

Based on further discussions over the past couple of months with council members and civic leaders on the proposed Eagles Landing Development at 2557 N. Stedman Dr, we heard loud and clear that homeownership opportunities are a top priority of the City. As a result, we are further revising our commitment to the City of Petersburg by committing to set aside 60 lots for homeownership for a period of two years.

Eagles Landing, an over \$40 million investment, will be a community of 166 two, three, and four-bedroom single family homes, each on separately deeded 5,000 square foot lots, all subject to applicable Petersburg property taxes. The new neighborhood will be anchored by a 3,000 SF community center and be surrounded by walking trails, recreational amenities, and green space. The community will be centrally managed by a professional on-site property manager who will maintain all common elements, as well as the front and back yards of each home.

In addition to setting aside 60 lots for homeownership, PB Petersburg (PBP) commits to the following:

- Approximately 106 lease to purchase homes. All homes will be available for purchase at the end of the initial 15 year LIHTC compliance period at a purchase price set at the time of the first lease signing.
- Regardless of whether the home is one of the 60 slated for homeownership, or lease to purchase, PBP will donate \$15,000 to Petersburg City Public Schools per issued certificate of occupancy
- Development will be marketed to active duty military, veterans, and civil servants.
- Community will be developed in a way to minimize disruption to the surrounding neighborhoods.

PBP Commitments to the City of Petersburg, VA in Depth:

PBP is committed to creating affordable and sustainable housing opportunities for the Petersburg community and the active duty service members and veterans surrounding Fort Lee. With surrounding home values ranging between \$140,000 to \$200,000, and the cost of developing for sale housing at approximately \$190,000 per unit, PBP will set aside 60 lots for new homeownership for two years, and institute a lease to purchase program for the remaining 106 units.

1. *60 Lots Set Aside for Homeownership:*

PBP will set aside 60 lots for two years for sale to facilitate homeownership opportunities. As with most residential developments, PBP will work with buyers in the selection of lots, and the choice of a 2, 3 or 4 bedroom home. Given our understanding of the market, the 60 lots would provide new homes at the upper price range of the surrounding market. At the end of the two year period, the unsold lots will be developed as lease to purchase homes.

1. *Lease to Purchase -Establishing a Path to Homeownership:*

PBP will offer a lease to purchase program that will provide residents the option to purchase their home 15-years following Eagles Landing's completion. This lease to purchase program is modeled after a successful lease to purchase program in Cleveland, OH¹ where within 3-years of transitioning to homeownership, 85-90% of residents took title to their home, and 99% were current on their mortgage after five years.

The program at Eagles Landing will be structured as follows:

- At the time of lease signing, residents will be given the option to purchase their home at year 15 following the development's completion, regardless of length of tenancy.
- Home prices at year 15 may ranged from \$140,000- \$150,000. The home prices will be determined by the outstanding project mortgage at year 15, a return on owner equity, and projected closing costs.
- Monthly rents will likely start from \$980 for a two-bedroom home to \$1,300 for a four-bedroom home.
- In addition, Eagles Landing will connect potential homebuyers with housing counseling so that they can determine the most appropriate financing for their needs. The homes themselves will meet Fannie Mae, FHA, and Freddie Mac conventional lending criteria.
- Should homebuyers choose, residents would be eligible for a down payment assistance second mortgage that would provide \$1,000 for every year of tenancy, up to \$15,000.

2. *Attracting Service Members, Veterans and Public Servants:*

This past fall, PBP met with the Freedom Support Center and the housing office at Fort Lee and have committed to being a housing resource for both entities. The Freedom Support Center waitlist varies, but as of October, it consisted of over 100 veterans. Fort Lee supports close to

¹ <https://www.enterprisecommunity.org/download?fid=1401&nid=3568>

90,000 individuals, including active military personnel, contractors, retirees and dependents² - 62,000 of which live within a 40-mile radius of Fort Lee. Additionally, based on conversations with Fort Lee's housing office, the housing wait list can vary between 50 and 250 individuals at any time. The partners will work with Fort Lee's housing office to ensure that Eagle's Landing is presented as an option. PBP will also establish a waiting list through a website run by the Eagle Landing property manager approximately 6-9 months prior to first home's completion, marketed to service members, veterans, and public service professionals.

3. *Commitment to the Community and Schools:*

PBP is committed to becoming a strong civic partner with the City of Petersburg. This means supporting the Petersburg City Public Schools (PCPS) in their efforts to modernize school facilities and improve educational outcomes. PBP's partnership with Petersburg also means supporting non-profit organizations that provide meaningful after school activities for students.

PBP is working with PCPS to establish a Memorandum of Understanding that would provide \$15,000 to PCPS for every certificate of occupancy issued for a completed Eagles Landing home. Under the current development plan of 166 homes, contributions to PCPS could reach \$2,490,000. Additionally, PBP will commit up to \$100,000 to a non-profit partner to support after school programming for the Petersburg's youth.

4. *Creating an Attractive Community, with Minimal Disruption to Surrounding Neighbors:*

PBP is committed to developing a safe and attractive community that complements the surrounding neighborhoods. The new single-family homes at Eagles Landing will feature:

- High-End Off-Site Built Homes: The developers will use high-end off-site built homes that will be indistinguishable from site-built homes, and feature aesthetic and build quality elements that exceed many newly built homes on the market today. The homes adhere to federal building regulations and will also meet Fannie Mae's criteria for their MH Advantage loan product, which offers low down payment 30-year fixed rate mortgages at the same terms as site built homes³. Features include:

Design Elements:

- ✓ Steep 5/12 roof pitch
- ✓ Front porch and gable-covered side entry
- ✓ Solid wood kitchen and bathroom cabinets

Build Quality:

- ✓ 25-year guaranteed roofing shingles
- ✓ 10-year guaranteed windows
- ✓ Permanent foundations set on masonry wall

Additionally, all homes must also meet VHDA's construction standards⁴. Adhering to both sets of build quality requirements ensures that the durability of the home will match the

² https://s3-us-west-2.amazonaws.com/army-jtti/wp-content/uploads/sites/4/2019/10/30134549/Fort_Lee_Fast_Facts_2019Q3.pdf

³ <https://www.fanniemae.com/singlefamily/manufactured-homes>

⁴ <https://www.vhda.com/BusinessPartners/MFDevelopers/MF-LoanApplication-Guides/MF%20Loan%20Applications%20and%20Guides/2019%20MIn%20Design%20and%20CR.pdf>

length of financing and adhere to the collateral policies Fannie and Freddie use to underwrite traditional mortgages.

- Natural 100 ft Buffer to Timberly Heights: Through a number of community meetings held in the Fall, the partners have heard concerns from Timberly Heights residents that they would prefer ample green space between their lots and the Eagles Landing community. PBP has committed to create a 100 ft buffer between neighborhoods by both preserving existing natural green space and incorporating evergreen trees into the landscape design.
- Infrastructure Improvements: PBP will work with the City of Petersburg to:
 - Improve the infrastructure along N. Stedman Drive. Specifically, PBP will widen the road with a curb and sidewalk along the property line.
 - Ensure that the existing water and sewer infrastructure can withstand the additional 166 homes⁵.
- Traffic Impacts: City will work with PBP to secure and entitle any additional land that may be required to improve the intersection of County Rt. 460 and Steadman Rd. For the sake of clarity, PBP will pay the cost of the intersection improvements.

Finally, the community will be subject to all applicable real estate taxes. We strongly believe that Eagles Landing, through attracting service members, veterans, public servants and working families can help strengthen the economic vitality of Petersburg. We hope that the Office of Planning and the City can support this effort. We would welcome discussions to further memorialize these commitments in the coming week.

Sincerely;



Thomas E. Heinemann
Partner

Cc:

Councilmembers:
Howard Myers
Treska Wilson-Smith
Annette Smith- Lee
Charlie Cuthbert
Darrin Hill
John Hart

City Officials:
Michelle Peters, Planning Director
Lionel Lyons, City Administrator

⁵ PBP's engineer is in ongoing discussions with the City regarding the adequacy of the Poor Creek pump station to manage the needs of the development.

PB Petersburg Owner LLC

Equity Plus • President Street Development • MH Advisors

June 10, 2020

Mr. Carthan Currin
Economic Development Director
City of Petersburg
135 N Union St
Petersburg, VA 23803

Re: Eagles Landing: UPDATE: Wastewater Improvements / Revised PCPS Commitments

Dear Mr. Currin:

In response to our conversation earlier this week with you and the City Public Works and Utilities Departments about whether the capacity of the Poor Creek Pump Station and Force Main, is adequate to meet the needs of the proposed Eagles Landing development, we are revising our commitments to the City to include improvements to the to the Poor Creek Equalization Basin (EQ Basin), and our proposed MOU with Petersburg City Public Schools (PCPS).

A recent report prepared by the Timmons Group for the City confirms that the current wastewater capacity of the Poor Creek Pump Station is sufficient to meet the increased wastewater usage generated by the proposed 166 home Eagles Landing development. However, the report also indicated that further improvements to the EQ Basin are necessary to improve the efficiency and capacity of wastewater flow to the force main (see attached report).

PB Petersburg commits to make funds available for improvements to the Poor Creek EQ Basin, involving the addition of a 4" suction lift pump to increase efficiency of wastewater flow into the Poor Creek force main after significant rainfall, as well as making automation improvements to the pump system to enhance efficiency and reduce the need for manual interactions during significant rainfall events. Preliminary estimates by Timmons suggest that this may cost up to \$500,000.

This will confirm that the City has made no request to PB Petersburg to pay for these improvements. Nevertheless, we are willing to work with a third party, such as the City's Economic Development Authority, to cover the costs of these necessary improvements up to \$500,000. We will seek guidance from the City Attorney on this point.

As noted in our previous letters, PB Petersburg will also enter into an MOU with Petersburg City Public Schools that would provide \$15,000 per issued certificate of occupancy, or up to \$2.49 million if all 166 proposed units are built and occupied, for needed capital improvements to school infrastructure. Due to the estimated costs of the improvements to the Poor Creek EQ Basin, PB Petersburg will revise this commitment to roughly \$12,000 per issuance of certificate of occupancy, totaling roughly \$1.99 million.

All other commitments laid out in our April 3rd letter remain. To reiterate:

- 60 home sites will be reserved for immediate homeownership.
- 106 homes will offer lease to purchase options that can be exercised 15 years after the project's completion at a price set at year 1, regardless of the length of tenancy.
- \$100,000 will be dedicated to support non-profits that provide after school programs for Petersburg youth.
- The homes will be marketed to active duty military, veterans, and public sector employees.
- The community will feature a natural buffer and spacing in relation to the neighboring communities.

We look forward to our continued work together on this project, and welcome further discussion.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Th. Heinemann', is written over a light blue rectangular background.

Thomas E. Heinemann
Partner

Petersburg Planning Commission Meeting Minutes
Regular Meeting
Wednesday, October 2, 2019
Petersburg Public Library Meeting Room
201 West Washington Street
Petersburg, VA 23803
6:00 pm

I. CALL TO ORDER

Chairwoman Tammy Alexander called to order the regular scheduled meeting of the City of Petersburg Planning Commission on Wednesday, October 2, 2019, at 6:00 p.m. in the Petersburg Public Library, Community Room, 201 West Washington Street Petersburg, Virginia 23803.

II. ATTENDANCE

The following members responded to Roll Call:

| | | |
|--------------------------------|---------|----------------|
| Fenton Bland | Present | arrived 6:33pm |
| Dr. Conrad Gilliam | Present | |
| William D. Irvin | Present | |
| Patricia Miller | Present | |
| Elizabeth McCormack | Present | |
| Brenda Henderson Vice-Chairman | Present | |
| Tammy Alexander Chairwoman | Present | |

The following staff was also present: Michelle B. Peters, Director of Planning/ Community Development, Deborah D. Parham, Zoning Technician, and Sandra A. Robinson, Zoning Administrator.

Prior to the start of the meeting Mrs. Peters advised the Commissioners of the by-laws regarding the meeting start time. She advised the Planning Commissioners that the meeting shall not begin prior to 6:00pm and a discussion ensued as to the amount of time to allow speakers for the public hearing due to the number of speakers in attendance and since the Libraries meeting room closes at 8:00 pm noting that there were two public hearings being held. Mrs. Peters stated that unlike Council the Commission just needed to know the number of speakers to establish the amount of time to allocate to those wishing to speak.

A quorum was established.

III. ADOPTION OF THE AGENDA

Chairwoman Alexander asked if there were any changes, deletions, additions to the agenda. No changes were necessary. Commissioner Irvin made a motion to adopt the agenda as presented and Commissioner Alexander seconded the motion. The motion carried and the agenda was unanimously adopted.

IV. ADOPTION OF THE MINUTES

Chairwoman Alexander asked if any minutes would be presented. Mrs. Peters stated that the minutes will be presented at the next regularly scheduled Planning Commission Meeting. She explained that staff is working to have minutes prepared by a transcriber due to the workload undertaken by the Planning Department staff has not contracted with anyone to date. Minutes should be sent out by the next meeting.

Commissioner Irvin made a motion to defer the minutes until the next scheduled Planning Commission Meeting. Commissioner Alexander seconded the motion which carried.

V. PUBLIC INFORMATION PERIOD

Chairwoman Alexander opened the Public Comment Period to anyone who wished to speak on any matter not on the agenda. With no one coming forward, the Public Comment Period was closed.

VI. PUBLIC HEARING(S):

19-REZ-03: Request of Equity Plus to rezone the property from "A" (Agricultural District), to a "PUD" (Planned Unit Development District) to allow a residential subdivision of 168 single family dwellings. The property address is 2557 North Stedman Drive, T.P. 036-09-0001.

Michelle B. Peters, Planning Director for the City of Petersburg presented the staff report, advising the Commissioners and the public that the initial public hearing request by the applicants was held at the September 4, 2019, meeting but that the Commissioners felt that there was a need for additional information and at the last meeting questions were raised about traffic and what the City would require this developer to do on North Stedman Drive. Commissioners nor Staff were not in a position to provide answers. Action taken by the Commission was deferred on the request.

Mrs. Michelle Peters, Director of Planning/CD provided a recap of the request for the public stating that the proposal is for construction of 168 Single Family dwellings on detached lots within a subdivision to be plated by the Planning Commission. The project will use VHDA tax credits and it would be considered a LIHTC (Low -Income Housing Tax Credits) project. All homes initially to be built in the first phase and all the property will be used for rental purposes. If the market changes during construction the developer will commit to offer the houses for sale totally based on demand. This developer also has a contract for property down the street that is owned by the Economic Development Authority. Mrs. Peters proceeded to inform the public that said property is not a part of this consideration, however you may see it or hear it mentioned because what they are proposing to do if demand changes in the market they're committed to doing single family for homeownership on the second tract. All based on market demand. Mrs. Peters reminded the Planning Commissioners again, during the last meeting they weren't in a position to provide answers or make a recommendation to the City Council so therefore they tabled taking action on the request and it was requested/suggested that the representatives of Equity Plus LLC, introduce themselves and participate in a community/neighborhood meeting which would be assisted by Councilwoman for the Ward, to ask and answer any questions which

needed clarification with regards to the project. A meeting was held on September 28, 2019 at Bethany Baptist Church in the City by the developers, public and Council Representative for the Ward. Mrs. Peters asked by a show of hands from those persons in the audience who attended the meeting. She stated since that time the developers addressed the concerns mentioned by the community. The developers sent in an updated Power Point presentation to the Planning Department, Commissioners, Council Representative and Department of Public Works, Mr. Bill Riggleman, to ensure that the staff and developers are on one accord. The City has been in talks regarding the property with the developers for the past year and discussions were held about the concerns and shared with the developers. Mrs. Peters also shared the vision and concerns of the Planning Dept and that the Council in general doesn't want any more Tax Credit projects. Not saying that she as the Planning Director doesn't want them but explained what types of projects the Planning Department reviews and is approached with daily. She stated that people get confused when it comes to the responsibilities and reviews of projects within the Department. The Department is charged with keeping development in line with the Comprehensive Plan which was adopted by City Council and the Comp Plan map which indicates how and what the land should be used for, whether it is Residential, Commercial or Business, Medical or Industrial it is the tool which the Department utilizes. When individuals come into the office to inquire about land use questions the staff uses these resources as a tool.

Mrs. Peters informed the public and the Commissioners that the Planning Department had undergone renovations involving painting and carpet replacement and that as a result there were files moved out of the office which were missing and simply not in the proper places so the staff went back to researching the property to ensure that we were dotting our "I's" and crossing our "T". Staff discovered in 2009 the owners requested to rezone the property from "A", Agricultural to "R-1A", Single-Family Residential District. Mrs. Peters stated that it doesn't matter if an individual or group likes a development, if the Comprehensive Plan which is a guide to how property should be utilize and the uses proposed be compatible with any existing or new use. The City is not in the business of costing the developers money. Information wasn't shared with the Planning Commission in 2009 when a recommendation was sent to Council to approve the request for the owners at that time desired to create a seven (7) lot subdivision which would have had larger lot sizes of 100 ft frontage and a minimum lot area of 15,000 square feet. Former City Manager, B. David Canada, advised that the Poor Creek Pump couldn't support the lots proposed and recommended to the Council that the request be denied. Mrs. Peters stated she was sharing this information in order to provide full disclosure to the Commission in their efforts to make an informed decision regarding the request on the table. The Engineers have covered the matters of design in the proposed development. Mrs. Peters stated that she had met with the Department of Public Utilities to ensure that there wouldn't be any additional unforeseen problems with the project if Council saw fit to approve it they would have a problem but that is why the Engineers would design an appropriate detention/retention basin. Mr. Riggleman had provided updated comments from the Development Review Committee meeting. Mrs. Peters clarified past issues and brought Commissioners up to date with where the project stands at the present time covering traffic, Poor Creek Pump, prior request, community concerns, the

Planning Departments position from a zoning/land use perspective and other input from various City departments and representatives to include J.K. Timmons, Engineer, Derek Johnson.

Due to the time limitations it was requested by Chairwoman Alexander and the Planning Director, Michelle B. Peters that questions be deferred until the end of the applicant presentation from Equity Plus, LLC. The floor was opened for the applicants of Equity Plus, LLC.

Mr. Tom Heinemann, Heinemann Consulting and Mr. Avram Fechter, representing Equity Plus, LLC spoke on behalf of the rezoning request. They held a screen presentation to the public and the Commissioners to enlighten them on the housing plans and the style of the homes to be constructed in the subject community if approved by the City Council. The homes will be factory built and brought to the site and will range in size from 900 sf to 1400 sf. Each home is proposed to have a front porch and some will have rear porches. Homes to meet high energy efficiency standards with quality finishes throughout the interior and exterior. Rents to fall in a range from \$975 for a 2BR home, \$1150 for a 3BR home and \$1300 for a 4BR home; the Community is targeted for Middle Income families with household income earnings up to \$50,000 per year. The project is to develop 168 homes on 5000 SF separately recorded and deeded lots. The subdivision will offer ample green and open space with a "green buffer" to neighboring communities and recreational amenities will include a club house, playing fields and nature trails. Security features will include street lighting and security cameras throughout the entire community. This development is targeted to working families and the targeted income levels for this development will be as follows: Family of 2: \$39,900, Family of 3: \$44,940, Family of 4: \$49,920 and Family of 5: \$53,940. The professions that are said to fall within the targeted income levels are as follows: Office Manager: \$38,000, Licensed Practical Nurse: \$38,000, Police Officer: \$37,000, Fire Fighter: \$40,000, Elementary School Teacher: \$37,000, and Full-time hourly wage between \$20-\$25 per hour. All homes within the development will be fee simple real estate. They will have permanent foundations and be deeded and titled on individual 5000 SF lots. Examples of the home elevations were shown. A list of resources and references was provided. The presenters stated that the project must meet FNMA standards/guidelines and in closing showed pictures to the public and spoke on findings of studies on property values, specs, architectural standards, crime rates etc...

Chairwoman Alexander asked the Commissioners if they had any questions for staff, or the applicants and it was decided that any party there to speak in favor or against the request would do so first then questions would be taken at the end of the parties expressing their concerns.

After further discussion, Mrs. Peters informed all parties speaking to state their name & address into the microphone. The speakers were as follows:

Caron C. Scott of 1890 Pender Avenue, raised a question regarding the gas lines, stating that there was a concern raised at the previous 2009 request for rezoning and wanting to know if the issue had been resolved and what the status is. Stated against the request.

Bill Hallman of 1832 Pender Avenue, Against the request of a new housing project and the City has enough low-income housing and it is hard enough getting in and out of the area. The area can't absorb more traffic and expect the neighborhood to remain peaceful. How many people will take care of their properties since it is targeted at renters.

Ronald E. Flock, Jr. of 1708 Pender Ave, raised the question if there has been any environmental impact studies performed on how the development will impact schools, Poor Creek, Fort Lee and traffic. The entrance of the neighborhood is literally impossible to get out of the subdivision. Student/teacher ratio which impacts schools and the community. People living in the existing neighborhood actually take care of their property. 10 to 15% of the renters take care of their property however, 2 streets into the neighborhood are not properly maintained and are rental properties.

Alyssa J. (Baron) & Charles M. Johnston of 1819 Walker Ave, said they moved to their home in 2009 and loves the neighborhood, it's quiet, stable, private and each of the neighbors takes pride and care of their properties and in assisting each other. She stated she's learned a lot about tax credits in the past several days. The City of Petersburg's Housing Choice Voucher program is closed right now and not accepting new applications. Mrs. Johnston said that she doesn't have any concerns about affordable housing but is concerned with the strings that may be attached to the projects associated with the usage of Tax Credits developing the property. Rents seem relatively high for incomes mentioned by the developers regarding and the homes being provided in the applicant's proposal. Projects like this have serious maintenance problems and according to the GOA report about 40% of tenants needs housing vouchers to meet rent obligations. Not like the 168 new housing lots being created. The government pays some of the rent after the developers obtain the property. In speaking with Avram Fechter, who submitted the application Mrs. Johnston stated she now understands producing enough cash flow to meet their operating needs. The Timberly Heights neighborhood doesn't want to connect the roads encompassing the neighborhood. Planning Commissioners you have the opportunity to stop the new development of the rental properties that will remain rental properties. Mrs. Johnston proceeded to submit a petition with 70 signatures opposing the rezoning of the subject property and respectfully requested that the rezoning be denied.

Monek Y. Kim, 1820 Walker Avenue, Petersburg, VA 23803 stated if you really looked at our area it's the best kept secret in Timberly Heights. Most people are retired whom live in the neighborhood. He said he didn't see a road being built there and the trailer park is currently in the way. Police are called to that area on numerous occasions. Low income housing is already within the trailer park. Students on post at Fort Lee generally stay at the most 2 years. Where will the trailer park go as its always been a thorn in the neighborhoods foot. Mr. Kim proceeded to ask Who are the people stirring up this commotion? Laughter ensued and Mr. Fechter responded while writing down questions that he will address at the end of everyone's questions. In closing, Mr. Kim also wanted to know when the projected start and completion dates of the proposed project were.

Jacqueline L. Powell, 2519 Baxter Rd & (2519 North Stedman Drive-location), stated that she met with the Commission about 15 years ago, but the proposal fell through. Now widowed and a stroke victim she has trouble speaking. She stated that she owned 28 acres of land with a pond and that the water from the pond comes from the Black Water Swamp area which flows onto their property. Taking land from one area to another is detrimental to the land and it should be stable. In the next three years she'll own her land. She asked that the land not be disturbed the land is wetlands. Developing the property could cause problems to her property. Ms. Powell stated she hopes that the Commission will not allow the development to take place. Although it's a large tract of land to be developed the Commission should take the concerns of the people who currently live in the area and the water tables under advisement.

Chairman Alexander asked if there were any other individuals who wished to speak and Mr. and

Mrs. Tyrone Harvey (Teresa) 1904 Pender Avenue spoke on their behalf. Mrs. Harvey stated she loves her home and it is a hidden jewel. She enjoys the area because its quite and she admits to being a loud sleeper and loves to sleep in on Saturdays and Sundays but the noise from the adjoining trailer park is a nuisance. Vehicles coming and going, zooming down the street, so if you are talking about rerouting that traffic along Pender Ave the Commission and the City would be making a terrible mistake. The community tried to have speed bumps installed to slow down the traffic, kids playing outside in the streets all day long and its unfair to the people who have lived there all their lives, retirees, military, stable working people to work all there lives and be uprooted to low income housing...it's simply unfair. Go to Chesterfield and Henrico counties to see and get a nice home in which there are several people who work in Petersburg and lie in order to register their children in those localities school districts to get a better education. In closing she stated How about let's work on the school system first and then look at redevelopment efforts.

Mr. Robert Flock, of 1708 Pender Avenue stated he wanted to bring attention to the petition submitted and that he wasn't available at the time it was circulated to sign. To the best of his knowledge there were 78 out of 82 signatures.

A lengthy discussion ensued regarding concerns the Councilwoman for the Ward had regarding the development of the subject property and how those issues could be mitigated to address the neighborhood and ongoing City issues such as traffic, ingress and egress, water quality and sewer lines, wetlands and the Poor Creek Pump station.

Commissioner Alexander asked if the Poor Creek Pump station has been upgraded? Mrs. Peters responded that there have been some improvements to the station but there's a hydraulic issue that they've been dealing with and they are not at capacity at least that was the conversation that I had with Andrew Barnes, Utilities Manager. Mrs. Peters stated that any further questions will be answered by Mr. Derrick Johnson, J K Timmons Group and the applicants regarding the water, sewer, gas and the environmental impact findings.

Mr. Derrick Johnson, with Timmons Group Civil Engineers, the engineering company who has worked extensively for the City and in the City of Petersburg and is working on this project to assist the developers. He stated that there have been several great questions asked tonight by the citizens and informed the Commissioners and the citizens that there is a gas line with an eight (8) foot easement that cuts through the site, extending up into Timberly Heights and the backs of lots 6, 7, 8 and 9 on the plan and continues to the West. That gas line is an easement, transmission gas line the site has been designed so you're only crossing the line at one location along with the road. With respect to wetlands, a wetlands study has been done for this site and the proposed site has been developed to help minimize any impacts of those wetlands because impacting the wetlands is very expensive. Mr. Johnson went on the explain how wetlands impact the area and what they will be doing to minimize the wetlands and adjacent property owners land by trying to maintain as much of the existing natural vegetation and trees as possible to and along the project site clustering the development together. A discussion on water quality standards which the City and developers must adhere to took place. With respect to the sewer issues that impacted the project in 2009 which was at the time wherein the City placed a moratorium on sewer development in the subject area because of the problems with the Poor Creek Pump station, which Timmons Group firm working on and completed improvements which was a big investment and opened up development opportunities for more development

along 460 (County Drive). Mr. Johnson gave clarification on where the new pump station would be housed at on the property based on a question from Commissioner McCormick in addition to a question posed by Commissioner Gilliam and Chairwoman Alexander referencing the gas & sewer lines. Mr. Johnson replied that the gas line is an existing line with the eighty (80) foot easement and would need to go through procedure and processing with the gas company to make the necessary crossings. Commissioner Gilliam asked if the sewer line would be pumped back to the City's line and Mr. Johnson replied, that is correct, Sir. Commissioner Gilliam mentioned that the citizens are already experiencing problems with the sewer infrastructure situation and rested his comment. Mr. Johnson stated the eight (8) inch line is adequate to handle the capacity to serve the One Hundred and Sixty-Eight (168) lot development proposed. Gravity and the way the line runs eliminate flow issues. Commissioner Gilliam, proceeded to ask a question "What about the water flow and water pressure?" Mr. Johnson stated there is a ten (10) inch line in Stedman Road and they would design and install additional lines which they would build and the City would own them. These lines would provide for the necessary fire hydrants and individual service lines for water to the development. He further stated that the ten (10) inch lines would be adequate at least that is what he had been told by our Public Works Department. Commissioner Gilliam stated that the City already has problems with water pressure. Mr. Johnson stated the age of the old infrastructure is a concern for them as well, but new lines are being installed. 460 has pretty good water and sewer pressure and there are other areas from 36, back towards Fort Lee along Washington Street that Timmons Group is currently doing developments for such as the Pin Oaks project for the Petersburg Redevelopment and Housing Authority. Mr. Johnson stated that he had addressed all issues that were related to site concerns. Chairwoman Alexander asked Mr. Johnson if the gas line that he spoke of was that a new line and was it sufficient in size to handle this new development. Mr. Johnson responded that the line she spoke of was a transmission line and that it is shown on the plan as an easement and nothing they are doing will connect to this line.

Mrs. Peters clarified to the Commission that there were two (2) additional questions needing to be addressed. She stated the matter of the Homeowners Association (HOA) and that there will be an HOA because the subdivision development will be recorded as single-family lots. All 168 homeowners will be Equity Plus LLC. Avram stated that they will be marketing their product to the community, as they will be the owners. To attract people to this development it has to be attractive, people can go and live anywhere in the City why would they chose this development. Therefore, their product has to be of good quality to attract persons to either rent or purchase the homes. Avram Fechter went on to state that the incomes are not really that low. Commissioner Gilliam wanted to know why they selected Petersburg, and the response was that there is an affordable housing crisis in this country. The market dictates that a need exist in the City of Petersburg. Based on the market study they can build about 1000 units and fill them, so they didn't pick Petersburg, Petersburg picked them. He went on further to state that there are no intentions to build a road, the project has always faced on North Stedman, and they have no plans to build a road anywhere else. The demand is here for affordable new constructed housing. Mr. Heinemann shared what attracted him to the City. He stated that the location was great and he got a sense that the community is a great place to be and live. A community meeting can be coordinated through Mrs. Wilson-Smith since they have been meeting with her and keeping her informed. Petersburg is a special place the design with the community center, clubhouse and the design would be a great place to live. Commissioner Gilliam stated that since the developer spoke of the incomes of the teachers and the police officers could afford to live here but Commissioner Gilliam wanted to know why would someone at that rental rate would I want to live behind a trailer park? The developer stated that getting to the neighborhood may be a challenge that they will face, but hopefully the design and the fact that its new construction

would be an attraction. The close proximity to the major highways and work. The amenities and the demographics would attract people to the development.

Mr. Heinemann stated that someone wanted to know who would manage the property, and the development that they currently manages in the City of Petersburg. TM Management is the managing company and they manage Henry Williams Townhomes in the City of Petersburg, as well as about 10,000 other units in the Maryland, Virginia, DC area. They stated that since they will be owning the units, they are better neighbors than an owner, because they will protect their investment by taking care of the units. If not they will lose money.

Commissioner Gilliam also wanted to know how much money was in the budget for landscaping because Henry Williams Development that they referenced is being managed by their partner has limited landscaping. The budget includes 13 million dollar infrastructure budget that includes landscaping. The exact figure is not known, but we recognize that landscaping has to be nice in order to attract people. Commissioner Gilliam stated that this would be the first one to have money allocated for landscaping. His experience is that all the projects that are LIHTC always cut back on landscaping and landscaping is necessary for the residents to take pride and for the community to retain its attractiveness. If you are successful in getting this approved, please don't cut the landscaping budget.

Through the Home Owner's Association they plan to maintain continuity and consistency of the landscaping. Although each home will be given a five foot area that they can plan or maintain, the major of the areas will be maintained by the HOA.

The homes will all have front porches with an open community feel. Back stoops, and designed to encourage interacting amongst the neighbors.

Chairwoman Alexander asked if there were any other questions of the Commissioners, because of time, this case needed to be wrapped up since the Library closes at 8 and there was one more case to be presented to the Commissioners.

Commission Irvin stated that he had a question for Mrs. Peters. Mrs. Peters stated that all questions have been addressed based on the outstanding issues she had in her notes. Mrs. Peters further stated that she wasn't sure if the answers were satisfactory, but the questions had been addressed.

Commissioner McCormack asked Mr. Johnson from Timmons Group what his relationship is with the City and the Developer. Mr. Johnson responded that Timmons Group has 560 employees they have 10 offices. Headquarters in Chesterfield, County. They do residential and commercial development. The other side of Timmons work with localities, they work with the City of Petersburg and help Public Works with design and other infrastructure projects. Commissioner McCormack wanted to know who Mr. Johnson represented with this project and he responded that he works for the developer in this particular project.

Chairwoman Alexander asked Director Peters if she could close out this conversation. Mrs. Peters stated the two questions still needed an answer. What is the timeline on the project and

the answer was about a year? The other question was have the impact on the school system been explored, and Mrs. Peters stated that she would make sure this information is available by the Public Hearing before City Council.

Commissioner Irvin asked Mrs. Peters how North Stedman Road would be affected based on the conversation had back in September there was a question about the 1200 feet of frontage and the concern between one or more residents and his concern. You have a widening at some point along the street but it will return to the existing two-lane road. Has anything changed from that design? No, nothing changes because the City can't require the developer to widen North Stedman Road beyond the frontage of their development. A traffic impact study was performed at the request of Public Works. There are some improvements required to be made at one end of the Stedman Road as required by Public Works. They will need to determine how to do the improvements required by Public Works at North Stedman and Route 460.

Will the City in its road plan skip over other existing projects to pay for the necessary improvements needed by this development? The answer is no, the City will not have any investment in this project. The cost associated with the improvements will be the project cost.

The approval or denial of this project does not waive any requirements of any division. The recommendation from Planning Commission will not waive any City code requirements.

The Commissioner asked if staff had a recommendation. Staff responded that from a land use perspective the recommendation supports residentially zoned property and that is what the developer is proposing, a residential development.

Impact on schools, will the information or some numeration be presented to City Council? Mrs. Peters stated that yes it will be a part of the presentation to Council.

Commissioner Gilliam moved that this Commission will deny the proposal of 168 units on Stedman Road as presented. Commissioner McCormack seconded the motion. Chairwoman Alexander expressed her displeasure with the size of the lots, the overburden of traffic. Commissioner Gilliam stated that he has a problem with LIHTC housing, he doesn't see where it will be positive over the next 30 years. If the houses were of a higher value, he wouldn't have any problems. However, on the other hand who would want to live behind a trailer park if you built a \$300,000 house. If you build it, they will come doesn't work for the City of Petersburg because it will burden the school system, and the City. Commissioner Henderson stated that she has a problem with the development since almost all the adjacent property owners signed a petition to deny the request. Chairwoman Alexander asked Mrs. Porter to call the roll. Commissioner Irvin requested that the motion be repeated. It was repeated that the Commission was voting to deny the request. On roll call the vote was 5 to deny and 1 not to deny.

The developers were thanked for coming and informed that they will have an opportunity for another public hearing at City Council.

19-REZ-04: Request of Roslyn Farm Corporation to rezone the property from A (Agricultural) District to B-2 (General Commercial) District to allow commercial and business development, to include potential medical offices. The property address is 151 rear Wagner Road, T.P. 064-02-0800 parcel B and 301-301A Wagner Road, T.P. 082-01-0001, a portion of parcel A.

Mrs. Peters asked the public to please speak outside the room if they wanted to continue to have conversation with the developers from Equity Plus, so the next case could move forward.

Mrs. Peters proceeded to explain the next request from Roslyn Farm to rezone their property for future development. The property is west of 95 along Wagner Road, East of Crater Road and across the street from DMV.

The original rezoning was only a portion and they are now coming back to rezone the remaining portion of the land so they can pursue development. The parcels in the front along Wagner Road has been developed with Sheetz, Dunkin Donuts and along 95 an office building.

Mrs. Peters stated that there is only a few true Agricultural uses in the City with A zoning. Most of the parcels that are A zoning has been rezoned. All of the properties along Wagner Road have been rezoned to commercial.

This rezoning request is a straight B-2 rezoning versus B-2 with conditions. There have been companies approaching the City for uses at various locations, but the conditions have prohibited the development without coming back to Planning Commission and City Council. Most developers don't want to go through a 4 month process to get the site ready for development.

Staff is supporting this request to rezone the property. Mr. Nick Walker, the applicant is present and would love to address the Commission.

Mr. Nick Walker from Roslyn Farm Corporation, a local developer involved in commercial development. Rezoned the original parcel back in 2000, they are running outside of the original rezoning and now find it necessary to seek rezoning.

Commissioner Gilliam stated that the last time they saw the map it was three different sections, the middle section is the rezoning area. The rear is being saved for residential or market-rate age restricted housing.

Commissioner McCormack asked if the first part of the parcel rezoned to straight B-2 or does it have conditions? The first section has restrictions, but Roslyn Farms is not seeking restrictions on this middle section. Any automotive uses will still require a special use regardless. Commissioner McCormack wants to protect against vehicle related uses that are not regulated. She wanted to make sure automotive related uses will require additional review and not be permitted by-right.

Wagner Road has been developed after the parcels that are owned by Roslyn Farm were rezoned.

Commissioner Irvin stated that he was slightly confused but not totally confused. If we went with B-2 all uses that are permitted by right and uses that would require a special use permit how is that different than the B-2 with conditions. Mrs. Peters explained that without the C (conditions) it would only require one application for a special use permit, and not two. If the c is placed on this rezoning and someone wants to develop a use that is only permitted by special use. The applicant or the owner would have to amend the rezoning first and if it is approved, then the applicant or the owner would then request a special use permit. A total cost of \$3,000.00 versus no c or conditions, the applicant would only apply for the special use permit at

the cost of \$1,500.00. The reason for not adding conditions had nothing to do with the cost as much as it has to do with timing for development.

Commissioner Irvin motioned to approve and Commissioner Gilliam seconded the motion. On roll call the motion passed 6-0 to approve the rezoning.

Old Business:

2019 Planning Month activity/Comprehensive Plan Kick-Off Event. Mrs. Peters thanked the Planning Commissioners for all that they do. Happy Planner's Month. Mrs. Peters explained the Block Party concept and she explained that the event will take place on the Avenue on November 7, 2019. The idea will be to have tables representing every aspect of the Comprehensive Plan. Staff and Planning Commissioners will man the tables along with our neighbors and partners. This would introduce the plan and to request citizens to take a survey and to engage them in a conversation to get their feedback.

The Commissioners accepted the idea with a start time of 5:15-6:30 p.m. Mrs. Peters asked if the Commissioners would support the idea. The Commissioners agreed that they could support this and attend.

Commissioner Miller was wondering if the Avenue is the best location. She stated that the only time that area draws people is during the Jazz Festival. She agreed that the area was a good area, she just wanted to make sure we would get the exposure.

Other questions were asked about logistics and Mrs. Peters stated that this would be a well-planned out event, we won't be half-stepping.

Commissioner McCormack stated that social media is so real in our world that we need to utilize that for the survey and the event. The idea is to push the information using the social media and make sure the word is getting out on the street. Mrs. Peters stated that we are pushing it and the Chairwoman of the Commission will present to City Council on October 15, 2019 to share the concept and to encourage their participation.

Commissioner Miller stated that she is on board because she has been pushing this type of work for a long time.

The Commissioners agreed to the event.

New Business:

Comprehensive Plan Committee/Section Assignments was sent to the Commissioners in an e-mail so that they could sign up and participate.

Mrs. Peters requested the Planning Commission to hold a second meeting in October to review the Pinetree Drive subdivision preliminary review. The Commissioners voted unanimously to hold a meeting on October 23, 2019 at 6:00 p.m. in the City Council Chambers, at City Hall 135 North Union Street.

Adjournment:

The meeting adjourned at 8:00 p.m.

ORDINANCE AMENDING THE ZONING OF THE PROPERTY AT 2557 NORTH STEDMAN DRIVE, TAX PARCEL NUMBER 036-090001 FROM “A”, AGRICULTURAL TO A “PUD”, PLANNED UNIT DEVELOPMENT TO ALLOW FOR THE DEVELOPMENT OF 166 SINGLE-FAMILY DWELLINGS ON INDIVIDUAL LOTS

WHEREAS, Equity Plus, LLC, submitted a request for the City of Petersburg to rezone the property at 2557 North Stedman Drive, Tax Parcel 036-090001, from “A” Agricultural District to “PUD” Planned Unit Development, for the purpose of developing a 166 lot, single-family residential subdivision; and

WHEREAS, City Staff determined that the proposed use is consistent with the Comprehensive Plan Future Land Use Plan, which suggests the area is suitable for low density residential use; and

WHEREAS, the City of Petersburg Planning Commission held public hearings and considered the request to rezone the property during the September 4, 2019 and October 2, 2019 Commission meetings, and following consideration recommend denial of the request; and

WHEREAS, subsequent meetings have been held with the developer and the residents of the Timberly Heights community to discuss the rezoning request; and

WHEREAS, during the February 4, 2020 City Council meeting, the City of Petersburg City Council held a public hearing, considered the request to rezone the property at 2557 North Stedman Drive and voted to table the item; and

WHEREAS, the City of Petersburg City Council considered the request to rezone the property at 2557 North Stedman Drive during the June 16, 2020 City Council meeting.

NOW, THEREFORE BE IT ORDAINED, by the City Council of the City of Petersburg, that the zoning map be amended to change the zoning of the property at 2557 North Stedman Drive, Tax Parcel 036-090001 from an A (Agricultural) zoning district to the Planned Unit Development (PUD) to facilitate the development of 166 units on individual lots of record (subdivision).



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM: Anthony Williams

RE: **A resolution to establish guidelines for the maintenance, review, certification and distribution of certified ordinances and resolutions adopted by City Council.**

PURPOSE: To establish Council guidelines for maintenance, review, certification, and distribution of certified ordinances and resolutions adopted by City Council.

REASON: To ensure records of Council are accurate, consistent, and properly maintained, and to ensure that requests for public records of Council are processed efficiently and effectively.

RECOMMENDATION: Adopt Resolution.

BACKGROUND: This memorializes recent discussions by Members of Council regarding maintenance, review, certification, and distribution of certified ordinances and resolutions adopted by City Council.

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: City Charter Section 1-6
Petersburg City Code Sections 2-107 and 108

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. RESOLUTION - ORDINANCES AND RESOLUTIONS

RESOLUTION TO ESTABLISH GUIDELINES FOR THE MAINTENANCE, REVIEW, CERTIFICATION AND DISTRIBUTION OF CERTIFIED ORDINANCES AND RESOLUTIONS ADOPTED BY CITY COUNCIL

WHEREAS, it is the desire of City Council to ensure that all of its records, including but not limited to adopted Resolutions and Ordinances are accurate and consistent with the will of the governing body; and

WHEREAS, it is the wish that all records of City Council be properly maintained, filed, and indexed in accordance with the requirements of State Code; City Charter; City Code; and other applicable law; and

WHEREAS, it is equally a desire of City Council to ensure that requests for certified copies of these records be processed efficiently and effectively; and

WHEREAS, it is the belief of City Council that the adoption of the following guidelines will aid in accomplishing these goals.

NOW THEREFORE BE IT RESOLVED that City Council directs that the following guidelines be adopted and followed with regard to Ordinances and Resolutions adopted by City Council:

PETERSBURG CITY COUNCIL
GUIDELINES FOR ORDINANCES AND RESOLUTIONS

1. All Resolutions and Ordinances appearing on a Council Agenda shall first be reviewed and approved as to legal form by the City Attorney which shall be incorporated into the standard review process for all Agenda Items. Such items shall be presented to the City Attorney for review no later than two full business days prior to the deadline for publication of the Agenda.
2. The Clerk shall be the keeper of all records of City Council including but not limited to Council Ordinances and Resolutions.
3. The Clerk shall maintain copies of all Resolutions and Ordinances and other documents as well as a running index of Resolutions and Ordinances in accordance with Section 1-6 of the City Charter; Section 2-107; 108 of the City Code.
4. Once an Ordinance or Resolution appears on a Council Agenda as an active Agenda Item, it becomes a record of Council and may not be revised or amended except by formal action of City Council.
5. Once an Ordinance or Resolution has been adopted by Council, the Clerk shall issue certified copies upon request by any citizen by affixing the index number, printing a

copy, and executing the copy along with the Mayor certifying its accuracy and consistency with what was adopted by Council.

6. For requests for certified Ordinances or Resolutions for which floor amendments have been incorporated prior to adoption, the Clerk may consult with the City Attorney who upon receiving such a request, shall provide the Clerk with the recommended format based upon the form of the original Ordinance or Resolution, as well as the corresponding excerpt of minutes provided to the City Attorney by the Clerk.
7. Upon receiving such a recommendation from the City Attorney, the Clerk shall schedule said Resolution or Ordinance upon the next following City Council Agenda for review and certification by City Council that the Ordinance or Resolution as prepared along with the floor amendments is consistent with Council's will upon adoption.
8. After receiving such certification by City Council the Clerk shall print and distribute the certified Resolution or Ordinance consistent with Paragraph 5 above.



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH:

FROM:

RE: Consideration of approval of CDBG-CVI Cares Act appropriation in the amount of \$371,969 for the Coronavirus Pandemic due to the City of Petersburg behind a HUD CDBG Entitlement Jurisdiction.

PURPOSE:

REASON:

RECOMMENDATION:

BACKGROUND:

COST TO CITY:

BUDGETED ITEM:

REVENUE TO CITY:

CITY COUNCIL HEARING DATE:

CONSIDERATION BY OTHER GOVERNMENT ENTITIES:

AFFECTED AGENCIES:

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION:

REQUIRED CHANGES TO WORK PROGRAMS:

ATTACHMENTS:

1. CDBG CARES ACT Appropriation Ordinance 5-26-20
2. 0609_2020CDBG_CV_CARES_ActCoronavirusResiliencyProject



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 2, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha R. Ferrell-Benavides, City Manager

THROUGH: Lionel D. Lyons, Deputy City Manager, Development

THROUGH: Reginald Tabor, Acting Director of Planning & Community Development

FROM: Cathy Parker, City of Petersburg CDBG Coordinator

RE: Request to Schedule a Public Hearing and Consideration of an Amendment to the CDBG 2019-2020 Annual Action Plan and an appropriation of the associated funding

PURPOSE: To Schedule a Public Hearing and consideration of an amendment to the Petersburg Community Development Block Grant (CDBG) Annual Action Plan for the PY2019 by allocating CDBG CV Coronavirus Aid, Relief, and Economic Security (CARES) Act funds in the amount \$371,969.00 to the City of Petersburg Coronavirus Resiliency Project, and an appropriation of the associated funding.

REASON: Substantial Amendments to the CDBG Annual Action Plan must be submitted to the U.S. Department of Housing and Urban Development (HUD). The City of Petersburg requires approval of amendments by City Council, also new funding must be appropriated in the City of Petersburg Fiscal Year Budget.

RECOMMENDATION: Staff recommends the City Council schedules a Public Hearing and adopts the amendment and associated appropriation.

BACKGROUND: The City of Petersburg is a HUD CDBG entitlement jurisdiction. As an entitlement jurisdiction and due to the coronavirus pandemic, the City of Petersburg's CDBG entitlement program has received CDBG CV CARES Act funding totaling \$371,969.00. To receive these funds, the City is required by HUD to amend the PY2019 CDBG Annual Action Plan. These funds will be used to prepare, prevent, and respond to the pandemic in an expedited manner, while meeting CDBG national objectives. Project activities may include the following:

- Carry out job training to expand the pool of health care workers and technicians that are available to treat disease within a community.

- Provide testing, diagnosis, or other services at a fixed or mobile location.
- Increase the capacity and availability of targeted health services for infectious disease response within existing health facilities.
- Provide equipment, supplies, and materials necessary to carry-out a public service.

The Coronavirus Resiliency Project will be managed in partnership with subrecipients of Petersburg CDBG-CV funding. The initial partner and subrecipient will be the Petersburg Health Department. The allocation will total \$275,000 and focused activities will include testing, contact tracing and other critical services for low to moderate income citizens in the greater Petersburg area. The City will allocate the remaining \$96,969.00 in funding for the Coronavirus Resiliency Project efforts, including alternative housing strategies for self-isolating and quarantining when necessary.

COST TO CITY: CDBG CV CARES Act funds in the amount of \$371,969.00

BUDGETED ITEM: Yes

REVENUE TO CITY: CDBG CV CARES Act funds in the amount of \$371,969.00

CITY COUNCIL HEARING DATE: June 16, 2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: Finance and Budgeting

AFFECTED AGENCIES: Planning and Community Development, Finance, and Budget.

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: N/A

REQUIRED CHANGES TO WORK PROGRAMS: N/A

ATTACHMENTS: N/A

STAFF: Department of Planning & Community Development

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT FUND.**

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

I. That appropriations for the fiscal year commencing July 1, 2019, in the Community Development Block Grant Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

| | |
|---------------------------|-----------------------|
| Previously adopted | \$1,391,071.00 |
|---------------------------|-----------------------|

ADD:

| | |
|---|--------------------------|
| 3-213-33010-0000 Categorical Aid-Federal | <u>371,969.00</u> |
|---|--------------------------|

| | |
|-----------------------|------------------------------|
| Total Revenues | <u>\$1,763,040.00</u> |
|-----------------------|------------------------------|

II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020, the following sums for the purposes mentioned:

| | |
|---------------------------|------------------------|
| Previously adopted | \$ 1,391,071.00 |
|---------------------------|------------------------|

ADD:

| | |
|---------------------------------------|--------------------------|
| 4-213-81200-3190-0-40 CDBG-CVI | <u>371,969.00</u> |
|---------------------------------------|--------------------------|

| | |
|-----------------------|------------------------------|
| Total Expenses | <u>\$1,763,040.00</u> |
|-----------------------|------------------------------|

Funding: CDBG CV CARES Act I - \$371,969.00

As a participant in the U.S. Department of Housing and Community Development (HUD), Department of Community Planning Development's Community Development Block Grant (CDBG) Entitlement Program, the City of Petersburg, Virginia is the recipient of CDBG-CV funding from the Coronavirus Aid, Relief, and Economic Security (CARES) Act in the amount of \$371,969.00. The City of Petersburg will amend the most recently approved Annual Action Plan (2019-2020). All CDBG-CV funds will be allocated to prepare, prevent, and respond to the Coronavirus Pandemic.

Eligible Activities to Support Coronavirus and Other Infectious Disease Response include:

- Buildings and Improvements, Including Public Facilities
- Assistance to Businesses, including Special Economic Development Assistance
- Provision of New or Quantifiably Increased Public Services
- Planning, Capacity Building, and Technical Assistance

The City of Petersburg CDBG-CV funding will be allocated to support the Petersburg Coronavirus Resiliency Project.

Project Name: The City of Petersburg Coronavirus Resiliency Project

Project Description: *The Coronavirus Resiliency Project – Public Services Component* will include the provision of new and quantifiably increased Public Services. The Department of Community Affairs will manage partnerships with stakeholders to carryout health and public service activities assisted with CDBG-CV funding. Initial activities will focus on testing, contact tracing, create and maintain alternative care housing for self-isolating and quarantining, and other critical services for low- and moderate-income citizens in the greater Petersburg area.

The Coronavirus Resiliency Project – Business and Special Economic Assistance Component will provide assistance to local businesses and include special economic development assistance. Initial activities will focus on support for establishing outdoor dining & take out accommodations, public sanitization, PPE distribution and distribution sites, and thermometers for customer and employee testing.

The Coronavirus Resiliency Project – Public Facilities Improvement Component will focus on the improvement of Public Facilities to respond to the coronavirus pandemic. Initial activities will include test site improvements and alternative care housing improvements to address needs for quarantining infected individuals who cannot otherwise do so.

The Coronavirus Resiliency Project – Planning and Capacity Building Component will include planning and enhancing the Capacity of the City to prevent, prepare, and respond to the Coronavirus pandemic. Initial activities will include administration of the Coronavirus Resilience Project, which will involve planning and project management.

Project Subrecipient:

Project Managers for each Component will be assigned to work with identified partners:

The Coronavirus Resiliency Project – Public Services Component

- The City of Petersburg Community Affairs

The Coronavirus Resiliency Project – Business and Special Economic Assistance

- The City of Petersburg Department of Economic Development

The Coronavirus Resiliency Project – Public Facilities Improvement Component

- The City of Petersburg Department of Public Works

The Coronavirus Resiliency Project – Planning and Capacity Building Component

- The City of Petersburg Department of Planning and Community Development

| PROJECT BUDGET: | TOTAL |
|---|---------------------|
| PUBLIC SERVICES | \$135,969.00 |
| TESTING | |
| CONTACT TRACING | |
| INFORMATIONAL DISTRIBUTION | |
| ALTERNATIVE CARE HOUSING | |
| PPE DISTRUBUTION | |
| BUSINESS & SPECIAL ECON DEVELOPMENT ASST | \$125,000.00 |
| OUTDOOR DINING & TAKE OUT ACCOMMODATIONS | |
| PUBLIC SANITIZATION & PPE- DISTRIBUTION AND SITES | |
| DIRECT ASSISTANCE TO BUSINESSES | |
| PUBLIC FACILITES IMPROVEMENT | \$41,000.00 |
| TEST SITE IMPROVEMENT | |
| ALTERNATIVE CARE HOUSING IMPROVEMENT | |
| PLANNING AND CAPACITY BUILDING | \$70,000.00 |
| ADMINISTRATIVE ASSISTANT-TEMP | |
| PROJECT MONITORING AND CONSULTING | |
| TOTAL | \$371,969.00 |



City of Petersburg

Ordinance, Resolution, and Agenda Request

DATE: June 16, 2020

TO: The Honorable Mayor and Members of City Council

THROUGH: Aretha Ferrell-Benavides, City Manager

FROM: Patrice Elliott

RE: **Consideration of an appropriation for Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 - \$2,734,818**

PURPOSE:

Request the appropriation of funds allocated to the City of Petersburg through the Federal CARES Act as certified by the Mayor, City Manager, and Finance Director by May 22, 2020.

REASON: City Council approval is required to authorize receipt, appropriation, and expenditure of new sources of funds.

RECOMMENDATION:

Recommend City Council authorize appropriation of the funds as allocated and certified.

BACKGROUND:

Congress passed and the President recently signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF). Allocations were sent to states based on population.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

COST TO CITY: None

BUDGETED ITEM: No

REVENUE TO CITY: \$2,734,818

CITY COUNCIL HEARING DATE: 6/16/2020

CONSIDERATION BY OTHER GOVERNMENT ENTITIES: N/A

AFFECTED AGENCIES: City of Petersburg - Citywide

RELATIONSHIP TO EXISTING ORDINANCE OR RESOLUTION: See attached

REQUIRED CHANGES TO WORK PROGRAMS:

N/A

STAFF:

City Manager (Emergency Manager)
Emergency Coordinators
Deputy City Manager - Community Affairs
Deputy City Manager - Development Services
Deputy City Manager - Public Safety
Human Resources
Finance
Citywide

ATTACHMENTS:

1. Attachment 1 - AN ORDINANCE
2. Attachment 2 - Secretary of Finance Memo to Localities
3. Attachment 3 - Cares Act vs Cat B Comparison

**AN ORDINANCE, AS AMENDED, SAID ORDINANCE
MAKING APPROPRIATIONS FOR THE FISCAL YEAR
COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 BUT WITH
EXPENDITURES NO EARLIER THAN MARCH 1, 2020**

AND

**FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021
BUT WITH EXPENDITURES NO LATER THAN DECEMBER 30, 2020**

**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, 2019 in the Grants Fund are made for the following resources and revenues of the city, for the fiscal year ending June 30, 2020.

| | |
|---|-----------------------|
| Previously adopted | \$0.00 |
| ADD: | |
| 3-200-*****-**** CARES Act of 2020 – COVID 19 | \$2,734,818.00 |
| Total Revenues | \$2,734,818.00 |

- II. That there shall be appropriated from the resources and revenues of the City of Petersburg for the fiscal year commencing July 1, 2019 and ending June 30, 2020 AND the fiscal year commencing July 1, 2020 and ending June 30, 2021 respectively, the following sums for the purposes mentioned:

| | |
|---|-------------------------|
| Previously adopted | \$0.00 |
| ADD: | |
| 4-200-*****-**** CARES Act of 2020 – COVID 19 | |
| FY2020 | <i>a sum sufficient</i> |
| FY2021 | <i>a sum sufficient</i> |
| Total Expenditures | \$2,734,818.00 |



COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

Background

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately \$3.1 billion as its share of the CRF total. This amount does not include approximately \$200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

Allocation of CRF Funds to Localities

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

Requirements for Use of Funds and Certifications

General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you “up front” rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance’s Website under “Recent News” at: <http://finance.virginia.gov/>

In order to receive your locality’s allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: GACCT@DOA.Virginia.gov

By US Mail to: Department of Accounts
Attention: Local CRF Certification
P.O. Box 1971
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

Appendix A – Local Allocations

| Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019 | Statewide Total = 8,535,519 | % of Total ¹ | Current Allocation Base = \$744,691,122 |
|--|-----------------------------|-------------------------|---|
| Locality | Population | | |
| .Accomack County, Virginia | 32,316 | 0.3786% | \$2,819,446 |
| .Albemarle County, Virginia | 109,330 | 1.2809% | \$9,538,621 |
| .Alleghany County, Virginia | 14,860 | 0.1741% | \$1,296,478 |
| .Amelia County, Virginia | 13,145 | 0.1540% | \$1,146,851 |
| .Amherst County, Virginia | 31,605 | 0.3703% | \$2,757,414 |
| .Appomattox County, Virginia | 15,911 | 0.1864% | \$1,388,173 |
| .Arlington County, Virginia | 236,842 | 2.7748% | \$20,663,551 |
| .Augusta County, Virginia | 75,558 | 0.8852% | \$6,592,144 |
| .Bath County, Virginia | 4,147 | 0.0486% | \$361,810 |
| .Bedford County, Virginia | 78,997 | 0.9255% | \$6,892,184 |
| .Bland County, Virginia | 6,280 | 0.0736% | \$547,906 |
| .Botetourt County, Virginia | 33,419 | 0.3915% | \$2,915,679 |
| .Brunswick County, Virginia | 16,231 | 0.1902% | \$1,416,092 |
| .Buchanan County, Virginia | 21,004 | 0.2461% | \$1,832,518 |
| .Buckingham County, Virginia | 17,148 | 0.2009% | \$1,496,097 |
| .Campbell County, Virginia | 54,885 | 0.6430% | \$4,788,505 |
| .Caroline County, Virginia | 30,725 | 0.3600% | \$2,680,638 |
| .Carroll County, Virginia | 29,791 | 0.3490% | \$2,599,150 |
| .Charles City County, Virginia | 6,963 | 0.0816% | \$607,495 |
| .Charlotte County, Virginia | 11,880 | 0.1392% | \$1,036,484 |
| .Chesterfield County, Virginia | 352,802 | 4.1333% | \$30,780,614 |
| .Clarke County, Virginia | 14,619 | 0.1713% | \$1,275,451 |
| .Craig County, Virginia | 5,131 | 0.0601% | \$447,660 |
| .Culpeper County, Virginia | 52,605 | 0.6163% | \$4,589,583 |
| .Cumberland County, Virginia | 9,932 | 0.1164% | \$866,529 |
| .Dickenson County, Virginia | 14,318 | 0.1677% | \$1,249,190 |
| .Dinwiddie County, Virginia | 28,544 | 0.3344% | \$2,490,354 |
| .Essex County, Virginia | 10,953 | 0.1283% | \$955,607 |
| .Fairfax County, Virginia | 1,147,532 | 13.4442% | N/A |
| .Fauquier County, Virginia | 71,222 | 0.8344% | \$6,213,845 |
| .Floyd County, Virginia | 15,749 | 0.1845% | \$1,374,040 |
| .Fluvanna County, Virginia | 27,270 | 0.3195% | \$2,379,202 |
| .Franklin County, Virginia | 56,042 | 0.6566% | \$4,889,448 |

| | | | |
|----------------------------------|---------|---------|--------------|
| .Frederick County, Virginia | 89,313 | 1.0464% | \$7,792,215 |
| .Giles County, Virginia | 16,720 | 0.1959% | \$1,458,756 |
| .Gloucester County, Virginia | 37,348 | 0.4376% | \$3,258,469 |
| .Goochland County, Virginia | 23,753 | 0.2783% | \$2,072,358 |
| .Grayson County, Virginia | 15,550 | 0.1822% | \$1,356,678 |
| .Greene County, Virginia | 19,819 | 0.2322% | \$1,729,131 |
| .Greensville County, Virginia | 11,336 | 0.1328% | \$989,022 |
| .Halifax County, Virginia | 33,911 | 0.3973% | \$2,958,604 |
| .Hanover County, Virginia | 107,766 | 1.2626% | \$9,402,168 |
| .Henrico County, Virginia | 330,818 | 3.8758% | \$28,862,595 |
| .Henry County, Virginia | 50,557 | 0.5923% | \$4,410,903 |
| .Highland County, Virginia | 2,190 | 0.0257% | \$191,069 |
| .Isle of Wight County, Virginia | 37,109 | 0.4348% | \$3,237,617 |
| .James City County, Virginia | 76,523 | 0.8965% | \$6,676,337 |
| .King and Queen County, Virginia | 7,025 | 0.0823% | \$612,904 |
| .King George County, Virginia | 26,836 | 0.3144% | \$2,341,338 |
| .King William County, Virginia | 17,148 | 0.2009% | \$1,496,097 |
| .Lancaster County, Virginia | 10,603 | 0.1242% | \$925,071 |
| .Lee County, Virginia | 23,423 | 0.2744% | \$2,043,566 |
| .Loudoun County, Virginia | 413,538 | 4.8449% | \$36,079,596 |
| .Louisa County, Virginia | 37,591 | 0.4404% | \$3,279,670 |
| .Lunenburg County, Virginia | 12,196 | 0.1429% | \$1,064,054 |
| .Madison County, Virginia | 13,261 | 0.1554% | \$1,156,971 |
| .Mathews County, Virginia | 8,834 | 0.1035% | \$770,732 |
| .Mecklenburg County, Virginia | 30,587 | 0.3583% | \$2,668,598 |
| .Middlesex County, Virginia | 10,582 | 0.1240% | \$923,239 |
| .Montgomery County, Virginia | 98,535 | 1.1544% | \$8,596,799 |
| .Nelson County, Virginia | 14,930 | 0.1749% | \$1,302,585 |
| .New Kent County, Virginia | 23,091 | 0.2705% | \$2,014,601 |
| .Northampton County, Virginia | 11,710 | 0.1372% | \$1,021,652 |
| .Northumberland County, Virginia | 12,095 | 0.1417% | \$1,055,242 |
| .Nottoway County, Virginia | 15,232 | 0.1785% | \$1,328,933 |
| .Orange County, Virginia | 37,051 | 0.4341% | \$3,232,557 |
| .Page County, Virginia | 23,902 | 0.2800% | \$2,085,357 |
| .Patrick County, Virginia | 17,608 | 0.2063% | \$1,536,230 |
| .Pittsylvania County, Virginia | 60,354 | 0.7071% | \$5,265,654 |
| .Powhatan County, Virginia | 29,652 | 0.3474% | \$2,587,023 |
| .Prince Edward County, Virginia | 22,802 | 0.2671% | \$1,989,387 |
| .Prince George County, Virginia | 38,353 | 0.4493% | \$3,346,151 |
| .Prince William County, Virginia | 470,335 | 5.5103% | \$41,034,915 |
| .Pulaski County, Virginia | 34,027 | 0.3987% | \$2,968,725 |
| .Rappahannock County, Virginia | 7,370 | 0.0863% | \$643,004 |
| .Richmond County, Virginia | 9,023 | 0.1057% | \$787,222 |
| .Roanoke County, Virginia | 94,186 | 1.1035% | \$8,217,365 |

| | | | |
|----------------------------------|---------|---------|--------------|
| .Rockbridge County, Virginia | 22,573 | 0.2645% | \$1,969,407 |
| .Rockingham County, Virginia | 81,948 | 0.9601% | \$7,149,647 |
| .Russell County, Virginia | 26,586 | 0.3115% | \$2,319,526 |
| .Scott County, Virginia | 21,566 | 0.2527% | \$1,881,550 |
| .Shenandoah County, Virginia | 43,616 | 0.5110% | \$3,805,328 |
| .Smyth County, Virginia | 30,104 | 0.3527% | \$2,626,458 |
| .Southampton County, Virginia | 17,631 | 0.2066% | \$1,538,237 |
| .Spotsylvania County, Virginia | 136,215 | 1.5959% | \$11,884,234 |
| .Stafford County, Virginia | 152,882 | 1.7911% | \$13,338,365 |
| .Surry County, Virginia | 6,422 | 0.0752% | \$560,295 |
| .Sussex County, Virginia | 11,159 | 0.1307% | \$973,580 |
| .Tazewell County, Virginia | 40,595 | 0.4756% | \$3,541,757 |
| .Warren County, Virginia | 40,164 | 0.4706% | \$3,504,154 |
| .Washington County, Virginia | 53,740 | 0.6296% | \$4,688,608 |
| .Westmoreland County, Virginia | 18,015 | 0.2111% | \$1,571,739 |
| .Wise County, Virginia | 37,383 | 0.4380% | \$3,261,523 |
| .Wythe County, Virginia | 28,684 | 0.3361% | \$2,502,568 |
| .York County, Virginia | 68,280 | 0.8000% | \$5,957,167 |
| .Alexandria city, Virginia | 159,428 | 1.8678% | \$13,909,478 |
| .Bristol city, Virginia | 16,762 | 0.1964% | \$1,462,420 |
| .Buena Vista city, Virginia | 6,478 | 0.0759% | \$565,181 |
| .Charlottesville city, Virginia | 47,266 | 0.5538% | \$4,123,776 |
| .Chesapeake city, Virginia | 244,835 | 2.8684% | \$21,360,910 |
| .Colonial Heights city, Virginia | 17,370 | 0.2035% | \$1,515,466 |
| .Covington city, Virginia | 5,538 | 0.0649% | \$483,169 |
| .Danville city, Virginia | 40,044 | 0.4691% | \$3,493,685 |
| .Emporia city, Virginia | 5,346 | 0.0626% | \$466,418 |
| .Fairfax city, Virginia | 24,019 | 0.2814% | \$2,095,565 |
| .Falls Church city, Virginia | 14,617 | 0.1712% | \$1,275,277 |
| .Franklin city, Virginia | 7,967 | 0.0933% | \$695,090 |
| .Fredericksburg city, Virginia | 29,036 | 0.3402% | \$2,533,279 |
| .Galax city, Virginia | 6,347 | 0.0744% | \$553,751 |
| .Hampton city, Virginia | 134,510 | 1.5759% | \$11,735,479 |
| .Harrisonburg city, Virginia | 53,016 | 0.6211% | \$4,625,442 |
| .Hopewell city, Virginia | 22,529 | 0.2639% | \$1,965,568 |
| .Lexington city, Virginia | 7,446 | 0.0872% | \$649,635 |
| .Lynchburg city, Virginia | 82,168 | 0.9627% | \$7,168,841 |
| .Manassas city, Virginia | 41,085 | 0.4813% | \$3,584,508 |
| .Manassas Park city, Virginia | 17,478 | 0.2048% | \$1,524,888 |
| .Martinsville city, Virginia | 12,554 | 0.1471% | \$1,095,288 |
| .Newport News city, Virginia | 179,225 | 2.0998% | \$15,636,690 |
| .Norfolk city, Virginia | 242,742 | 2.8439% | \$21,178,304 |
| .Norton city, Virginia | 3,981 | 0.0466% | \$347,327 |
| .Petersburg city, Virginia | 31,346 | 0.3672% | \$2,734,818 |

| | | | |
|--|---------|---------|----------------------|
| .Poquoson city, Virginia | 12,271 | 0.1438% | \$1,070,597 |
| .Portsmouth city, Virginia | 94,398 | 1.1059% | \$8,235,862 |
| .Radford city, Virginia | 18,249 | 0.2138% | \$1,592,155 |
| .Richmond city, Virginia | 230,436 | 2.6997% | \$20,104,653 |
| .Roanoke city, Virginia | 99,143 | 1.1615% | \$8,649,844 |
| .Salem city, Virginia | 25,301 | 0.2964% | \$2,207,415 |
| .Staunton city, Virginia | 24,932 | 0.2921% | \$2,175,221 |
| .Suffolk city, Virginia | 92,108 | 1.0791% | \$8,036,068 |
| .Virginia Beach city, Virginia | 449,974 | 5.2718% | \$39,258,497 |
| .Waynesboro city, Virginia | 22,630 | 0.2651% | \$1,974,380 |
| .Williamsburg city, Virginia | 14,954 | 0.1752% | \$1,304,679 |
| .Winchester city, Virginia | 28,078 | 0.3290% | \$2,449,697 |
| Total Funds Distributed (excludes Fairfax County) | | | \$644,573,383 |
| Source: U.S. Census Bureau, Population Division | | | |
| Release Date: March 2020 | | | |

¹ **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.¹

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

officials responsible for spending Fund payments.

¹ See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
 - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

- connection with the COVID-19 public health emergency.
- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
 6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures²

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.³
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

² In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

³ See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund Frequently Asked Questions April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the “Fund”) that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

**Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020**

The following answers to frequently asked questions supplement Treasury’s Coronavirus Relief Fund (“Fund”) Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, (“Guidance”).¹ Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the “substantially dedicated” condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a “substantially different use” for purposes of the Fund eligibility?

Costs incurred for a “substantially different use” include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty’s ordinary responsibilities.

Note that a public function does not become a “substantially different use” merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county’s borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a “broad range of uses” including payroll expenses for several classes of employees whose services are “substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a “payroll support program” for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a “small business,” and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of “hazard pay”?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include “payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers’ employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

¹ The Guidance is available at: <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

Appendix D - Certification for Use of Coronavirus Relief Fund

Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: <http://finance.virginia.gov/>

**CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
INSERT NAME OF LOCAL GOVERNMENT**

We the undersigned represent insert name of local government (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

| | | |
|---------------------|---------------------|---------------------|
| By: _____ | By: _____ | By: _____ |
| Signature: _____ | Signature: _____ | Signature: _____ |
| Title: _____ | Title: _____ | Title: _____ |
| Date: _____ | Date: _____ | Date: _____ |



Coronavirus Aid, Relief, and Economic Security (CARES) Act Treasury Funding Comparison to Potential FEMA Category B: Emergency Protective Measures.

Department of Treasury CARES Act Funding (100% Federal Cost Share)

- Covers necessary expenditures incurred due to the public health emergency with respect to COVID-19
- Instructions for State Agencies:
 - [Apply through the Virginia Department of Planning and Budget](#) by **May 18th**
- Instructions Local Governments:
 - [Apply through the Virginia Department of Accounts](#) by **May 22nd**
- Timeframe
 - Costs must be incurred between March 1, 2020 and December 30, 2020
- For Additional Information
 - <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

FEMA Public Assistance Funding (75% Federal Cost Share)

- Is a reimbursement program
- Is limited to those emergency protective measures taken in response to the COVID-19 Emergency at direction or guidance of public health officials
- Instructions to Apply:
 - Submit your request for public assistance: <https://grantee.fema.gov> - **no deadline**
- Timeframe (incident period)
 - Work must be performed between January 20, 2020 and ongoing (end date TBD)
- For Additional Information
 - <https://www.vaemergency.gov/coronavirus/disaster-grants-and-loans/gov-ngo/>

| Description of Costs | CARES ACT | |
|--|----------------------|---------------------|
| | Treasury Eligibility | FEMA PA Eligibility |
| COVID-19-related expenses of public hospitals, clinics, and similar facilities | Yes | Yes |
| Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs. | Yes | Yes |
| Costs of providing COVID-19 testing, including serological testing | Yes | Yes |
| Emergency medical response expenses related to COVID-19 - including EOC costs | Yes | Yes |
| Emergency medical transportation related to COVID-19 | Yes | Yes |



| Description of Costs | CARES ACT Treasury Eligibility | FEMA PA Eligibility |
|---|--------------------------------|---------------------|
| Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment. | Yes | Yes |
| Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19 | Yes | Yes |
| Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, | Yes | Yes |
| Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency. | Yes | Yes |
| Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety | Yes | Yes |
| Expenses for public safety measures undertaken in response to COVID-19 | Yes | Yes |
| Expenses for quarantining individuals | Yes | Yes* |
| Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency | Yes | Yes** |
| Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions | Yes | Yes*** |
| Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions. | Yes | No |
| Expenses to enable telework capabilities for public employees to enable compliance with COVID-19 public health precautions | Yes | Yes**** |
| Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions | Yes | No |
| COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions | Yes | Yes |



Virginia Department of
Emergency Management
COVID-19 RECOVERY

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| Description of Costs | CARES ACT Treasury Eligibility | FEMA PA Eligibility |
|---|--------------------------------|---------------------|
| Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions. | Yes | Yes |
| Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures | Yes | No |
| Expenditures related to a State, territorial, local, or Tribal government payroll support program | Yes | No |
| Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise. | Yes | No |
| Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria | Yes | Potentially |
| Law Enforcement and Security directly related to COVID-19 | Yes | Yes |
| Expenses for the State share of Medicaid | No | No |
| Damages, work, or costs covered by insurance | No | No |
| Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency | No | No |

- * Only applies to non-congregate sheltering of first responder workforce and homeless populations
- ** Only overtime costs are eligible and must be tied to performing eligible emergency protective measures in response to COVID-19
- *** Public Assistance Funding is limited to 30 days with potential for 30 day time extension with FEMA Regional Administrator approval.
- **** Only applies to emergency protective measures and at the direction of a public health order