



City of Richmond, Virginia

City Council

MEETING SUMMARY

From

Monday, May 24, 2010

City Council will hold a Public Hearing on the following Ordinances and Resolutions on Monday, June 14, 2010 at 6:00 PM:

1. **Ord. No. 2010-111** (Patron: Mayor Jones) - To amend City Code § 78-341, concerning an additional retirement allowance for certain city officials, for the purpose of adding the Director of the Office of Minority Business Development to the senior executive group for retirement system purposes.
(COMMITTEE: Governmental Operations, Thursday, May 27, 2010, 4:00 p.m.)
2. **Ord. No. 2010-112** (Patron: Mayor Jones) - To amend the pay plan adopted by Ord. No. 93-117-159 on May 24, 1993 to include the classification of Director, Office of Minority Business Development in general pay range 25 in the unclassified executive service.
(COMMITTEE: Governmental Operations, Thursday, May 27, 2010, 4:00 p.m.)
3. **Res. No. 2010-R86** (Patron: Mr. Samuels) - To declare a public necessity to amend the zoning ordinance (Chapter 114 of the City Code); to request the Chief Administrative Officer to study whether and how the City's zoning ordinance should be amended to define nightclub and public dance hall uses and to regulate nightclubs and public dance halls as defined in City Code § 6-121 by conditional use permit in certain zoning districts; and to direct the City Planning Commission to hold a public hearing on any proposed amendment.
(Planning Commission, Monday, June 7, 2010, 1:30 p.m.)
4. **Res. No. 2010-R87** (Patron: Mayor Jones) - To support the application for an allocation of \$1,000,000 through the Virginia Department of Transportation Revenue Sharing Program to provide maintenance and construction assistance to certain transportation projects.

City Council will hold a Public Hearing on the following Ordinances and Resolution on Monday, June 28, 2010 at 6:00 PM:

5. **Ord. No. 2010-110** (Patron: Mr. Samuels) - To amend City Code §§ 10-1 and 10-171, concerning definitions and dangerous and vicious dogs, and to amend ch. 10, art. III of the City Code by adding therein a new division 2.1, consisting of new sections 10-167 through 10-170, for the purpose of regulating hybrid canines in the city.
(COMMITTEE: Public Safety, Monday, June 21, 2010, 5:00 p.m.)
6. **Ord. No. 2010-113** (Patrons: Mayor Jones, Mr. Samuels, Vice-President Robertson, Ms. Newbille, President Graziano, Mr. Tyler, Mr. Hilbert and Mr. Conner) - To amend ch. 6, art. V of the City Code, concerning dance halls, nightclubs and teenage nightclubs, and to amend and reordain City Code § 98-717, concerning the license tax applicable to public dance halls, for the purpose of modifying the regulations governing the operation of public dance halls in the City.
(COMMITTEE: Public Safety, Monday, June 21, 2010, 5:00 p.m.)
7. **Ord. No. 2010-114** (Patrons: President Graziano and Mr. Hilbert) - To amend and reordain City Code §§ 98-132 and 98-135, concerning partial exemption from taxation for rehabilitated structures, for the purpose of (i) requiring that applications for partial exemption be filed with the assessor, (ii) establishing a new application expiration date, the timing of the inspection for commercial or industrial real estate, and the date by which a written request for inspection must be submitted for the rehabilitation of commercial or industrial real estate, (iii) removing the deadline for accepting applications for partial exemption of rehabilitated residential and multifamily residential real estate and (iv) making minor corrections; and to amend and reordain the fees set forth in Appendix A of the City Code for section 98-132 to establish an initial and subsequent application fee of \$250.00 for multifamily residential real estate containing six or more units.
(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)
8. **Ord. No. 2010-115** (Patrons: Mr. Conner and President Graziano) - To amend and reordain City Code § 110-136, concerning bus fares, for the purpose of adding a fare for Extended Express service and increasing fares for buses operating on routes in the city.
(COMMITTEE: Land Use, Housing and Transportation, Tuesday, June 22, 2010, 3:00 p.m.)
9. **Ord. No. 2010-116** (Patron: Mayor Jones) - To authorize the Chief Administrative Officer to accept funds in the amount of \$6,800,000 from the Virginia Resources Authority and to appropriate the increase to the Fiscal Year 2009-2010 Capital Budget by increasing estimated revenues and the amount appropriated to the Department of Public Utilities' Wastewater Utility by \$6,800,000 for the purpose of providing

additional funding for the construction of the Maury Street and Fulton Bottom Combined Sewer Separation Project and the Shockoe Crossover Separation Project. **(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)**

10. **Ord. No. 2010-117** (Patron: Mayor Jones) - To authorize the Chief Administrative Officer to accept funds in the amount of \$5,353,620 from the Virginia Resources Authority and to appropriate the increase to the Fiscal Year 2009-2010 Capital Budget by increasing estimated revenues and the amount appropriated to the Department of Public Utilities' Wastewater Utility by \$5,353,620 for the purpose of financing the construction of the Orleans Combined Sewer Separation Project, the CSO 012 Solids and Floatables Control Regulator Project, the CSO 031 Oakwood Peripheral In-line Equalization Project and the Area 6-5 and Area 7-9 Sewer Rehabilitation Projects. **(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)**
11. **Ord. No. 2010-118** (Patron: Mayor Jones) - To authorize the Chief Administrative Officer to accept funds in the amount of \$188,760.50 from the Virginia Resources Authority and to appropriate the increase to the Fiscal Year 2009-2010 Capital Budget by increasing estimated revenues and the amount appropriated to the Department of Public Utilities' Water Utility by \$188,760.50 for the purpose of financing the 31st Street Waterline project that will provide adequate fire flow capacity in the commercial corridor along Nine Mile Road. **(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)**
12. **Ord. No. 2010-119** (Patron: Mayor Jones) - To amend Ord. No. 2009-67-90, adopted May 26, 2009, which adopted the Fiscal Year 2009-2010 Special Fund Budget by reducing estimated revenues from the Virginia Department of Public Rail and Transportation and the amount appropriated to the Department of Public Works' Main Street Station Operating account by \$11,090 to reflect a state budget revision to the Six Year Improvement Plan approved by the Commonwealth Transportation Board. **(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)**
13. **Ord. No. 2010-120** (Patron: Mayor Jones) - To authorize the Chief Administrative Officer, on behalf of the City of Richmond, to execute the Amendment to the Project Agreement for Use of Commonwealth Transportation Funds – Fiscal Year 2010 between the City of Richmond and the Virginia Department of Rail and Public Transportation for the purpose of reflecting a reduction in the amount of the grant by the Virginia Department of Rail and Public Transportation for the continued operation of Main Street Station by \$11,090. **(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)**

14. **Ord. No. 2010-121** (Patron: Mayor Jones, By Request) - To authorize the special use of the property known as 1326 West Broad Street for the purpose of permitting up to three dwelling units and commercial uses consistent with the B-6 Mixed Use Business District in an existing building, upon certain terms and conditions.
(Planning Commission, Monday, June 21, 2010, 1:30 p.m.)
15. **Ord. No. 2010-122** (Patron: Mayor Jones, By Request) - To amend and reordain Ord. No. 70-178-178, adopted Jun. 22, 1970, as previously amended by Ord. No. 90-191-185, adopted Jun. 11, 1990, Ord. No. 91-286-266, adopted Sep. 9, 1991, and Ord. No. 2004-280-264, adopted Oct. 11, 2004, which authorized the special use of the property known as 1, 13, 15, 17, and 19 North Belmont Avenue as a restaurant with a maximum of 36 seats at 1 North Belmont Avenue, for the purpose of authorizing the use of such property as a restaurant with a maximum of 55 seats at 1 North Belmont Avenue, upon certain terms and conditions.
(Planning Commission, Monday, June 21, 2010, 1:30 p.m.)
16. **Res. No. 2010-R88** (Patron: Mr. Tyler) - To approve an expenditure in the amount of \$3,000 from the Council Districts Funds for the First District to provide funding to the Department of Public Works for the installation of a gate on an unimproved portion of Shadwell Road located between Kensington Avenue and Leonard Parkway.
(COMMITTEE: Finance and Economic Development, Thursday, June 17, 2010, 4:00 p.m.)

THE FOLLOWING ORDINANCES AND RESOLUTIONS WERE ADOPTED:

17. **Ord. No. 2010-71-84** (Patron: Mayor Jones) - To adopt the General Fund Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; to appropriate the estimated revenues for such fiscal year for the objects and purposes stated in the said budget.
18. **Ord. No. 2010-72-85** (Patron: Mayor Jones) - To appropriate and to provide funds for financing the school budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011.
19. **Ord. No. 2010-73-86** (Patron: Mayor Jones) - To adopt the Special Fund Budgets for the fiscal year commencing July 1, 2010 and ending June 30, 2011; and to appropriate the estimated receipts of the Special Revenue funds for the said fiscal year.
20. **Ord. No. 2010-75-87** (Patron: Mayor Jones) - To accept a program of proposed Capital Improvement Projects for the fiscal year beginning July 1, 2010, and for the four fiscal years thereafter; to adopt a Capital Budget for the fiscal year beginning July 1, 2010; and to determine the means of financing the same.

21. **Ord. No. 2010-78-88** (Patron: Mayor Jones) - To adopt the Debt Service Fund Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; and to appropriate the estimated expenditures from the Debt Service Fund for the said fiscal year.
22. **Ord. No. 2010-74-89** (Patron: Mayor Jones) - To adopt the Internal Service Fund Budgets for the fiscal year commencing July 1, 2010 and ending June 30, 2011; and to appropriate the estimated receipts of the Internal Service Funds for the said fiscal year.
23. **Ord. No. 2010-76-90** (Patron: Mayor Jones) - To adopt the Department of Parks, Recreation and Community Facilities' Richmond Cemeteries Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011 and to appropriate the estimated receipts of the Richmond Cemeteries for the said fiscal year for the operation and management of the facilities.
24. **Ord. No. 2010-77-91** (Patron: Mayor Jones) - To amend section 12B of Article III of Ord. No. 93-117-159, adopted May 24, 1993, concerning salary supplements for the Sheriff's Office to provide the Sheriff with a salary supplement of \$14,815 and the Sheriff's Office with \$3,488,659 for salary supplements for members of the office for Fiscal Year 2010-2011.
25. **Ord. No. 2010-79-92** (Patron: Mayor Jones) - To cancel all authorized but unissued bonds authorized by the City of Richmond in Fiscal Year 2008-2009; to authorize the issuance of public utility revenue bonds of the City of Richmond in the maximum principal amount of \$54,162,000 to finance the cost of capital improvement projects of the gas, water and wastewater utilities and public utilities buildings and facilities, including but not limited to the stores division; to authorize the Director of Finance, with the approval of the Chief Administrative Officer, for and on behalf of the City, to sell such bonds for such capital improvement projects; to provide for the form, details and payment of such bonds; to approve the form of supplemental indenture of trust; to authorize the issuance of notes of the City in anticipation of the issuance of such bonds; and to authorize the issuance of taxable bonds, including Build America Bonds and Recovery Zone Economic Development Bonds, for the same purpose, in the same maximum principal amount and payable over the same period as such public utility revenue bonds.
26. **Ord. No. 2010-80-93** (Patron: Mayor Jones) - To cancel all authorized but unissued notes authorized by the City of Richmond in Fiscal Year 2007-2008, to authorize the issuance of general obligation equipment notes of the City of Richmond in the maximum principal amount of \$7,000,000 and to authorize the Director of Finance, with the approval of the Chief Administrative Officer, for and on behalf of the City, to sell equipment notes to finance the acquisition of equipment.

27. **Ord. No. 2010-81-94** (Patron: Mayor Jones) - To adopt the Gas Utility Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; to appropriate the estimated receipts of the Gas Utility for the said fiscal year; and to make appropriations from the Gas Utility Renewal Fund or Operating Fund for renewing, rebuilding or extending the plant and distribution system of the Gas Utility and for the purchase of vehicles.
28. **Ord. No. 2010-82-95** (Patron: Mayor Jones) - To amend and reordain the fees set forth in Appendix A of the City Code for sections 106-200(2) and 106-200(3) (concerning fees for residential gas service), 106-200.1(2) (concerning fees for residential gas peaking service), 106-201(2) and 106-201(3) (concerning fees for general gas service), 106-202(2) (concerning fees for large volume general gas service), 106-203(f) and 106-204(f) (concerning fees for transportation service), 106-206(2) (concerning fees for municipal gas service), 106-208(2) (concerning fees for un-metered gas light service), 106-210(c) (concerning fees for large volume gas sales service), 106-211(c) (concerning fees for large volume, high load factor, gas sales service) and 106-212(b) (concerning fees for natural gas vehicle gas service) of the City Code, effective as of the date of rendering bills for Cycle I in July 2010, to establish revised charges for such services.
29. **Ord. No. 2010-83-96** (Patron: Mayor Jones) - To adopt the Water Utility Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; to appropriate the estimated receipts of the Water Utility for the said fiscal year; and to make appropriations from the Water Utility Renewal Fund or Operating Fund for renewing, rebuilding or extending the plant and distribution system of the Water Utility and for the purchase of vehicles.
30. **Ord. No. 2010-84-97** (Patron: Mayor Jones) - To amend and reordain the fees set forth in Appendix A of the City Code for sections 106-282 (concerning fees for residential water service), 106-283 (concerning fees for commercial water service), 106-284.1 (concerning fees for industrial water service), 106-285 (concerning fees for municipal water service), 106-286 (concerning fees for state and federal water service), 106-415 (concerning fees for water for fire protection) and 106-503 (concerning fees for water use during conservation periods) of the City Code, effective as of the date of rendering bills for Cycle I in July 2010, to establish revised charges for such services.
31. **Ord. No. 2010-85-98** (Patron: Mayor Jones) - To adopt the Wastewater Utility Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; to appropriate the estimated receipts of the Wastewater Utility for the said fiscal year; and to make appropriations from the Wastewater Utility Renewal Fund or Operating Fund for renewing, rebuilding or extending the plant and distribution system of the Wastewater Utility and for the purchase of vehicles.

32. **Ord. No. 2010-86-99** (Patron: Mayor Jones) - To amend and reordain the fees set forth in Appendix A of the City Code for sections 106-586 (concerning fees for residential wastewater service), 106-587 (concerning fees for commercial wastewater service), 106-588 (concerning fees for industrial wastewater service), 106-589 (concerning fees for state and federal wastewater service), 106-590 (concerning fees for municipal wastewater service and 106-721 (concerning fees for discharge of hauled materials into designated septage receiving stations by contractors) of the City Code, effective as of the date of rendering bills for Cycle I in July 2010, to establish revised charges for such services.
33. **Ord. No. 2010-87-100** (Patron: Mayor Jones) - To adopt the Electric Utility Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; to appropriate the estimated receipts of the Electric Utility for the said fiscal year; and to make appropriations from the Electric Utility Renewal Fund or Operating Fund for renewing, rebuilding or extending the plant and distribution system of the Electric Utility and for the purchase of vehicles.
34. **Ord. No. 2010-88-101** (Patron: Mayor Jones) - To adopt the Stormwater Utility Budget for the fiscal year commencing July 1, 2010 and ending June 30, 2011; to appropriate the estimated receipts of the Stormwater Utility for the said fiscal year; and to make appropriations from the Stormwater Utility Renewal Fund or Operating Fund for renewing, rebuilding or extending the plant and distribution system of the Stormwater Utility and for the purchase of vehicles.
35. **Ord. No. 2010-89-102** (Patron: Mayor Jones) - To adopt the Department of Public Utilities' Stores Internal Service Fund Budgets for the fiscal year commencing July 1, 2010 and ending June 30, 2011 and to appropriate the estimated receipts of the Department of Public Utilities' Stores Internal Service Funds for the said fiscal year.
36. **Ord. No. 2010-90-103** (Patron: Mayor Jones) - To amend section 12A of Article III of Ord. No. 93-117-159, adopted May 24, 1993, concerning salary supplements for the Commonwealth Attorney's Office, to provide the Commonwealth Attorney with a salary supplement of \$35,710 and the Commonwealth Attorney's Office with \$640,088 for salary supplements for members of the office for Fiscal Year 2010-2011.
37. **Ord. No. 2010-91-104** (Patron: Mayor Jones) - To amend section 43 (Step-Based Pay System for Sworn Fire Fighters and Police Officers) of Article III of the pay plan adopted by Ordinance No. 93-117-159 on May 24, 1993, for the purpose of revising the Implementation Schedule for Sworn Fire Fighters and Police Officers and providing that salary increases and step advancements.
38. **Ord. No. 2010-92-105** (Patron: Mayor Jones) - To amend and reordain City Code §§ 98-36, 98-39 and 98-43, concerning the creation of the assessor of real estate, the duties of the assessor and the time of making and entering assessments, for the purpose of requiring the assessor to complete real estate assessments on a biennial basis effective

until January 1, 2012; and to amend and reordain City Code §§ 98-40, 98-48, 98-49, 98-50, 98-58, 98-127, 98-128, 98-130, 98-131, 98-133, 98-134, 98-136, 98-137 and 98-266, concerning the assessment, levy, collection and partial exemption of real estate taxes, for the purpose of establishing due dates of January 14 and June 14 of each tax year for the payment of real estate taxes.

39. **Ord. No. 2010-102-106** (Patron: Mayor Jones) - To authorize the Chief Administrative Officer to accept *** \$92,802 from the Virginia Department of Criminal Justice Services; to transfer \$4,884 from the *** Department of Justice Services account and to appropriate the total amount *** to the Department of Justice Services *** for the purpose of funding the Day Reporting Center for youth on probation *** and the Youth Offender program for youth between the ages of 11 and 15.
40. **Ord. No. 2010-108-107** (Patron: Mayor Jones) - To amend *** the General Fund Budget for FY 2009-2010 *** to transfer *** \$1,600,000 from the Debt Service agency to the Non-Departmental agency *** for the purpose of funding the upcoming debt payment of the Broad Street Community Development Authority due June 1, 2010.
41. **Res. No. 2010-R83-92** (Patron: All Members of Council) - To reappoint Charlie B. Woodson, Sr. as a member of the Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles in the City of Richmond ***.
42. **Res. No. 2010-R84-93** (Patron: All Members of Council) - To reappoint Gloradine Hembrick Chouquette as a member of the Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles in the City of Richmond ***.
43. **Res. No. 2010-R85-94** (Patron: All Members of Council) - To reappoint Graham Bryant as a member of the Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles in the City of Richmond ***.
44. **Res. No. 2010-R81-95** (Patron: Mr. Jewell) - To approve an expenditure in the amount of \$1,200 from the Council Districts Funds for the Fifth District to donate to the Carytown Merchants Association to help defray the cost of a gum cleaning machine.
45. **Res. No. 2010-R82-96** (Patron: President Graziano) - To approve an expenditure in the amount of \$2,000 from the Council Districts Funds for the Fourth District to donate to the Enrichmond Foundation (formerly known as the Richmond Recreation and Parks Foundation) for development of staff capacity.

ACTION ON THE FOLLOWING PAPERS WAS AS NOTED:

46. **Ord. No. 2010-11** (Patron: Mr. Tyler) - To amend *** the Code *** for the purpose of prohibiting the appointment or employment of a person convicted of a felony or any

crime involving moral turpitude as a sworn firefighter. (CONTINUED TO MONDAY, JUNE 28, 2010; COMMITTEE: Public Safety, Monday, June 21, 2010, 5:00 p.m.)

47. **Ord. No. 2010-40** (Patron: Mr. Samuels) - To authorize the Chief Administrative Officer *** to execute a Memorandum of Understanding between the City of Richmond and the Richmond Society for the Prevention of Cruelty to Animals for the purpose of continuing a working partnership to end the euthanization of healthy, homeless dogs and cats. (CONTINUED TO MONDAY, JUNE 28, 2010)
48. **Ord. No. 2010-59** (Patron: Mr. Samuels) - To require the Chief Administrative Officer to cause the Director of Public Works to remove an American elm tree located on City-owned right-of-way in the 100 block of North Plum Street *** and to plant a suitable replacement tree in place of the removed *** tree within 45 days after the date on which this ordinance is adopted. (WITHDRAWN)
49. **Ord. No. 2010-70** (Patron: Mr. Jewell) - To make the flow of traffic one-way going west on Parkwood Avenue between its intersections with Rowland Street and Stafford Avenue. (CONTINUED TO MONDAY, JUNE 14, 2010)
50. **Ord. No. 2010-103** (Patron: Mayor Jones, By Request) - To close, to public use and travel, a portion of an alley in the block bounded by Cedar Street, Mosby Street and Princess Anne Avenue ***. (WITHDRAWN)
51. **Ord. No. 2010-104** (Patron: Mayor Jones, By Request) - To approve an amendment to the Master Plan *** for the purpose of changing the Land Use Plan for certain properties located in the Church Hill neighborhood ***. (CONTINUED TO MONDAY, JUNE 28, 2010)
52. **Ord. No. 2010-105** (Patron: Mayor Jones, By Request) - To amend the official zoning map to designate certain properties on North 25th Street *** as the North 25th Street and East Broad Street Parking Exempt Overlay District (PE-2), *** the North 25th Street and Venable Street Parking Exempt Overlay District (PE-3), *** the Jefferson Avenue Parking Exempt Overlay District (PE-4), *** the North 27th Street and East Marshall Street Parking Exempt Overlay District (PE-5) and *** as the East Marshall Street and Chimborazo Boulevard Parking Exempt Overlay District (PE-6), as provided for by *** the Code of the City of Richmond ***. (CONTINUED TO MONDAY, JUNE 28, 2010)
53. **Ord. No. 2010-106** (Patron: Mayor Jones, By Request) - To rezone certain properties located in the Church Hill neighborhood *** from the current zoning district classifications of the R-5 Single-Family Residential District, the R-7 Single and Two-Family Urban Residential District, the R-48 Multifamily Residential District, the R-53 Multifamily Residential District, the RMH Mobile Home District, the RO-2 Residential Office District, the B-1 Neighborhood Business District, the B-2 Community Business District, and the M-1 Light Industrial District classifications to the R-8 Urban

Residential District, the R-63 Multi-Family Urban Residential District and the UB Urban Business District classifications. **(CONTINUED TO MONDAY, JUNE 28, 2010)**

54. **Res. No. 2010-R7** (Patron: Mr. Jewell) - To request that the Council's Governmental Operations Standing Committee facilitate negotiations between Richmond Public Schools, the City Administration and the City Auditor of an agreement defining a scope of audit services relating to Richmond Public Schools. **(CONTINUED TO MONDAY, JUNE 14, 2010)**

END OF SUMMARY

For information concerning the agenda for Standing Committees,
please contact the following Committee Clerk:

<u>Standing Committee</u>	<u>Clerk</u>	<u>Email address</u>
Finance & Economic Development	Lisa Braxton	lisa.braxton@richmondgov.com
Governmental Operations	Keith Rogers, Jr.	keith.rogers@richmondgov.com
Health, Human Services & Education	Keith Rogers, Jr.	keith.rogers@richmondgov.com
Land Use, Housing & Transportation	Jean Whiting	jean.whiting@richmondgov.com
Organizational Development	Jean Whiting	jean.whiting@richmondgov.com
Public Safety	Faye Smith	faye.smith@richmondgov.com

Next Formal Council Meeting: Monday, June 14, 2010, 6:00 p.m., City Council Chambers.

***Denotes omission. The full text of all ordinances and resolutions are available on the City's website at www.richmondgov.com, by clicking on the "City Clerk" link or in the Office of the City Clerk, City Hall, Suite 200, 900 East Broad Street. You may also call us at 646-7955 to have a copy mailed, transmitted via facsimile or emailed. In addition, copies may be obtained from the City's Main Library, located at 101 East Franklin Street.