

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

1

Jasmine E. Gore, Mayor, Ward #4
Patience Bennett, Vice Mayor, Ward #7
Debbie Randolph, Councilor, Ward #1
Arlene Holloway, Councilor, Ward #2
John B. Partin, Jr., Councilor, Ward #3
Janice Denton, Councilor, Ward #5
Brenda S. Pelham, Councilor, Ward #6

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk

September 10, 2019

COUNCIL CHAMBERS
300 N MAIN ST. HOPEWELL VA

Closed Meeting: 5:30 PM
Regular Meeting: 7:30 PM

OPEN MEETING

5:30 p.m. Call to order, roll call, and welcome to visitors

CLOSED MEETING

Move to go into closed meeting pursuant to the following sections of Va. Code Sections 2.2-3711:

(A)(1) to discuss and consider personnel matters, including the specific assignment, appointment, performance, and salaries of specific appointees;

A)(7) and (A)(8) to consult with legal counsel regarding specific legal matters requiring the provision of legal advice, and be briefed by counsel and staff members pertaining to actual and probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and to the extent that such discussions will be aided thereby,

(A)(4) to protect the privacy of individuals in personal matters not related to public business.

Roll Call

RECONVENE OPEN MEETING

CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D): Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting?

Roll Call

REGULAR MEETING

7:30 p.m. Call to order, roll call, and welcome to visitors

Prayer by Pastor Eddie Reed of West End Presbyterian Church, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Pelham.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes: Minutes of Council's 8-13-19, 8-15-19 and 8-20-19 meetings.

1. (Attachments)

C-2 Pending List:

1. see attached

2. see Attached

3. see attached

C-3 Routine Approval of Work Sessions: September 24, 2019 - Work Session for Conditional Use Permit - 106 N Main Street

C-4 Personnel Change Report & Financial Report:

1. EnterTextHere

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review: Minutes: ARB 7-22-19; 8-19-19; BOE 7-3-19, 7-24-19, 7-31-19, DDRC - 7-3-19, 8-7-19; HRHA 6-10-19; KHB 7-10-19; PART 5-17-19

1. Attachments

2. Attachments

C-9 Resolutions/Proclamations/Presentations: Marketing matrix video presentation by Charles Dane, Assistant City Manager

1. A Resolution Approving and Accepting Conveyance of Real Property

2. A Resolution Waiving Signature

C-10 Public Hearing Announcement:

SUGGESTED MOTION: To amend/adopt consent agenda

Communications from Citizens

CITY CLERK: *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers, may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406.)*

Reports of City Manager:

R-1 Considerations for Homeless Shelter Services

ISSUE: City Council has asked staff to research and assess the following two matters related to the operation of the City’s Seasonal Homeless Shelter: 1) To operate the Shelter by creating City staff positions vs. employing the services of a private contractor; and 2) To explore the cost of funding for year-round vs. seasonal sheltering.

Roll Call

R-2 City Council Boards, Commissions and Authorities Annual Report

ISSUE: City boards, commissions and authorities are required to report back to City Council annually. For years, not all boards report back to the Governing Body or submit meeting minutes.

Roll Call

R-3 Chief Elected Official Consortium Agreement

ISSUE: The City needs to pass a resolution for the Execution of the Crater Regional Workforce Development Board.

Roll Call

R-4 Review and approval of financial policies, resolutions, etc.

ISSUE: City Council reviewed the Resolution Adopting Hopewell City Policy Statements, the Resolution Reducing the Spending Limit to \$3,000 and the Budget Document at its August 20, 2019 meeting in Closed Session. Council is asked to review the documents again prior to adoption.

Roll Call

Reports of City Attorney:

Reports of City Clerk:

- 1 List of vacancies; resignation of board member

Reports of City Council:

Committees:

Individual Councilors

IR-1 **Randolph – Limiting IR and CCR items** - Requesting that a work session be set to discuss limiting Council IR and CCR items on the agenda
MOTION: _____

Roll Call

IR-2 **Partin - New Curb and Gutter Program** (return item)
MOTION: _____

Roll Call

IR-3 **Gore/Pelham - Local historic marker program** (return item)
MOTION: _____

Roll Call

IR-4 **Randolph - Discussion of Historic Preservation Committee** (return item)

IR-5 **Gore – Request to eliminate 3-hour time rule for all Council meetings** (return item)
MOTION: _____

Roll Call

IR-6 **Gore – Request to amend agenda template** to include section for Strategic Plan updates/progress report (new item)

MOTION: _____

Roll Call

IR-7 **Creation of Ashford Kent Ad-Hoc Committee** - The Mayor of Hopewell was invited to attend a celebration of the twinning of Ashford Kent, UK and the City of Hopewell, Virginia. There were several suggestions made by members of this Council and the Twinning Committee. Ashford Kent has moved the celebration to next year. The Mayor would like to create an Ad-Hoc Committee consisting of the Mayor, Vice Mayor, Mr. Bragg, and two members of the Twinning Association, to work with the Mayor’s office and Ashford Kent to plan a celebration.

IR-10 **Denton – Office keys** – Request keys to Mayor’s Office

MOTION: _____

Roll Call

Citizen/Councilor Requests

Presentations form Boards and Commissions

Other Council Communications

Adjournment

REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD AUGUST 13, 2019

A Special Meeting of Hopewell City Council was held Tuesday, August 13, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

- PRESENT:**
- Jasmine E. Gore, Mayor, Ward 4
 - Patience Bennett, Vice Mayor, Ward 7
 - Deborah Randolph, Councilor, Ward 1
 - Arlene Holloway, Councilor, Ward 2
 - John B. Partin, Jr., Councilor, Ward 3
 - Janice Denton, Councilor, Ward 5
 - Brenda Pelham, Councilor, Ward 6

 - John M. Altman, Jr., City Manager
 - Charles Dane, Assistant City Manager
 - Ronnieye L. Arrington, City Clerk
 - Debra McKnight, Assistant City Clerk
 - Sandra R. Robinson, City Attorney

ROLL CALL

Mayor Gore opened the meeting at 6:30 p.m. Roll call was taken as follows:

- Councilor Holloway - present
- Councilor Denton - present
- Councilor Pelham - present
- Councilor Randolph - present
- Mayor Gore - present
- Vice Mayor Bennett - present
- Councilor Partin - present

CLOSED SESSION

At 6:32 p.m. Councilor Partin moved to go into closed meeting pursuant to Va. Code Section 2.2-3711(A) (7) and (A) (8) to consult with legal counsel regarding specific legal matters requiring the provision of legal advice, and be briefed by staff members pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. His motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

- Councilor Holloway - yes
- Councilor Denton - yes
- Councilor Pelham - yes
- Councilor Randolph - yes

Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes

Motion passed 7-0

RECONVENE OPEN MEETING

Council convened into Open Session at 6:57 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Randolph	-	yes
Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes

Motion passed 7-0

ACTION ITEMS FROM CLOSED

Councilor Partin moved to authorize an offer letter and for the City Manager and City Attorney to perform all acts necessary to acquire parcels of land necessary for the Riverwalk Project, Phase 2, including the filing of pleadings to effectuate condemnation. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Randolph	-	yes
Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes

Motion passed 7-0

SPECIAL MEETING

Mayor Gore asked Councilor Randolph who called this Special Meeting to introduce the subject of the meeting. Councilor Randolph turned the meeting over to the City Attorney for her input on whether or not anyone could “ban” someone from the Municipal Building and/or file trespass charges. Sandra Robinson, City Attorney, opined that only the owner of a property could ban someone from that property. Thus, unless City Council vested that authority in someone, only they could ban someone from City property. Ms. Robinson also stated that she had met informally with the Commissioner of Revenue and advised her of these findings, but would need a motion from Council to formalize the discussion. Upon extended discussion, Councilor Pelham moved to end debate. There was no objection, so discussion was ended. Councilor Pelham then moved that only City Council can ban someone from City Property. Councilor Holloway seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Randolph	-	no
Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	no

Motion passed 4-3

SB-1 Offices of the Treasurer and Commissioner of Revenue

Councilor Randolph discussed items related to the issue between the two Constitutional offices. There was extended debate and discussion. Councilor Randolph moved that an internal audit be performed for the Treasurer’s Office to get the training or whatever else they may need to get the Treasurer’s office where it needs to be. Her motion was seconded by Councilor Partin. Upon additional debate. Councilor Pelham amended Councilor Randolph’s original motion to request that a forensic audit be conducted for the whole city, either by department, or as a whole.

Councilor Partin then made a substitute motion to postpone the decision on an audit, and to allow the City Manager and the Finance Director to obtain quotes on the various types of audits. His motion was seconded by Councilor Denton. The City Attorney advised Councilor Partin that he first needed to make a motion requesting that Council allow him to make a substitute motion. Councilor Partin moved to be allowed to make a substitute motion. His motion was seconded by Councilor Denton. Upon the roll call the vote resulted:

Councilor Holloway	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Randolph	-	yes
Mayor Gore	-	no

Vice Mayor Bennett	-	no
Councilor Partin	-	yes

Motion failed 3-4

Council then went back to the amended motion made by Councilor Pelham, and seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Councilor Randolph	-	no
Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	no

Motion passed 4-3

SB-2 Work Place Safety

John M. Altman, Jr., City Manager advised Council that he was currently working with staff on creating a workplace safety policy, but that currently there is no such policy. He also advised that there were videos regarding work place safety that employees can watch regarding an active shooter situation, but there have been no drills or anything else. Vice Mayor Bennett moved for staff to look at resources to add to HR to better support constitutional offices and staff to address issues that were brought out tonight, and to move forward with the employee satisfaction (climate) survey. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	no
Councilor Randolph	-	yes
Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes

Motion passed 6-1

SB-3 Remote Participation Policy

Mayor Gore asked Councilor Randolph if she wanted to speak on this item. Councilor Randolph stated that the item was brought forward by the City Attorney on behalf of Councilor Denton. Councilor Denton then spoke up and stated that she requested this item so that she would be able to attend the 8-20-19 meeting while out of town. Council discussed the item. Councilor Pelham moved to use August 20, 2019 as the testing ground, and then to approve the Policy when Councilor Denton returned. The City Attorney advised that the Policy had to be approved before

Councilor Denton could make use of it. Councilor Pelham withdrew her motion. Councilor Partin moved to adopt the electronic participation policy before Council. His motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Randolph	-	yes
Mayor Gore	-	yes
Vice Mayor Bennett	-	yes
Councilor Partin	-	yes

Motion passed 7-0

SB-4 Litigation item (if any) – This item was addressed by Council immediately upon coming out of Closed Meeting and is listed under Action Items from Closed.

ADJOURN

At 9:22 p.m., Councilor Partin moved to adjourn. His motion was seconded by Mayor Gore. All council replied “aye” to the question. The meeting was adjourned.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

MINUTES OF THE AUGUST 15, 2019 SPECIAL CITY COUNCIL MEETING

A special meeting of the Hopewell City Council was held Thursday, August 15, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk
Debra McKnight, Assistant City Clerk

ABSENT:

ROLL CALL

Mayor Gore opened the meeting at 5:32 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 6:03 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 6:33 p.m.)

SPECIAL MEETING

Mayor Gore called the meeting to order, and thanked all for attending. She advised that this meeting was, in effect, a continuation of the July 23, 2019 Special Meeting. Mayor Gore then asked Council if anyone wanted to move to adopt the agenda and to waive Rule 306 (3-hour limit on meeting).

Motion: Councilor Partin moved to adopt the special meeting agenda and to keep Rule 306 in play. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	--- (arrived at 6:33 p.m.)
Vice Mayor Bennett	-	--- (arrived at 6:03 p.m.)
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Motion passed 4-1

SPECIAL BUSINESS

SB-1 CAFR Update – FY2015 – Cherry Bekaert (including transmittal files, SEFAs) – Rob Churchman of Cherry Bekaert came forward and presented information to Council regarding the FY 2015 CAFR. Mr. Churchman gave Council the completed SEFA, as well as a new presentation regarding the status of the A133 federal audit and state and federal compliance. He noted that CB would be submitting their report to the APA on August 16, 2019. He further noted that the Comparative Cost report had already been submitted as of January 2018. Mayor Gore said she would advise how they wanted CAFR’s and SEFAs to be reported out. Councilor Partin requested the names of the non-filers of the Statement of Economic Interest and Mayor Gore requested that that information be sent to all of Council. Council requested that a request for Council to take action on the audit findings and to schedule a work session be added to the August 20, 2019 agenda. This was agreed by consensus of all members present.

SB-2 CAFR Update – FY2016 and FY2017 – PB Mares (include transmittal files, SEFAs) - Ms. Betsy Hedrick of PB Mare, LLP came forward and presented information to Council regarding the FY2016 and FY2017 CAFRs. She went over the audit findings for FY2017, and advised Council of the status of the CAFR. She said there were 8 material weaknesses and 6 compliance findings, with over fifth entries made to the trial balance. She then read each of the negative findings and gave a brief explanation given. Council asked several questions. In order to not be penalized, Councilor Pelham moved to waive Rule 407 so that each councilor was allowed to speak more than twice. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes

Motion passed 6-1

Mr. Michael Terry, the Finance Director, addressed Council and responded to questions.

Wanda Brown, CSA also came before Council regarding quality improvements as required by the recent CPMT audit. Jermaine Harris, the new Chairman of CPMT also came forward and answered questions of Council. He said they were reviewing policies and making changes, but that it was a work in progress.

Laurin Willis then came forward to discuss the Beacon Theatre. He noted that all financial records needed for the CAFR had been provided, and that no one had asked him for such information until

DRAFT
August 15, 2019
Regular Meeting

2017. Mr. Willis noted that the information was submitted using the software “Dropbox,” and that at least 15 people had access to the Dropbox. The Finance Director noted that the Dropbox had been opened and that Finance was working with the contents to put it in a format that could be read by Munis.

Joan Gosier, the City Treasurer also came forward. She fielded questions of Council. She said that they were working on a new bank reconciliation process system named Thomas Brothers. She said she recommended that system for the CSA office to assist with some of their financial issues.

Ray Spicer, Director of Social Services then came forward and discussed items related to Social Services. PB Mares explained that the errors for Social Services do not come from them, but rather is an issue with the City not providing information to SS timely.

There were additional questions, comments and discussion.

ADJOURN

The meeting ended at 8:30 p.m. when Council reached the three-hour time limit.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

MINUTES OF THE AUGUST 20, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, August 20, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3 (arrived 7:02 p.m.)
Janice B. Denton, Councilor, Ward 5 (telephonically)
Brenda Pelham, Councilor, Ward 6 (arrived at 5:40 p.m.)

Charles Dane, Assistant City Manager
Sandra R. Robinson, City Attorney
Ronnieye L. Arrington, City Clerk
Debra McKnight, Assistant City Clerk

ABSENT: John M. Altman, Jr., City Manager

ROLL CALL

Mayor Gore opened the meeting at 5:30 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	absent (arrived at 7:02 p.m.)
Councilor Holloway	-	present
Councilor Denton	-	present (telephonically)
Councilor Pelham	-	absent (arrived at 5:40 p.m.)

DENTON TELEPHONIC APPEARANCE AT MEETING

Councilor Janice Denton asked Mayor Gore if she could attend the meeting remotely, to which Mayor Gore responded in the affirmative. Sandra Robinson, City Attorney, asked from what remote location was Ms. Denton calling. Ms. Denton said she was calling from Maine.

CLOSED MEETING

At 5:32 p.m., Vice Mayor Bennett moved to go into closed meeting to go into closed meeting pursuant to Va. Code Section 2.2-3711. (A)(1) to discuss and consider personnel matters, including the appointment, assignment, salaries, and performance of specific appointees (City Manager, City Attorney and City Clerk), and to consider prospective candidates for appointment to John Tyler Community College Board; and (A)(3) and (A)(5) to discuss the disposition of publicly-held real property and investment of public funds where bargaining is involved, and where discussion in open meeting would adversely affect the bargaining position or negotiation strategy of the City adversely affecting the financial interest of the City; (A)(7) and (A)(8) to consult with legal counsel and be briefed by staff regarding specific legal matters and actual litigation where such consultation and briefing will adversely affect the City’s litigating posture and strategy; and to the extent such discussion will be aided thereby, (A)(4) for the protection of the

privacy of individuals in personal matters not related to public business. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	--- (arrived 5:40 p.m.)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	--- (arrived at 7:02 p.m.)
Mayor Gore	-	yes

Motion passed 5-0

RECONVENE OPEN MEETING

At 7:39 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

ROLL CALL

Mayor Gore requested a roll call as follows:

Mayor Gore	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

WORK SESSION

WS - 1 Work Session to provide information regarding a request for a Conditional Use Permit at 710 Winston Churchill Drive to operate a Night Club/Dance Hall

This work session was cancelled due to withdrawal of CUP request by property owner.

REGULAR MEETING

ITEMS OUT OF CLOSED SESSION

Councilor Randolph moved to approve the purchasing policies in place pursuant to the terms and inclusion of the resolution that was provided to us by the City Attorney. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

Councilor Randolph moved to approve the Memorandum of Understanding that was provided by the City Attorney with the Hopewell Emergency Crew, and further to authorize the City Manager or designee, to execute said agreement on behalf of the City, and to execute any other document necessary to effectuate the terms of this agreement. This authority shall not extend to the execution of additional agreements that may bind the City. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

Vice Mayor Bennett moved to have staff create a resolution approving emergency procurement of professional services contract for auditing purposes, and for that resolution to be approved as to form by the City Attorney.

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

ROLL CALL

Mayor Gore requested a roll call as follows:

Councilor Denton	-	present
Councilor Pelham	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present
Mayor Gore	-	present

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Pastor Sean “Rocky” Shearin of Calvary Love’s Ministries, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Randolph.

AMEND AGENDA

Councilor Partin moved to amend the agenda to make R-2 “setting a date for a work session to discuss the audit findings,” and to amend the IR’s, to make IR-1 discussion of limiting IR’s for Councilor Randolph and shifting all other IR’s down. The motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

CONSENT AGENDA

All matters listed under the Consent Agenda are considered routine by Council and will be approved or received by one motion in the form listed. Items may be removed from the Consent Agenda for discussion under the regular agenda at the request of any Councilor.

C-1 Minutes: May 28, 2019, June 11, 2019, June 25, 2019, July 9, 2019, July 23, 2019

C-2 Pending List:

1. Additional pending list - see attached
2. See Attached
3. Third pending list - see attached

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review: April 22, and June 24, 2019 ARB minutes; July 22, 2019 CDBG minutes; April 1 and 2, June 5, June 19, 2019 HEB minutes; July 16, 2019 ARLS minutes; June 17, 2019 CPMT minutes; May 13, 2019 HRHA minutes; May 8, and June 12, 2019 KHB minutes

C-9 Resolutions/Proclamations/Presentations: City Council Advance Report and State of the City Address Update (returning item); Performance Management Group Efficiency and Technology Review (new item); I Love Hopewell Showcase (returning item); Open Finance software update

C-10 Public Hearing Announcement:

Councilor Partin moved to adopt the Consent Agenda. His motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

Mayor Gore reviewed the items of C-9.

For the City Council Advance report and State of City Address update, Council agreed by consensus to give staff until October 9th to have a work session to provide council with updates to the Strategic Plan. Council also agreed to secure a date in its second meeting in September (9-24-19) set a date to receive a report out by Staff regarding the State of the City address information.

For the I Love Hopewell Showcase, Mayor Gore requested that Council support the hiring of the current Council intern. Councilor Pelham moved to retain the employment of the Council intern for \$15 per hour, for 25 hours per week, for 15 weeks. The motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes

Motion passed 4-3

PUBLIC HEARINGS

PH-1 Monthly fee increase for refuse and recycling services – Edward Watson, Director of Public Works, presented information to Council regarding the need for an increase in the fee for refuse and recycling services. He was seeking a \$3.04 monthly rate increase. Mayor Gore opened the public hearing at 8:58 p.m. Jamie Hiner of Warren Avenue came forward and addressed Council regarding her concerns. Jerry Williams of St. Charles also came forward to address Council regarding the recycling. Mayor Gore closed the public hearing at 9:06 p.m. Upon discussion, Councilor Randolph moved to postpone a decision on this item until the next Council meeting. Her motion was seconded by Mayor Gore.

Upon additional discussion, Councilor Randolph moved to forego the \$1.25 reimbursement, and to increase the monthly rate by only \$2, thus changing the new rate from \$3.04 to \$2.54 per customer, per month. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	no

Motion passed 6-1

UNFINISHED BUSINESS

UB-1 Update of Conditional Use Permit at 2907 Poplar Street to allow a duplex in the R-2, Residential, Medium Density District – Tevya Griffin, Director of Development introduced this item. She noted that the Planning Commission recommended denial, but that Staff recommended approval. When asked, Cassandra Vanderkeift, a member of the Planning Commission came before Council and advised why she, and other members of the Planning Commission had recommended denial. Charles Dane, Assistant City Manager introduced Todd Hawkes, the Building Official, who advised Council that the house met the Code requirements, and also said that the owner was willing to go above and beyond. Finally, Chris Jenkins, the property owner came forward. He said he would separate the electric in the duplex so that each unit had its own, and that he would probably include water, trash and sewer with the rent, to make it easier.

After discussion, Councilor Denton moved to approve Chris Jenkins’ request for the Conditional Use Permit. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 5-2

UB-2 Continuation of a Conditional Use Permit to construct a cell tower at 130 Mercer Lane – Mrs. Griffin, reintroduced this item. She gave a brief presentation and noted that Council had reviewed this item previously. She stated that the requestor said that the tower was designed to collapse on itself.

After discussion, Councilor Partin moved to allow P1 Tower Development to construct a 195 foot monopole cell tower, with a four foot lightning rod at 130 Mercer Lane. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 6-1

UB-3 Request for Council to reconsider three properties presented for demolition at the July 9, 2019 City Council meeting in accordance with Hopewell City Code, Chapter 19, Housing, Article VI, Spot Blight Abatement – Ms. Griffin advised Council that the properties previously approved for demolition would start coming down in September. She then reminded Council of the three remaining properties, and updated them as to the status. She stated that both 1503 Atlantic and 801 Winston Churchill were well in the process of abatement to the properties, and Staff no longer recommended demolition. She also noted that for the property at 4100 Oaklawn, it had been recommended for use as a “burn” by Hopewell EMS as well as our neighboring municipalities. Ms. Griffin stated that Mr. Shah had agreed to pay the costs associated with bringing the building down, and that by allowing it to be used for burn training, he was assisting our EMS crew, as well as reducing the amount the City would have to pay if Mr. Shah did not pay as promised. Benjamin Ruppert, Office of Emergency Management, came forward and expressed to Council how helpful this would be for EMS. Mr. Hawkes also spoke about the arrangement that was being made with the owner. After discussion, Councilor Randolph moved to remove 1503 Atlantic and 801 Winston Churchill from the demolition list presented to Council July 9, 2019. Vice Mayor Bennett seconded her motion.

Upon further discussion, Councilor Partin moved that Council approve him making a substitution motion. Councilor Pelham seconded his motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	no

Motion passed 5-2

Councilor Partin made the substitute motion that Council take 801 Winston Churchill Drive and 1503 Atlantic Street off of the blighted demolition list, and that if both properties do not meet the timeline provided by Staff, they will both be put back on the list and come back to Council to discuss demolition. Councilor Pelham seconded his motion. Upon the roll call, the vote resulted:

Councilor Denton	-	no
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	no

Motion passed 4-3

Vice Mayor Bennett then moved to move forward with the demolition and burning of 4100 Oaklawn, and for the City Attorney to draft a contract and bring it back before Council at the September 10, 2019 meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS

Ms. Jamie Hiner of Warren Avenue spoke to Council regarding her concerns for the vehicles speeding in her neighborhood. She also spoke about people riding four-wheelers and dirt bikes up and down Warren Avenue and Bassett Street, and noted that it was a safety issue. She also stated her concerns regarding potholes in the 1700 block of Stewart and Berry.

REGULAR BUSINESS

Reports of City Manager:

R-1 VDOT State of Good Repair Primary Extension – Route 36 Pavement Resurfacing – Austin Anderson, Hopewell Construction Manager presented information to Council regarding the VDOT program which will allow pavement milling, resurfacing and putting in pavement marks from Winston Churchill to Oaklawn.

EXTEND MEETING

Vice Mayor Bennett moved to waive Council rules and extend the meeting beyond 10:30 p.m. to allow items through R-8 to be heard and to move the appointment of the John Tyler representative to after R-1. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-1 *continued* - Council continued to discuss the VDOT project. Councilor Partin moved to endorse the project by Council resolution, and agree to enter into the standard project administration agreement for state aid-projects with VDOT, and to grant the City Manager signature authority to sign the standard project administration agreement for state-aid projects, and for such agreement to be reviewed and approved by the City Attorney prior to the City Manager’s signing. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

APPOINTMENTS

Councilor Pelham moved to appoint Ms. Ann Y. Williams to the John Tyler Community College Board. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-2 Action Items from Closed Agenda – if any - Because Council addressed the items from the Closed Agenda earlier in the meeting, R-2 was used for the Work Session (see below)

Setting of Work Session - Council discussed setting a work session to discuss items related to the CAFR. Councilor Partin moved that such a work session be set on September 11, 2019 at 6:00 p.m., or in the alternative, on September 25, 2019 at 6:00 p.m. His motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-3 Subdivision of 1400 South 1st Avenue, also identified as sub-parcel #071-0095 from one lot to two lots – Property owner, Burt Hunter requested this subdivision. Mrs. Griffin presented information to Council regarding this request. Councilor Pelham moved to approve the requested subdivision of 1400 South 1st Avenue, parcel #071-0095. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-4 Subdivision of 123 South Mesa Drive, also identified as sub-parcel #014-0295 from one lot to two lots – Property owner, The Gibbs & Story Team, LLC requested this subdivision. Mrs. Griffin presented information to Council regarding this request. Councilor Partin moved to approve the requested subdivision of 123 South Mesa Drive, sub-parcel #014-0295 from one lot to two lots. Councilor Pelham seconded his motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-5 Freedom of Information Act (FOIA) Policy - VA Code §2.2-3704.1 *Posting of notice of rights and responsibilities by state and local public bodies*, requires that each municipality have a FOIA policy. Ronnieye Arrington, the City Clerk and FOIA Officer, introduced this item to Council. Vice Mayor Bennett moved to approve the FOIA Policy. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	--- (absent from dais)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 6-0

R-6 Item R-6 was inadvertently removed from the final agenda so the number was skipped and the next item is R-7

R-7 Appointment(s) to Community Enhancement Steering Committee – Mayor Gore introduced this item to Council and provided information and answers to questions. She suggested that the committee could be comprised of the City Manager, the Mayor, Councilor Randolph, the Superintendent of Schools, members of the Hospital Board and United Churches—a total of over 15 members. Councilor Denton moved to postpone this item until the September 10th meeting to get more information. Her motion was seconded by Councilor Randolph.

After additional discussion, Councilor Randolph moved to be allowed to make a substitute motion. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

Councilor Randolph then moved to come up with seven executive or voting members to lead the committee, then move on from there. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes

DRAFT
August 20, 2019
Regular Meeting

Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

R-8 Appointment(s) to Census Committee – Mayor Gore introduced this item to Council and provided information and answers to questions. Councilor Randolph that Mrs. Tevya Griffin, Councilor Denton and Mayor Gore form the Committee, work it all out, and come back to Council with suggestions. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes

Motion passed 7-0

ADJOURN

At 10:58 p.m., Councilor Pelham moved to adjourn the meeting. Her motion was seconded by Councilor Holloway. All answered in favor.

/s/ Jasmine E. Gore
Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington
Ronnieye L. Arrington, City Clerk

PENDING LIST

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17 2-21-17</p>	<p>Date when LLC can be dissolved Mayor requested Plan when submitted.</p>	<p>March Altman Stefan Calos</p>	<p>ONGOING 2/1/2018, if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis. 1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option. 2-13-18 – Council reviewed 2-27-18 – to come back to Council 2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17 2-21-17 3-13-17</p>	<p>Council to review Code of Ethics & City Attorney to review Code of Ethics Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat. City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>March Altman Stefan Calos City Clerk</p>	<p>PENDING 2-19-18 - Council to provide next steps. Stefan Calos is providing revised rules in each agenda packet for Council review and approval and will continue to do so until all are done</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
4	Cost update on City taking control of Mallonee Gym 6-19-17 2-23-17	Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.	March Altman Ed Watson	<p>PENDING</p> <p>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc. is being rescheduled.</p> <p>Waiting on quote from Ed Watson re windows, bathroom and A/C unit to schedule meeting</p> <p>3-19-18 – Altman discussed with Watson. Will bring back before Council after budget session</p> <p>9-19-18 – Cost estimate has been completed. Project will be submitted in FY20 CIP for Council consideration.</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17 2-21-17</p>	<p>Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p>PENDING 6-23-17 email reminder sent to Haley City Manager to email council the list of City logos Haley will issue RFP re branding - Hopewell logo No RFP needed. THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE 3-19-18 – Altman will review and bring back options, proposals etc. 9-19-18 City Manager to include proposal and budget request as part of FY20 budget</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council March Altman	<p>PENDING 7-7-17 – Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled</p> <p>2-1-18 – Council to have a work session regarding its travel policy.</p> <p>3-18-18 – Altman to review existing employee travel policy; and to work with HR and Council re work session</p> <p>9-19-19 – Per Travel Policy, City Manager has adjusted the mileage reimbursement to be consistent with IRS policy.</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Council requested RFP/design for Riverwalk	4-25-17	Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project	March Altman	<p>PENDING 7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p> <p>3-19-18 – Altman will provide regular project updates</p> <p>9-19-18 – Phase I Groundbreaking to be held at City Park Friday, September 28 at 2:00 p.m.</p>

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17 2-21-17 1-9-18	Letter/Email Request and CC City Council Clerk to meet with Mayor for review of completed DRAFT letter.	Council City Clerk	PENDING Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required. 1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change. 8-28-18 – City Clerk’s Office revised the Boards and Commissions list. Vice Mayor Gore presented the revised list and council approved it. Boards and Commissions Appreciation dinner scheduled for this year, which will coincide with marketing plan to bring people in

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
City Council and School Board to have additional joint meetings or to establish sub-committees	3-1-18	Vice Mayor Gore	School Board City Council March Altman	COMPLETE 3-18-18 – Superintendent Hackney and Altman have discussed re-establishing School Board City Council Facilities Committee 8-14-18 – Council appointed two members of the school board to the School Facilities Committee (Joyner and Cuffey).
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Councilor Pelham Councilor Gore	March Altman	PENDING 3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes 9-19-18 – Awaiting hiring of New HR Director 10-20-18 – City Manager and HR Director will schedule work session next calendar year.
Repair five poles at shed by the dock – said the shed leans 10 degrees.	2-27-18	Councilor Zevgolis	Aaron Reidmiller	PENDING
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	PENDING

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Can we partner with Resource Conservation Development to aid with Community Garden in park	2-27-18	Councilor Luman-Bailey	March Altman Aaron Reidmiller	PENDING 3-18-18 – City Manager/Recreation Director to get with Community Garden specialist in other municipality
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	PENDING
Who to reach out to increase the allocation to youth services (Connie Townes)	2-27-18	Vice Mayor Gore	March Altman	PENDING
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	COMPLETE 8-28-18 this was discussed during the Council meeting and it was explained that this is not feasible due to the costs associated with the equipment needed to make this change.
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session	4-4-17	Council	March Altman	PENDING 3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	PENDING 9-19-18 - FY17 Audit is ongoing

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	PENDING CPMT is reviewing draft policies
Request to review credit card policy		Pelham	March Altman	PENDING
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	PENDING
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	PENDING
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	PENDING
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes.	3-27-18	Jasmine Gore	March Altman Renia Coles	PENDING
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	PENDING
Request information regarding status of Fire Department collections from last year	5-1-18	Council	March Altman Donnie Hunter	PENDING
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	PENDING

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17 2-21-17</p>	<p>Date when LLC can be dissolved Mayor requested Plan when submitted.</p>	<p>Mark Haley Stefan Calos</p>	<p>ONGOING 2/1/2018, if notice is given on the first possible business day of the year. 2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis. 1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.</p>

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17 2-21-17 3-13-17</p>	<p>Council to review Code of Ethics & City Attorney to review Code of Ethics Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat. City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>Mark Haley Stefan Calos City Clerk</p>	<p>PENDING 3-13-17 - City Attorney emailed proposed revisions to Council. Ms. St. Claire will return and facilitate the review at a future retreat. 7-7-17 – Still trying to schedule Retreat WAITING ON COUNCIL RESPONSE 8-8-17 – Council chose Oct. 20-21, 2017 for retreat 9-5-17 – per Pelham, request for work session to discuss rules</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
3	Class and Compensation Study	<p>4-11-17</p> <p>2-1-18</p>	<p>Council requested costs associated with having an employee satisfaction survey/audit and staffing/manpower review for efficiency.</p>	<p>Haley Coles</p>	<p>COMPLETED 6-23-17 - the final study has not been received. Upon receipt and review, it will be sent to Council.</p> <p>7-7-17 – final report placed in council’s packets for 7-11-17 meeting</p> <p>2-1-18 – Work session with Springsted to review report and recommendations</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
4	Cost update on City taking control of Mallonee Gym	6-19-17 2-23-17	Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.	Mark Haley Ed Watson	<p>PENDING</p> <p>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc is being rescheduled.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Hopewell Emergency Crew	4-12-17	Council requests a meeting with the volunteer crew	Hunter	<p>COMPLETED 6-23-17 - The next meeting of the Hopewell Emergency Crew is July 18, 2017. Request will be placed on August 8, 2017 agenda for discussion.</p> <p>8-31-17 – meeting held with members of Council, EMS and Fire. Outstanding issues resolved.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	<p>Tax Assessment – council requested the number of appeals on the tax assessments and what impact this had on revenues</p>	<p>4-11-17</p>	<p>Can an explanation be given for the number of appeals and how the appeals were addressed?</p>	<p>Waggoner Haley</p>	<p>COMPLETED 6-23-17 – email reminder sent to Waggoner</p> <p>7-7-17 – report showing status of appeals has been put in Council’s packet. The BOE has not yet met, so a final report will be given to Council at a later date.</p> <p>9-5-17 – per assessor, there are still a few more BOE meetings to go – will provide Council with a detailed report when done.</p> <p>10-10-17 – Complete report presented to Council.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Liens – Spot Blight and Grass Liens	4-11-17	Luman-Bailey requested information regarding the financial impact of demolition for vacant buildings, including how much money spent on demo and how much recuperated by liens for the past 12 years	Griffin Haley	<p>COMPLETED 6-23-17 follow up email sent to Griffin, Bagshaw, Haley</p> <p>9-5-17 – due to scheduling difficulties (the treasurer’s office, development, and the Clerk’s office are the business offices in the building), we have been unable to get together to create a report for Council. Still working on this.</p> <p>12-12-17 – Council received a report on spot blight. Council also received a report on liens.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	City Vehicles	4-25-17	<p>Council requests info: how many vehicles does the City own?</p> <p>How many City vehicles are driven outside of Hopewell on a daily/weekly basis?</p> <p>Which departments use the vehicles (include how many vehicles each dept uses)</p> <p>How are the vehicles being used</p> <p>How many vehicles does the school own?</p>	Haley Watson Young	<p>COMPLETED</p> <p>6-23-17 – reminder email sent to Haley, Watson, Young</p> <p>7-7-17 – Watson and Haley working on response. Follow up email sent to all 7-7-17</p> <p>7-10-17 – email issued by Haley with info.</p> <p>9-5-17 – info reissued to council</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Speeding issues -	10-1-16	<p>Councilor Gore states that Residents are requesting speed limit signs at Atwater Rd and Jackson Farm Road to deter speeding. Additionally, residents in Cameron’s Landing are requesting a radar station at Atwater Road to deter speeding.</p>		<p>COMPLETED 6-20-17 – Haley requested that Watson review the streets to ensure there are sufficient signs. He further asked Watson to add signs if there were not enough</p> <p>7-11-17 – email from Haley stating that Watson said four more signs were needed and would be added to Jackson Farm Road and 2 more signs to Atwater Dr –</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	<p>Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17 2-21-17</p>	<p>Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>Haley</p>	<p>PENDING 6-23-17 email reminder sent to Haley City Manager to email council the list of City logos Haley will issue RFP re branding - Hopewell logo No RFP needed.</p>

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17 2-21-17 1-9-18	Letter/Email Request and CC City Council Clerk to meet with Mayor for review of completed DRAFT letter.	City Clerk	PENDING Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required. 1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.
	Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council Haley	PENDING 7-7-17 - Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled 2-1-18 – Council to have a work session regarding its travel policy.

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Council requested RFP/design for Riverwalk	4-25-17	Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project	Haley	<p>PENDING</p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Gore requested that department heads review the strategic plan and advise as to the status of specific tasks (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17 3-17-17	Update of comprehensive plan and staff tasks. Provided @ Retreat	Mark Haley Department Heads	COMPLETED Provided @ Retreat 3-17-17.
	Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	ONGOING Asst. City MGR reported a DRAFT would be presented during the Budget Session

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Fees for Planning Commission	Work Session 2/17/15 2/7/17		Tevya Griffin	<p>COMPLETED Look at during Budget Meetings 16-17.</p> <p>7-7-17 – information relating to fees will be presented to Council at the 7-11-17 meeting.</p>
	ARB & Streetscaping	2-7-17	Schedule joint WS w/City Council	Tevya Griffin Horace Wade	<p>6-23-17 – reminder email sent to Griffin and Wade</p>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Youth Commission	2-7-17	Continue to Accept TBR's, Hold on interviews until NEW Ordinance is reviewed by Council, Legislative Committee and passed.	Mark Haley Charles Dane Stefan Calos City Clerk	<p>ONGOING Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee & Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance; Then City Clerk will schedule Interviews for Committee Members & provide them with copy of Ordinance during the interview process.</p> <p>12-2017 – Youth Commission established and had first meeting. 2nd and 3rd meetings also scheduled.</p>
		2-21-17	Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council & Legislative Committee		
		3-13-17	City Attorney emailed to Council & Legislative Committee for review.		

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	City Manager Tevya Griffin ARB DDRC Planning Commission	ONGOING City Manager and Mrs. Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.
	City Wide Tree Ordinance	2-21-17	City Wide Tree Ordinance	Tevya Griffin Mark Haley	PENDING Mrs. Griffin is working on an overall City Tree Ordinance and is collecting information to present to Council.

City Council Request Pending List



June 25, 2019 Meeting

REQUEST	MEETING DATE	REQUESTER	STAFF FEEDBACK	DEADLINE
Rental Inspection Program – Update Guidelines to be citywide, more frequent and enforceable.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Recommend that Staff conduct a review of the program and provide City Council a revised program for discussion and consideration at a worksession. - CM	
Real Estate Delinquency- List of top delinquent persons/companies, new plan to recoup funds, idea to address vendor with delinquent payments, law to require real estate taxes to be paid prior to obtaining permits/business licenses.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	City Attorney is researching the real estate tax/business license issue re: same company v. different company v. owner issue. Remaining items fall under the purview of the Treasurer. - CM	
Neighborhood Watch- Recommendation from Chief to bring back City Council's Neighborhood Watch Advisory Board or Anti-Shooting Taskforce. Plan to update police stats to include shootings, overdoses, and major issues in City.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Need to set up meeting with Mayor and Chief to discuss. Chief is recommending a Citizen Oversight Committee, not an Anti-Shooting Taskforce. - CM	
Citizen Oversight Committee- Recommendation from Chief to create a Citizen Oversight Committee.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Pelham		
Chesapeake Bay Clean Water Blueprint – Approval recommendation from staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin		
Small Business Procurement Policy- Recommendation from staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin	Recommend delay discussion to after the completion of the FY18 CAFR to allow Purchasing Agent to participate in the review and development of the policy. - CM	
Veteran Support- Request legislation, and initiatives to make Hopewell more Veteran Friendly from staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore		
Vendor Procurement Policy- Policy to address bulk	Requested during Council Meeting.	Gore	Recommend delay discussion to after the completion of the FY18 CAFR to allow	

City Council Request Pending List



ordering of like products, review of major expenditures by the same/frequent vendors.	Re-approved by Council emailed to CM on 5/12/19.		Purchasing Agent to participate in the review and development of the policy. - CM	
Loud Music Ordinance- Review from Police Chief.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin	Need to have an understanding of the issue before making a recommendation. Is it citizen complaint driven? This issue has been discussed in the past. Would need City Attorney involvement, and discussions of enforcement options, current capabilities, and court's position on the issue. - CM	
Employee Day to Serve- Recommendations by staff.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Partin	Assigned to HR to form an employee committee to review and develop a recommendation. - CM	
Conflict of Interest Policy- Public declaration of conflict during meeting.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Denton	Council needs to work on this issue with the City Attorney. - CM	
Breach of Confidentiality- Impose sanctions for violations of public trust and the release of confidential information .	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Council Issue. Does Council need staff to assist? If so, what does Council see as staff's involvement? - CM	
Anti-Littering Plan- Recommendations by staff about signs, fines, waste buckets around City, CWA new contract terms.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Bennett		
Police Renovation budget- Presentation from staff about the construction project cost analysis, temporary street closure and plans for the 300k renovation/all departments.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Pelham Gore Denton		
Boards, commissions and volunteer flyer draft	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore	Waiting on Council to complete pending interviews; will incorporate requests by Council that have already been received. -Mayor	
Paving schedule for streets, paving formula and budget breakdown.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Council		
Revenue estimates for sewer/wastewater/trash	Requested during Council Meeting.	Gore		

City Council Request Pending List



with new service contract. Loss in previous years; project for this current year and next year.	Re-approved by Council emailed to CM on 5/12/19.			
Schedule for curb/gutter and stormwater projects, list of neighborhood specific projects and budget breakdown.	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Gore		
Feral Cat Policy- Recommendations by staff.	Added to Pending List after Council discussion; emailed to CM on 5/12/19.	Council	Need to know more about this issue. - CM	
Communication Plan- Recommendation by staff on how to update Council on major events (Internal/external).	Requested during Council Meeting. Re-approved by Council emailed to CM on 5/12/19.	Council		
Incident Reports – request that Council approve bi-weekly reports from Staff for City issues, incidents or concerns. Maintain timely notification of major incidents communicated to the City Manager, for him to relay immediately to Council. Ask to create a weekly incident log to relay other notable incidents of which Council should be made aware, but that do not rise to the level of instant notification.	5/28/19 Agenda	Gore		
Beacon Theater Sunday Use for Community- Breakdown of 100k community funds used and plans for usage.	5/14/19 Agenda	Gore	Per Council direction, Randolph/Gore/CM to speak with Beacon Management about being able to use the Beacon on Sundays first. -Mayor	
Hopewell “ B Corp”- Use reduction in Council funds to support community programs by providing a grant to citizens/community partners that host events/workshops and/or free/low cost community programs.	5/14/19 Agenda	Gore		

**PERSONNEL
CHANGE
REPORT**

DATE: August 28, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – August 2019

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
HART, DAVID	CIRCUIT COURT LAW INTERN	LAW INTERN	08/05/2019
BUCCIARELLI, MARIA	RECREATION	PT CUST SVC AGNT	08/08/2019
JONES, EVELYN	TREASURER	GEN CLK	08/09/2019
WOODLEY, JARMAINE	WATER RENEWAL	WWT OPER TRAINEE	08/14/2019
SHELTON JR, NORMAN	VOTER REGISTRAR	REGISTRAR	08/26/2019
BARKSDALE, ASHLEY	RECREATION	REC PROGRAMS SUPV	8/28/2019
HARRISON, FRANCES	TREASURER	GENERAL CLERK	8/28/2019
JOHNSON SR, KEVIN	TREASURER	P/T DEL TAX COLLECTOR	8/28/2019
LADD, SABRINA	POLICE	ANIMAL SHELTER CUST	8/28/2019
MELLENDORF, BRANDY	POLICE	ANIMAL SHELTER CUST	8/28/2019
RYDER, KHARI	WATER RENEWAL	WWO TRAINEE	8/28/2019
HOOVER, AUSTIN	FIRE	ALS / FIREFIGHTER	8/28/2019
NIBBS, TACUMA	FIRE	ALS / FIREFIGHTER	8/28/2019

SUSPENSIONS: 0

(Other information excluded under Va. Code § 2.2-3705.1(1) as personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
JENNINGS, SERITA	RECREATION	REC PROGRAM SUPV	08/01/2019
WHITTINGTON, MICHAEL	POLICE	POL CAPT	08/01/2019
ROTZOLL, SPENCER	RECREATION	PT LIFEGUARD	08/06/2019
VOLK, ABIGAIL	RECREATION	PT LIFEGUARD	08/09/2019
YOUNG, BENJAMIN	WATER RENEWAL	WWT OPERATOR SR	08/09/2019
GARRETT, SHARON	TREASURER	PT GEN CLK	08/12/2019
NORIEGA, JOSE	WATER RENEWAL	WWT OPERATOR I	08/12/2019
FLOWERS, SHANIKA	TREASURER	DEPUTY TREAS I	08/13/2019
GARY, JEFFREY	DEVELOPMENT	COMBO BLDG INSPECTOR I	08/16/2019
JONES, ABIGAIL	RECREATION	PT LIFEGUARD	08/19/2019

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Jennifer Sears, HR Director
Dave Harless, Risk & Safety Coordinator
Debbie Pershing, Administrative Services Manager
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll
Vanessa Williams, Accounting Tech

**INFORMATION
FOR COUNCIL
REVIEW**

**MINUTES OF THE JULY 22, 2019 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, July 22, 2019 at the Hopewell Municipal Building, in the City Council Conference Room, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman
Joseph Bailey, Vice Chairman
Kathleen Vincent
Patrice Gilliam

Members Absent:

Mary Calos

Staff:

Chris Ward, Senior Planner

Citizens Present:

Stephanie Dayberry
Brian McDonald

The meeting was called to order at 6:06 p.m. by Ms. Joyner. Mr. Ward conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS / CONSENT ITEMS

Ms. Joyner asked if there were any requested changes to the agenda. There were none. Ms. Joyner asked if there were any corrections to the minutes. There were none. Ms. Vincent made the motion to accept the meeting minutes from June 24, 2019. Ms. Gilliam seconded. The motion passed 4-0.

Ms. Vincent made a motion to approve the consent agenda. Ms. Gilliam seconded. The motion passed 4-0.

CITIZEN COMMENTS

There were no citizen comments.

CERTIFICATES OF APPROPRIATENESS (COAs)

Mr. Ward explained that St. John's Church wants to construct an out-building that will cover the cooking area used to make Brunswick stew. The proposed shed will be on rails so that it can move to the side. He continued that the out-building will be constructed at the rear of the property will not be readily visible from the street. Mr. McDonald stated that the church wants to have a permanent set-up for their annual Brunswick Stew fundraiser which will be held on October 19th. He also noted that the colors of the out-building will match those of the neighboring property. Ms. Joyner thanked Mr. McDonald for submitting a complete and thorough application. Ms. Vincent made a motion to approve the construction of the out-building at 505 Cedar Lane as presented. Mr. Bailey seconded. The motion carried 4-0.

PROPERTY UPDATES

Mr. Ward updated the members and guests about the status of several properties in the district including properties for sale, going to tax auction, and being acquired by the City. Mr. Ward noted that DHR examined the outside of the Lodge (601 Prince Henry) and strongly suggested that an archaeological survey be conducted at the site to reveal artefacts and foundations of previous buildings. Ms. Joyner stated that she contacted Mr. Carl Lounsbury at William & Mary and he has agreed to visit the site. Ms. Gilliam commented that the 100 year old house behind the lodge is currently vacant and may be available for sale in the near future.

OLD BUSINESS

Mr. Ward stated that based off the conversation at the last meeting, Ms. Joyner drafted a letter to seven paper companies soliciting donations to the newly established Cedar Tree Maintenance Fund. The letters were sent out July 17th. Ms. Joyner explained that a maintenance fund will be important for two reasons: 1) properly caring for the trees going forward; and 2) seeking additional funding for replanting of missing cedar trees. Mr. Ward noted that the Cameron Foundation and Arbor Day Foundation may be good sources for future grants. Ms. Gilliam commented that the small trees in front of St. John's Church appear to be a different species. Ms. Joyner responded that the arborist she spoke with stated that young cedars may appear different than mature cedars of the same species. Ms. Vincent stated that limbing up cedar trees can create top-heavy, storm-vulnerable trees and as such, these smaller trees should be addressed by a professional.

Mr. Ward next stated to the members that the ARB will need to make a decision about the future of the property known as the Bank Street garages. He provided the background that the property was donated to the City and that rehabbing the existing structure is not viable without a functional end use in mind.

Several members expressed a willingness to have the structures removed. Ms. Joyner noted that DHR staff visited the site the same day they inspected the Lodge building and commented that they understood why demolition would be considered. Mr. Ward stated that the lot itself is non-conforming. Mr. Bailey asked if the City has been cutting the grass. Mr. Ward responded that Public Works has been informed of that responsibility but was unsure if the grass had actually been cut. Ms. Joyner suggested that, knowing Ms. Calos' opposition to demolition, the group should not vote until Ms. Calos is present. The members agreed. Mr. Bailey suggested that the group should visit the site. The members agreed to take a look at the property at their convenience.

Ms. Joyner noted that the update on 601 Prince Henry was already discussed under Property Updates.

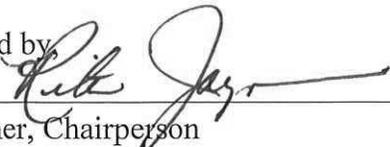
NEW BUSINESS

Ms. Gilliam stated that the City has a new committee called I Love Hopewell and she wanted to make sure everyone was aware of it. The committee is planning a S'Mores and Stories event at Heritage Park in October and wanted to check if the ARB needed to be consulted. Ms. Joyner responded that the ARB has no jurisdiction or comment since the park is outside the historic district.

Mr. Ward informed the attendees that the August ARB meeting will be moved from the 26th to the 19th.

Ms. Gilliam made a motion to adjourn. Mr. Bailey seconded. The motion carried 4-0. The meeting adjourned at 7:31 PM.

Submitted by


Rita Joyner, Chairperson


Christopher Ward, Senior Planner

DATE: August 19, 2019

2019 Hopewell VA Board of Equalization

Board Members:

Billie Glass (Chairperson)
 Minerva Jackson (Secretary)
 Clarenctene Jones

Assessor's Office

Patrizia Waggoner, Assessor
 Diana Samsal, Appraiser
 Vickie Akremi, Appraiser

Minutes of Meeting

Wednesday July 24, 2019

6:00 pm-8:20 pm

Hopewell Library

209 E Cawson St, Hopewell, VA 23860

Call to Order: Clarenctene Jones called meeting to order at 6:05 pm.

Roll Call: Minerva Jackson and Clarenctene Jones.

The **regular meeting** was called to order by Clarenctene Jones at 6:05 pm Roll call, Clarenctene Jones and Minerva Jackson were present. Billie Glass arrived at 6:30 pm.

Old Business: Motion of approval of minutes was made by Minerva Jackson and seconded by Clarenctene Jones. Motion carried.

New Business:

First case: Mr. Zevgolis at 3003 Riverside.

Mr. Zevgolis presented documents to the board with concerns of the value of his land being the smallest lot of the four on the river front and presenting dollar per square feet and front foot values of the four lots. Also stating the story height of his house was incorrect, it was not a two story house as it was listed on the property record card.

Ms. Waggoner explained how the lots were valued and stated the lot had been reduced due to size during the BOE review and explained the reasoning for the home being sketched as a two story and explained the total square footage was correct. Ms. Waggoner presented equalization charts showing similar properties on water front showing that Mr. Zevgolis property was equalized, and the assessment was fair and equitable.

A motion was made by Billie Glass to reduce lot to \$115000 dwelling \$213300 for a total of \$328300. Clarenctene Jones seconded the motion. Motion passed two to one with Minerva Jackson voting No.

Second case: Mr. Peacock at 701 Appomattox

Mr. Peacock aggrieved by the increase in value from 2017 reassessment to 2019 reassessment stated that after filing on informal appeal the property assessment went up even more. He stated he looked at values of properties throughout the City and stated his was the highest in Hopewell. Mr. Peacock had no supporting documents for the board.

Ms. Samsal stated a -15% adjustment was made to the land value due to very little water front access. It was explained that during the informal appeal the grade of the home was changed from a B+ to an A which caused the increase in value. Only three sales occurred for the neighborhood none being of comparison to the subject property. Ms. Samsal stated that the assessment of the subject property is fair and equitable for an estate property of such.

A motion was made by Billie Glass to reduce property assessment to \$556700. No seconds, motion died. Motion made by Minerva Jackson for assessment to remain at the Assessors proposed value of \$598400. Motion was seconded by Clarenctene Jones. Motion passed. 2-1 with Billie Glass voting against.

Third case: Mr. Leath for properties located at 135 13 S & 137 13 S Avenue

Aggrieved with 30 day notice from Council to tear down homes stating that since they are going to be torn down they had no value. He had an offer to buy for \$25000 for both.

Ms. Samsal stated property at 135 S had fire damage and had been Spot Blighted June 2018. 137 S was reduced to \$39800 due to condition. Sales for the neighborhood that were presented showed support of the value assessed and the both are equalized.

Ms. Waggoner read a letter from the Planning department stating that the 2 properties were Spot Blighted in June 2018 and the owner had 30 days to provide a plan to fix which he did not before the Council made a decision to tear down.

A motion was made by Minerva Jackson for both properties to uphold the Cities proposed assessed values, 137 S 13th at \$52,800 and 135 S 13th at \$25,400. Seconded by Clarenctene Jones. Motion passed all in favor.

Fourth Case: Mr. Hayes at 1010 Smithfield

Mr. Hayes presented to the board an Analysis from Ingram Realty stating he believed his property was over assessed based on this analysis.

Mrs. Akremi stated a site visit was done and all measurements were correct. The property was reduced by changing the 1 ¾ story to a 1 ½ story which caused a reduction in the base structure costs. All sales in the neighborhood were presented showing the subject property to be equalized. Discussed that the Analysis done by the Realtor used 2019 sales and reassessment was based on 2017 and 2018 sales only.

Ms. Waggoner explained that the State allowed the process of using the Mean, Median, Min (Minimum), and Max (Maximum) for determining the equalization of properties.

A motion was made by Billie Glass seconded Minerva Jackson for the value to remain the same at \$285700 all was in favor.

Fifth Case: Mr. Whitlock at 115 Sherwood Drive

Mr. Whitlock presented an appraisal that the Assessor's Office did not get to review. His case was tabled until August 7 at 7:15 pm.

Sixth Case: Ms. Moore at 503 Prince Henry

Ms. Moore stated she was in disagreement with the building value only because staff had already adjusted the land value. She compared her property to 601 Prince Henry which is assessed less and has central heat and air where hers does not. She presented a historical book showing the age of her property.

Ms. Samsal stated the land was originally reassessed at a premium because it was believed to have a view of the Appomattox River which it does not. During a site visit staff determined that the property does not have a river view and reassessed the land as a regular lot reducing the land value. Ms. Samsal also explained that during the informal appeal the property was reduced to Fair condition and upon inspection for the BOE it was changed back to Average condition which caused the increase in building value. Stated a 20% reduction was given for poor design and no heat upstairs.

Ms. Waggoner explained the equalization spreadsheet stating property is equalized.

A motion was made by Billy Glass to uphold staff recommendation, land at \$27000 improvement \$60600 for a total of \$87600. Clarentene Jones seconded the motion. All were in favor.

There being no other appointments, the meeting was adjourned by Billie Glass.

The meeting was adjourned at 8:20 pm.

Minutes approved by: Billie Glass, Chairperson Billie S Glass Date 7/31/19
 Minerva Jackson, Secretary Minerva Jackson Date 7/31/19

2019 Hopewell VA Board of Equalization

Board Members:

- Billie Glass (Chairperson)
- David Harless
- Clarenctine Jones
- Minerva Jackson (Secretary)
- Rogers Henry (absent)

Assessor's Office

- Patrizia Waggoner, Assessor
- Diana Samsal, Appraiser
- Vickie Akremi, Appraiser

Minutes of Meeting

Wednesday July 3, 2019

5:30-6:30

Hopewell Library

209 E Cawson St, Hopewell, VA 23860

An **organizational meeting** was held before the regular meeting from 5:30-6:00 p.m. The board elected by vote the chairperson, Ms. Glass and the Secretary, Ms. Jackson.

The **regular meeting** was called to order by Billie Glass at 6:00p.m. Roll call, all member were present except Rogers Henry.

Old Business: none

New Business:

Ms. Patrizia Waggoner presented a spreadsheets to the Board of Equalization (BOE). The spreadsheet was a list of consent items needing approval from the BOE. For each item on the lists a consent letter was signed by the taxpayer and submitted in agreement to changes in property values.

The consent spreadsheet had a list of 29 properties, all of which had changes in values that were accepted by the respective property owners. The assessor stated that new assessments were arrived after site visits were made which allowed the office to verify and correct information on the property record card. Factors such as measurements, renovations or repairs, or whether the condition of the properties was fair or poor were reviewed and corrected as needed.

She explained the layout of the spreadsheet and that most changes were made to the buildings. She let the BOE know that she had a file for each one and asked the board how they wanted to go through them. Ms. Jones ask how long it would take to go through each item individually. Ms. Waggoner went over the first one and gave each member a property record card and explained what was done and that the taxpayer had accepted the changes.

SUBPAR	A	2019 LAND	2019 BUDG	TOTAL	New LAND value	New BLDG value	New Total	LAND Change	BUILDING Change	VALUE CHANGE	ACTIO N C/MC	Reason	Order Number
790600	HALUPKA FRANCES K	\$23,100	\$162,900	\$186,000	\$23,100	\$150,500	\$173,600	\$0	-\$12,400	-\$12,400	Change	Property characteristics	2019-01
160291	LAWTON DONALD R OR BONNIE F	\$43,200	\$190,400	\$233,600	\$43,200	\$187,000	\$230,200	\$0	-\$3,400	-\$3,400	Change	Property characteristics	2019-02
930080	HINTON ELIZABETH E ESTATE	\$80,000	\$104,400	\$184,400	\$80,000	\$91,600	\$171,600	\$0	-\$12,800	-\$12,800	Change	Property characteristics	2019-03
331105	SPRAGUE LARRY J OR SUSANNE W	\$15,200	\$78,100	\$93,300	\$15,200	\$75,000	\$90,200	\$0	-\$3,100	-\$3,100	Change	Property characteristics	2019-04
580035	HUMPHREYS JOYCE B	\$54,000	\$362,800	\$416,800	\$54,000	\$304,600	\$358,600	\$0	-\$58,200	-\$58,200	Change	Property characteristics	2019-05
1170075	MILLER ROBERT L OR GAYLE F	\$36,000	\$296,000	\$332,000	\$36,000	\$269,400	\$305,400	\$0	-\$26,600	-\$26,600	Change	Property characteristics	2019-06
1170055	DRAGOO ERNEST C OR OLIVIA	\$46,800	\$255,000	\$311,800	\$46,800	\$217,200	\$264,000	\$0	-\$47,800	-\$47,800	Change	SF adjusted	2019-07
2700125	WAGNER KEITH	\$27,000	\$101,400	\$128,400	\$27,000	\$97,200	\$124,200	\$0	-\$4,200	-\$4,200	Change	SF adjustment	2019-08
30450	JOHNSON ROBERT A & ELIZABETH L	\$36,000	\$204,900	\$240,900	\$36,000	\$185,300	\$221,300	\$0	-\$19,600	-\$19,600	Change	Property characteristics	2019-09
1170030	WALKER LYLE BRENT OR LAURIE M	\$39,600	\$187,300	\$236,900	\$39,600	\$193,600	\$233,200	\$0	-\$3,700	-\$3,700	Change	SF adjustment	2019-10
790765	CLINE FLOYD P OR KAREN LEE	\$33,600	\$142,400	\$176,000	\$33,600	\$124,000	\$157,600	\$0	-\$18,400	-\$18,400	Change	SF adjustment & character	2019-11
360010	JONES JAMES R BUILDER INC	\$20,000	\$160,700	\$180,700	\$20,000	\$146,700	\$166,700	\$0	-\$14,000	-\$14,000	Change	Property characteristics	2019-12
340045	JONES JAMES R BUILDER INC	\$20,000	\$129,800	\$149,800	\$20,000	\$129,200	\$149,200	\$0	-\$600	-\$600	Change	Removed Fireplace	2019-13
30265	MCLAUCHLIN DAVID W ET ALS	\$36,000	\$163,600	\$199,600	\$36,000	\$145,900	\$181,900	\$0	-\$17,700	-\$17,700	Change	structural issues	2019-14
790635	REASON DEBRA KLOSKE	\$21,000	\$39,700	\$60,700	\$21,000	\$20,300	\$41,300	\$0	-\$19,400	-\$19,400	Change	condition	2019-15
1050005	U S BANK TRUST	\$36,600	\$173,100	\$209,700	\$36,600	\$160,300	\$196,900	\$0	-\$12,800	-\$12,800	Change	SF error & characteristics	2019-16
170070	BEVERLY JIMMY D	\$18,900	\$93,200	\$112,100	\$18,900	\$80,900	\$99,800	\$0	-\$12,300	-\$12,300	Change	Corr SF, grade, cond, etc	2019-17
230640	WARD RICHARD F JR & ELOISE B TRU	\$18,700	\$131,400	\$150,100	\$18,700	\$107,400	\$126,100	\$0	-\$24,000	-\$24,000	Change	Corr SF & eff age	2019-18
130045	EDWARDS DOUGLAS L	\$29,300	\$64,300	\$93,600	\$29,300	\$56,600	\$85,900	\$0	-\$7,700	-\$7,700	Change	Property characteristics	2019-19
130585	EDWARDS DOUGLAS LOY	\$18,000	\$49,000	\$67,000	\$18,000	\$50,600	\$68,600	\$0	\$1,600	\$1,600	Change	Correction to SF Storage Bldg	2019-20
280310	RAYNOR KENNETH E & SHAWN J	\$33,300	\$98,300	\$131,600	\$33,300	\$69,700	\$103,000	\$0	-\$28,600	-\$28,600	Change	Property characteristics	2019-21
160232	RICHESON SAMUEL B OR ANNE F	\$43,200	\$285,100	\$328,300	\$43,200	\$269,900	\$313,100	\$0	-\$15,200	-\$15,200	Change	Property characteristics	2019-22
160293	BREEDEN FREDERICK L OR PAMELA	\$39,600	\$251,700	\$291,300	\$39,600	\$239,200	\$278,800	\$0	-\$12,500	-\$12,500	Change	Property characteristics	2019-23
570005	GRAHAM GAIL G TRUSTEE OF	\$156,000	\$244,700	\$400,700	\$132,000	\$232,800	\$364,800	-\$24,000	-\$11,900	-\$35,900	Change	Property characteristics	2019-24
410215	BETZLER CAROL ANN TRUSTEE	\$30,200	\$118,500	\$148,700	\$30,200	\$108,600	\$138,800	\$0	-\$9,900	-\$9,900	Change	Property characteristics	2019-25
1060252	SHAFFER JENNIFER A	\$42,500	\$123,500	\$166,000	\$42,500	\$99,700	\$142,200	\$0	-\$23,800	-\$23,800	Change	Property characteristics	2019-26
1130015	WATSON AUDREY HOPE	\$31,500	\$111,000	\$142,500	\$31,500	\$110,800	\$142,300	\$0	-\$200	-\$200	Change	Property characteristics	2019-27
1500085	BESS RODNEY O OR JENNIFER L	\$24,800	\$87,700	\$112,500	\$24,800	\$83,800	\$108,600	\$0	-\$3,900	-\$3,900	Change	Property characteristics	2019-28
690301	FLOWERS ALVIN JR OR ALICE B	\$17,800	\$154,500	\$172,300	\$17,800	\$144,100	\$161,900	\$0	-\$10,400	-\$10,400	Change	Property characteristics	2019-29

David Harless made a motion for blanket approval to all of the consent properties' assessments on the spreadsheet.

Ms. Jackson seconded the motion and it was approved by all members.

The Chairperson and Secretary signed all the forms.

There being no other items, the meeting was adjourned by Billie Glass.

Minutes approved by: Billie Glass, Chairperson Billie S. Glass Date 7/31/19
Minerva Jackson, Secretary Minerva Sabe Date 7/31/19

**MINUTES OF THE JULY 10, 2019 MEETING
OF THE KEEP HOPEWELL BEAUTIFUL
CITY OF HOPEWELL, VA**

The Keep Hopewell Beautiful meeting for the City of Hopewell was held on July 10, 2019, at 7:00 p.m. in the Appomattox Regional Library, 209 E. Cawson St., Hopewell, Virginia.

Keep Hopewell Beautiful Members present:

Brian Silver - Chairman

Julia Bailey - Secretary

Lori Goff

Jean Lawson

Queniece Miles

Ed Pappas

ADMINISTRATIVE MATTERS

1. Roll Call: Determination of Quorum

Call to order and welcome to members by Chairman Silver. A quorum was established.

2. Amendments to the Agenda

No Amendments to the Agenda.

3. Presentation of minutes

Approved June 12, 2019 minutes.

4. Reports of Officers and Committees

a. Awards Program

- i. Ms. Lawson presented the June business award to All Manor of Things and the residential yard award to Mr. & Mrs. Sylvester on Delton Street in ward 3.

b. Adopt-A-Neighbor

- i. No report.

c. Outreach

- i. No report.

d. Education Liaison

- i. Mr. Silver is working on getting pictures for the calendars organized with the help of Mrs. Butterworth's staff at the School Board Office.
- e. Facebook
 - i. The KHB Facebook page's engagement is up in the past month.
- f. Adopt-A-Street
 - i. Mr. Silver showed the committee the spreadsheet to see which groups have kept up with their assigned streets. The spreadsheet shows that there are six active groups that have cleaned their adopted streets.
 - ii. The committee will discuss scheduling a date to clean up their adopted street on Appomattox at the next meeting.
- g. Budget
 - i. There will be approx. \$72 left in grant money after payments for the school recycling are paid for the year.
 - ii. Donation fund: Tevya Griffin is working with the finance department to locate the account for donations.
- h. Scholarship
 - i. Tabled until next year.

5. Citizen Comments

No citizen comments.

UNFINISHED BUSINESS

1. Litter Index Survey
 - a. The committee completed the initial base survey.
2. KHB Booth for 3rd Thursday Open Air Market
 - a. KHB had a booth at the June 3rd Thursday which brought in approx. \$28 in donations.
3. Review of Inventory of contents in the KHB trailer
 - a. The committee reviewed the inventory list.

4. New Locks for the Trailer
 - a. Mr. Silver discussed purchasing combination locks for the trailer.
5. Leaf Raking 2019-20
 - a. The committee will discuss this project in the upcoming months.
6. Vice Mayor Bennett's interest in supporting the awards program
 - a. Ms. Lawson and Mr. Pappas expressed concern about accepting outside donations for the awards program when the funds could be put to better use. Mr. Silver will discuss this matter with Vice Mayor Bennett and report back to the committee.

NEW BUSINESS

1. Recycle bins in Hopewell Schools -- is there a better use of funds?
 - a. Tabled for next meeting
2. Councilor Partin's proposed clean-up project for 2206 Trenton Street
 - a. Mr. Silver proposed doing this project in September.

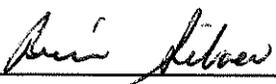
REPORTS OF MEMBERS

No reports.

ADJOURNMENT

The meeting was adjourned by Chairman Silver at 8:36 p.m.

Approved and submitted by:



Brian Silver, Chairman

2019 Hopewell VA Board of Equalization

Board Members:

Billie Glass (Chairperson)
Minerva Jackson (Secretary)
Clarenctene Jones

Assessor's Office

Patrizia Waggoner, Assessor
Diana Samsal, Appraiser
Vickie Akremi, Appraiser

Minutes of Meeting

Wednesday July 31, 2019
6:00 pm-8:00 pm
Hopewell Library
209 E Cawson St, Hopewell, VA 23860

Call to Order: Billy Glass called meeting to order at 6:05 pm.

Roll Call: Minerva Jackson, Clarenctene Jones and Billy Glass.

The **regular meeting** was called to order by Billie Glass at 6:05 pm Roll call, Clarenctene Jones and Minerva Jackson and Billie Glass were present.

Old Business: Motion to approve the minutes from the July 24 hearings were made by Billie Glass and seconded by Minerva Jackson. Motion carried and minutes were signed. Minutes from July 3 were signed being previously approved on July 24th.

New Business: Ms. Waggoner explained to the Board that Mr. Sparks' case was scheduled to be heard at the August 7 meeting but he had requested the board be given his documentation ahead of time. Billie Glass agreed to accept his package to review and the package was presented to all members present. The alternate members will be contacted to pick up their packages.

Ms. Waggoner presented the members with a list of consent item and provided an explanation for one item that was dropped significantly due to a keying error.

SUBPAR	A	2019 LAND	2019 BLDG	TOTAL	New LAND value	New BLDG value	New Total	LAND Change	BUILDING Change	VALUE CHANGE	ACTION C/NC	Reason	Order Number
311005	PARTIN PREFERRED PROPERTIES LLC	\$18,400	\$52,900	\$71,300	\$15,300	\$48,500	\$63,800	-\$3,100	-\$4,400	-\$7,500	Change	Property characteristics	2019-30
311010	PARTIN PREFERRED PROPERTIES LLC	\$15,300	\$0	\$15,300	\$15,300	\$0	\$15,300	\$0	\$0	\$0	No Change	Lot only NVC	NVC letter
50045	MIRANDA ALEXANDER & PARVIN JARPOU	\$140,800	\$132,900	\$273,700	\$128,000	\$136,900	\$264,900	-\$12,800	\$4,000	-\$8,800	Change	PROPERTY CHARACTERISTICS	2019-32
131910	JACOBS DARRELL E	\$27,000	\$124,900	\$151,900	\$27,000	\$72,800	\$99,800	\$0	-\$52,100	-\$52,100	Change	Correction to SF	2019-33
840170	MARTIN MARY K TRUSTEE OF REV TRUST	\$648,000	\$54,100	\$702,100	\$28,100	\$89,900	\$118,000	\$619,900	\$35,800	\$84,100	Change	Property characteristics	2019-34
60080	CAREY BRANDI R	\$56,500	\$95,000	\$151,500	\$46,300	\$92,700	\$139,000	-\$10,200	-\$2,300	-\$12,500	Change	Property characteristics	2019-35
890510	SMITH JEAN P	\$28,000	\$101,900	\$129,900	\$28,000	\$114,700	\$142,700	\$0	\$12,800	\$12,800	Change	Property characteristics	2019-36
1180055	SHAFFER JENNIFER	\$1,900	\$0	\$1,900	\$1,600	\$0	\$1,600	-\$300	\$0	-\$300	Change	Unit Adjustment due to TOPO	2019-37
550105	PORTZ STEFANI OR HENRIK	\$40,500	\$175,100	\$215,600	\$36,000	\$184,600	\$220,600	-\$4,500	\$9,500	\$5,000	Change	Lot size correction & Property characteristics	2019-38
10485	BENTON DANIEL T	\$14,400	\$90,500	\$104,900	\$14,400	\$101,600	\$116,000	\$0	\$11,100	\$11,100	Change	Correction to SF	2019-39
1760015	MONTGOMERY DIANE W	\$38,200	\$132,200	\$170,400	\$38,200	\$124,900	\$163,100	\$0	-\$7,300	-\$7,300	Change	Property characteristics	2019-44
241220	HATCH DONALD L OR JO ANN M	\$6,500	\$15,800	\$22,300	\$6,500	\$53,200	\$59,700	\$0	\$37,400	\$37,400	Change	Property Characteristic	2019-45
241225	HATCH DONALD L OR JO ANN M	\$6,500	\$79,700	\$86,200	\$6,500	\$84,200	\$90,700	\$0	\$4,500	\$4,500	Change	Property characteristics	2019-47
300085	HATCH DONALD L OR JOANN	\$22,100	\$69,900	\$92,000	\$22,100	\$65,300	\$87,400	\$0	-\$4,600	-\$4,600	Change	Property characteristics	2019-48
301445	COLLIER CHRISTOPHER M	\$17,000	\$46,800	\$63,800	\$17,000	\$44,900	\$61,900	\$0	-\$1,900	-\$1,900	Change	Property characteristics	2019-49
270375	MOORE PATRICIA	\$6,800	\$48,900	\$55,700	\$6,800	\$55,500	\$62,300	\$0	\$6,600	\$6,600	Change	Characteristics	2019-64



A motion was made by Billie Glass to accept the consent items that were presented and it was seconded by Minerva Jackson. Motion carried.

First case: 080-1070 Sherry Scott at 512 Hopewell Street.

All board members were introduced and the proceedings were explained to Ms. Scott. She was aggrieved by the assessment of her property. She had an informal hearing and explained that her assessment was lowered at that time. She has appealed three times during prior reassessments and granted reductions in assessment. It is her understanding that our records did not include documentation she previously submitted and that the reductions were removed during the current reassessment. She presented some information about the water issues in the basement and that these issues existed prior to the purchase of the house and how she deals with them and the cost to correct them. She wanted the board to address changing the values for the past three years and talked about values for 2007-2011, Billie Glass stated that they could only deal with the current 2019 reassessment year. Ms. Scott states she can't sell the property due to the basement issues.

Ms. Samsal stated that a plat was given to her at the site visit however it is not an official recorded document and not usable. Land values were determined by lots and not by size this assessment so it would not change the value. The Mean, Median and range of sales and the assessments in the neighborhood were provided and the property fits within these \$/sf ranges.

Ms. Waggoner explained why the 10% functional depreciation added in prior years was removed and that the basement was valued as unfinished area.

A motion was made by Clarenctene Jones to uphold the value at the recommended \$15,800 land \$106,300 dwelling for a total of \$122,100. Billie Glass seconded the motion. Motion carried.

Second case: 030-0545 HBS at 901 Dolin

No one was present to represent HBS.

Vickie Akremi stated that the property was reduced during the informal hearing. No interior inspection was allowed due to the home being occupied (rented). The owner stated that the previous renter destroyed the property. The pictures provided by the owner were not dated and did not show damage other than one door and that the house mainly needed cleaning and maintenance issues. She presented the square foot range, Mean and Median of the sales and equalization of the neighborhood and the owner's information.

A motion was made by Billie Glass to uphold staff recommendation of \$13,600 land, \$87,300 Building and \$100,900 total. Motion was seconded by Clarenctene Jones. Motion carried.

Third case: 245-0080 Nav Yuga Hospitality LLC, Candlewood Suites, 5113 Plaza Dr.

No one was present to represent the owner.

Ms. Waggoner stated that income and expenses information of income producing properties is confidential. No income or expense information was provided by the tax rep. The owner did not want to provide the data. She explained the process to value this type of property. The owner provided a property improvement plan listing expenses required to

maintain their "Flag" status, and sale information for lower end hotels not located in Hopewell. Ms. Waggoner provided sales of local hotels that sold in the last few years and she is in line with those values on the assessment.

A motion was made by Billie Glass to uphold staff recommendation of \$3,917,600, Seconded by Clarenctene Jones. Motion carried.

Fourth Case: 080-0905 J & Y at E Cawson

No one was present to represent J & Y.

Ms. Waggoner explained that there was a keying error that was corrected and the value raised back to its previous value of \$10,000. The owner could not be reached to sign a consent form.

A motion was made by Minerva Jackson seconded Billie Glass. The motion was carried.

Fifth Case: 046-0220 Mr. Basile at 200 S 9th

Mr. Basile did not appear for the hearing.

Vickie Akremi stated that the owner had called in and stated that the home was not livable and wanted it assessed as a shed. He stated that the house was condemned, however the Building Code Department had no record of this or of ever being at the property. An interior and exterior site inspection was made, the dwelling has no running water or power, and it is used as storage but did not look to be in bad condition. The SF value falls within the sales and assessment Mean, Median and range of values.

A motion was made by Billie Glass to uphold staff recommendation of \$33,100, Seconded by Clarenctene Jones. Motion carried.

Sixth Case: 069-0302 Ms. Moore at 2205 Cloverdale Ave.

Ms. Moore did not appear for the hearing.

Diana Samsal spoke with Ms. Moore when she called in and inspected the exterior of the property. Ms. Moore stated that the reassessed value was too high. All measurement were correct and no improvements have been made. There are several duplexes in the neighborhood and it was explained that if they effected the values it would reflect in the sale of other homes in the neighborhood. The SF value falls within the sales and assessment Mean, Median and range of values.

A motion was made by Minerva Jackson to uphold staff recommendation of \$107,100, Seconded by Billie Glass. Motion carried.

Seventh Case: 254-0010 Joy Fellowship Church

Mr. Bennett contested the value of his church property. The church owns a large 10.4 ac parcel, 4.83 ac have been exempted because it is used by the church and 5.57 ac has been taxed. The taxable parcel has been assessed with 2 ac of land at the full value of \$25,000/ac and 3.57 ac of land at the waste land rate of \$1,000/ac. Mr. Bennett is contesting the value of the taxable land stating that for a thousand years no churches paid taxes and for the last 100 years the

interpretation has changed stating the land has to be actually "used" for the church purpose. They can't subdivide the land or use it for commercial purposes. Other churches have large acreage that is groomed land and if they cut down the trees and cut the grass on their land would they be tax exempt? They use the land occasionally for the youth activities. Three and a half acres were reduced due to limited "use."

He stated that the church is not going to pay the additional taxes because he wants the City to take the church to court to challenge the interpretation of the word "Use".

Ms. Waggoner explained that her job is to assess all properties equitably and that other churches have wooded land that is not exempt. Any adjustments due to factors like limited access or topo needs to be made across the board to other properties that have similar conditions. She explained that she realized the equalization spreadsheet for the neighborhood shows that similar properties with limited access were given a minus adjusted and she proposes to decrease the assessment of the 2acs valued at \$25,000 according to the schedule of values which reduces it by 25%. After the adjustment the property is equalized with similar properties in the neighborhood. Staff recommended a change from \$53,600 to \$41,100 due to adding a factor of -25% for limited access to the developable land.

A motion was made by Clarenctene Jones to uphold staff recommendation, \$41,100 Billie Glass seconded the motion. Motion was carried.

There being no other appointments, the meeting was adjourned by Billie Glass.

The meeting was adjourned at 8:00 pm.

Minutes approved by: Billie Glass, Chairperson Billie Glass Date 8/20/19
Minerva Jackson, Secretary Minerva Jackson Date 8/20/19

**MINUTES OF THE AUGUST 19, 2019 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, August 19, 2019 at the Hopewell Municipal Building, in the City Council Conference Room, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman
Joseph Bailey, Vice Chairman
Patrice Gilliam
Mary Calos

Members Absent:

Kathleen Vincent

Staff:

Chris Ward, Senior Planner

Guests Present:

Austin Anderson, Engineering Project Manager
Terry Ammons, Architect

The meeting was called to order at 6:01 p.m. by Ms. Joyner. Mr. Ward conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS / CONSENT ITEMS

Ms. Joyner asked if there were any requested changes to the agenda. The other members did not have a requested change to the agenda. Ms. Joyner requested that a discussion of Naldara be added to 'Old Business.' Ms. Calos made the motion to add a discussion of Naldara to the agenda. Mr. Bailey seconded. The motion carried 4-0. Ms. Joyner asked if there were any corrections to the minutes. There were none. Mr. Bailey made the motion to accept the meeting minutes from July 22, 2019. Ms. Gilliam seconded. The motion passed 4-0.

Mr. Ward requested that an update on the Certified Local Government application be moved from the consent agenda to 'Old Business.' Mr. Bailey made a motion to remove the CLG application status from the consent agenda to 'Old Business.' Ms. Gilliam seconded. The motion passed 4-0.

CITIZEN COMMENTS

There were no citizen comments.

CERTIFICATES OF APPROPRIATENESS (COAs)

There were no COA applications.

PRINCE HENRY AVENUE IMPROVEMENT PROJECT

Ms. Joyner suggested that Mr. Anderson provide the update on the Prince Henry Avenue Improvement Project before the property updates. The members agreed.

Mr. Anderson informed the group that the pre-bid conference for interested contractors was held on August 13th. The bid due date is scheduled for September 5th with a contract award and Notice to Proceed to be issued by October 15th. Mr. Anderson noted that a specified project completion date of August 2020 will serve two purposes: 1) the extended period of performance allows for flexibility and, therefore, better pricing, and 2) it's the completion date mandated by the project funding. He noted that three contractors attended the non-mandatory pre-bid meeting and one additional contractor contacted the Engineering Department about the project. Ms. Calos asked if Prince Henry Avenue was the only roadway to be addressed. Mr. Anderson answered the work on Prince Henry Ave. and Pelham St. is the primary project and the work on Maplewood Ave., Bank St., and James St. is a bid option pending available funding. Ms. Gilliam stated she was concerned with the project starting so close to winter and the messy conditions created by ice and snow. Mr. Anderson replied that this project involves relatively little earthworks therefore cutting down on mud and debris. Ms. Gilliam stated that the recent utility work impeded the resident at the corner of Maplewood and Prince Henry from entering her driveway. Mr. Anderson replied that they will make every effort to minimize disturbance now that the utility work is completed before this project begins.

Mr. Anderson next explained that a storm drain in the gutter pan on Prince Henry was added to the designs as well as the mountable, CG-7 curbing instead of the valley gutter. He also stated that they have designed driveway aprons for each existing driveway but property owners who commit to installing a proper driveway can request the installation of a driveway apron. Ms. Joyner asked if the sidewalk on one side of Prince Henry will remain. Mr. Anderson replied that yes, the sidewalk remains along with the installation of new sidewalk on the other side of the street. He noted that the historic storyboard in front of 601 Prince Henry will likely have to be relocated due to the new sidewalk. Ms. Gilliam asked if anything will be done about people parking right at the intersection and blocking the view. Mr. Anderson commented that the proposed bump-out curb extensions will prevent people from parking right at the intersection.

The members thanked Mr. Anderson for the project updates.

PROPERTY UPDATES

Mr. Ward began by showing a map with the three properties actively listed for sale in City Point. He noted that 600 Prince Henry appears to still be in pre-foreclosure and not yet actively for sale. He also asked Ms. Gilliam if the property behind 601 Prince Henry was for sale. Ms. Gilliam responded that it was not currently for sale. Mr. Ward next stated that it appeared that the yard and shrubs at 608 Prince Henry had recently been cleaned up. Lastly, Mr. Ward informed the group that 1010 Pelham was scheduled for tax sale this coming Friday but due to some last minute information from the attorney handling the sale, the property may be pulled from the tax sale and transferred to the City. The attorney informed the City that state law changed on July 1, 2019 that would allow for ownership of this property to transfer to the City. Mr. Ward stated that the final outcome on this property was currently undetermined but he would keep the members informed. Mr. Ward asked if it would be possible to have historic properties highlighted on site such as Old House Authority. Ms. Joyner stated that she would contact Jennie Dotts with Old House Authority.

OLD BUSINESS

Ms. Joyner presented an overview of the visit by Carl Lounsbury, a well-respected architectural historian from William & Mary. Mr. Lounsbury has drafted an assessment of the property and submitted it to the City. Ms. Joyner reiterated the importance of the assessment completed by Mr. Lounsbury and the roadmap he laid out for the restoration of the site and building. Mr. Ward provided an overview of the draft work plan he is developing for the Lodge property. He stated that the first step to be taken after the City takes ownership should be the removal of the overgrowth around the building. Secondly, the building should be cleaned out and all architectural elements (bricks, wood framing, etc.) from the cellar should be removed,

cleaned, treated for insects, and stored safely offsite. Mr. Ammons commented that all items relevant to the structure should be photographed and documented in situ before removal. Mr. Ward asked the members if they knew of any groups that would volunteer to clean out the structure. Ms. Gilliam suggested groups such as the boy scouts. Ms. Joyner suggested groups from Fort Lee and would obtain contact information for them. Ms. Gilliam suggested that the ARB consider hosting a block party at the property for City Point residents to inform them of the plans for the property. The members agreed this was an excellent idea. Ms. Joyner stated that the Petersburg Battlefield Foundation will be hosting a cleanup at the National Park Service property on October 5th and they may consider having the block party the same day. Ms. Gilliam and Ms. Joyner agreed to coordinate the block party.

Mr. Ward asked if anyone could suggest a reuse for the structures known as the Bank Street garages. Mr. Bailey stated that he inspected the structures and that he really had difficulty coming up with a reuse for them. Ms. Gilliam commented that she thought demolishing them was the best option. Ms. Joyner agreed. Ms. Calos stated that she generally does not support the demolition of structures in the historic district; however, she understands why others would see no other option. She stressed that, if the structures were to come down, they should be photographically documented. Ms. Gilliam made a motion to initiate the process for the demolition of the structures and clearance of the property known as the Bank Street garages. Mr. Bailey seconded. The motion carried 4-0. Mr. Ward stated that he would schedule the public hearing for the next ARB meeting.

NEW BUSINESS

There was no new business.

REPORTS OF BOARD MEMBERS & STAFF

Ms. Joyner stated that since they were speaking about demolition, she would like to ask the members if they supported publicizing the National Park Service’s intentions of demolishing Naldara. Ms. Calos commented that if the Park Service truly believed that structures and landscapes had to appear in original form, additions on Appomattox Manor should be removed. Ms. Calos made a motion to proceed with notifying preservation groups, press agencies and newspapers about the National Park Service’s proposal to demolish Naldara. Ms. Gilliam seconded. The motion carried 4-0.

Mr. Ward updated the members on that status of the City’s Certified Local Government application. He noted that the Department of Historic Resources is nearly complete with the review of the application but need one more item: a Financial Disclosure/Conflict of Interest statement. He commented that he sent DHR the standard Financial Disclosure Statement used by the state of Virginia and that each member would need to complete and sign the statement and bring to the next meeting.

Mr. Bailey made a motion to adjourn. Ms. Gilliam seconded. The motion carried 4-0. The meeting adjourned at 7:48 PM.

Submitted by, 

Rita Joyner, Chairperson



Christopher Ward, Senior Planner

DATE: _____

**MINUTES OF THE JULY 3, 2019 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, July 3, 2019, in the City Council Conference Room located at 300 N. Main Street at **5:30pm**.

Downtown Design Review Committee Members present:

- Rita Joyner
- Irma Mahaney
- Daniel Jones
- Mary French Elder

Absent:

- Terry Ammons

Staff:

- Chris Ward, Senior Planner

Guest:

- Stephanie Marzigliano – Paddy’s Irish Pub - owner

Ms. Joyner called the meeting to order at 5:35 p.m. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members and guest.

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Ms. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. Ms. Elder made a motion to consider first the Certificate of Appropriateness for 239 E. Broadway since Ms. Marzigliano was in attendance. Ms. Mahaney seconded. The motion carried 4-0.

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from June 12, 2019. No corrections or changes were suggested. Mr. Jones made a motion to approve the meeting minutes from June 12, 2019. Ms. Elder seconded. The motion carried 4-0.

CITIZEN COMMENTS

There were no comments from citizens.

CERTIFICATES OF APPROPRIATENESS (COAs)

Mr. Ward explained that the application for the Certificate of Appropriateness for 239 E. Broadway, Paddy’s Irish Pub is for fencing around the rear patio area. He noted that Ms. Marzigliano has also submitted a Sidewalk Café Dining application for sidewalk dining in front of the business that is reviewed administratively. Mr. Jones asked when the fence would be installed. Ms. Marzigliano answered that it would be installed as soon as possible since many customers are requesting outdoor space. Ms. Elder asked if any music would be playing on the patio. Ms. Marzigliano answered that no music would be outside at this time. Ms. Elder voted to approve the COA application for the installation of a metal fence around the rear patio at 239 E.

Broadway, as presented. Mr. Jones seconded. The motion carried 4-0. The members thanked Ms. Marzigliano for attending the meeting and answering questions.

Mr. Ward next presented the COA application for a barber pole at Broadway Barbershop located at 224 N. Main Street. The members commented that the barber pole will look nice and they were pleased that the business owner selected such a nice barber pole model. Ms. Mahaney made a motion to approve the installation of a barber pole at 224 N. Main Street, as presented. Ms. Elder seconded. The motion carried 4-0.

UNFINISHED BUSINESS

Mr. Ward informed the members of a new dog boutique coming to downtown along with another proposed retail business. Mr. Jones commented that the Pasta Diner installed a window sign without obtaining a Certificate of Appropriateness. Mr. Ward responded that he would send them a violation notice.

Mr. Jones commented that improved wayfinding across the city should be a priority. He suggested that even temporary signage during events at the Beacon Theater would be an improvement. Ms. Joyner stated that increased foot traffic in downtown was needed and Ms. Elder commented that other businesses beyond the Beacon and the Boathouse need to get the word out. Mr. Jones wished that Appomattox Peanut Company would open downtown. Ms. Mahaney commented that Historic Hopewell Foundation and All Manor of the Things would do well downtown. Ms. Elder said that a ladies shop would also do very well at 256 E. Broadway.

NEW BUSINESS

Mr. Ward informed the members that City Council has not allocated new funds to the Façade Improvement Program. He also stated that Council may take up the issue once the 2018/2019 CAFER is completed later this year.

Mr. Ward explained that he and the Chairman had a discussion about landscaping in the downtown and how things could be improved. Ms. Joyner noted that the raised flowerbed at the intersection of E. Broadway and Randolph Rd. now has new plantings and she will be maintaining it. She also stated that she would contact Frazier and Associates about an estimated cost to develop a district-wide landscape plan. Ms. Joyner noted that there are many civic-minded groups such as Keep Hopewell Beautiful who could assist with implementing a landscape plan and that garden clubs could potentially raise funds.

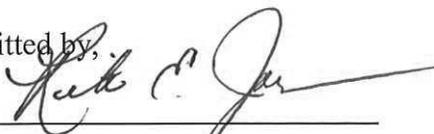
REPORTS FROM BOARD MEMBERS

There were none.

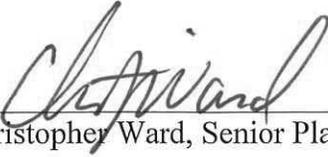
Ms. Elder made a motion to adjourn. Ms. Mahaney seconded. The motion carried 4-0.

The meeting adjourned at 6:34PM.

Submitted by,



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

9-4-16

Date

2019 Hopewell VA Board of Equalization

Board Members:

Billie Glass (Chairperson)
Minerva Jackson (Secretary)
Clarenctene Jones

Assessor's Office

Patrizia Waggoner, Assessor
Diana Samsal, Appraiser
Vickie Akremi, Appraiser

Minutes of Meeting

Wednesday August 7, 2019
6:00 pm-8:00 pm
Hopewell Library
209 E Cawson St, Hopewell, VA 23860

Call to Order: Billy Glass called meeting to order at 6:00 pm.

Roll Call: Minerva Jackson, Clarenctene Jones and Billy Glass.

The **regular meeting** was called to order by Billie Glass at 6:00 pm. Roll call, Clarenctene Jones and Minerva Jackson and Billie Glass were present.

Old Business: Motion to approve the minutes from the July 31st hearings were made by Billie Glass and seconded by Minerva Jackson. Motion carried and minutes were signed.

New Business: Ms. Waggoner explained to the Board of Equalization (BOE) that Mr. Basile, (parcel 046-0220) received the no value change letter resulting from his case heard by the BOE on July 31, 2019 and wanted to know if he can schedule another appointment with the BOE. He was in the hospital and not able to come to the scheduled meeting on 7-31-2019. Assessor informed Mr. Basile that he would have to write a letter and ask the BOE if they want to schedule another meeting for his property. Assessor has no jurisdiction over the BOE.

Ms. Waggoner presented the members with a list of consent items and provided an explanation for Mr. Whitlock (parcel number **083-0035**) as to why he was previously scheduled to appear on August 7, 2019 but was now on the consent item list. She explained that he presented the Assessor with a second appraisal (list of properties) with all 2018 sales therefore, after review of the sales, the decision was made to lower the condition of the dwelling from good to average reducing his assessment. Mr. Whitlock agreed with his new value of \$254,000 and signed the consent.

SUBPAR	A	2019 LAND	2019 BLDG	TOTAL	New LAND value	New BLDG value	New Total	LAND Change	BUILDING Change	VALUE CHANGE	ACTION C/NC	Reason	Order Number
10645	SILL LORIE LYNN	\$18,900	\$127,200	\$146,100	\$18,900	\$107,100	\$126,000	\$0	-\$20,100	-\$20,100	Change	Changed Eff Yr	2019-61
2290230	AFZAL KAMRAN & MONIZA S	\$50,000	\$206,800	\$256,800	\$50,000	\$198,200	\$248,200	\$0	-\$8,600	-\$8,600	Change	Corr SF	2019-72
270405	CALOS PETE S & MARY M	\$156,600	\$450,200	\$606,800	\$150,100	\$450,900	\$601,000	-\$6,500	\$700	-\$5,800	Change	LD corr for esmt + corr characteristics	2019-70
300225	HILL ETHAN E	\$17,000	\$82,200	\$99,200	\$17,000	\$77,200	\$94,200	\$0	-\$5,000	-\$5,000	Change	Chg Eff Yr & grade	2019-69
891050	SCOTT DENNIS F OR KAREN H	\$53,800	\$15,900	\$69,700	\$53,800	\$13,400	\$67,200	\$0	-\$2,500	-\$2,500	Change	Pricing error corrected	2019-74
950215	BENNETT DANIEL P	\$193,800	\$52,400	\$246,200	\$193,800	\$52,400	\$246,200	\$0	\$0	\$0	NO Change	No change	NVC letter
110911	CHUCK DOUGLAS R	\$13,700	\$32,800	\$46,500	\$13,700	\$32,800	\$46,500	\$0	\$0	\$0	NO Change	no change	NVC letter
10665	COLCLEASER BARBARA ALICE	\$24,300	\$36,200	\$60,500	\$24,300	\$41,500	\$65,800	\$0	\$5,300	\$5,300	Change	Property characteristics	2019-75
790880	REDLING JOHN M JR OR REBECCA J	\$50,900	\$278,700	\$329,600	\$50,900	\$202,900	\$253,800	\$0	-\$75,800	-\$75,800	Change	Corr SF and adj Eff Yr	2019-56
830035	WHITLOCK C E OR CAROLYN FALLS	\$85,500	\$213,500	\$299,000	\$55,600	\$198,400	\$254,000	\$29,900	-\$15,100	-\$45,000	Change	Adj land for topo changed grade to equalize	2019-42
780120	NORMAN TRAYLOR GRAY TRUST	\$62,200	\$232,300	\$294,500	\$62,200	\$192,700	\$254,900	\$0	-\$39,600	-\$39,600	Change	Corr SF and adj Eff Yr	2019-57
10770	SAVAGE VALERIE BROOKS	\$10,800	\$94,200	\$105,000	\$10,800	\$69,400	\$80,200	\$0	-\$24,800	-\$24,800	Change	Property characteristics	2019-66
780065	SMITH MARK R & RITA F HERETICK JANICE MARIE	\$16,800	\$83,200	\$100,000	\$16,800	\$62,800	\$79,600	\$0	-\$20,400	-\$20,400	Change	Corr SF and adj Eff Yr	2019-45
570200	WILSON	\$72,900	\$197,300	\$270,200	\$72,900	\$197,300	\$270,200	\$0	\$0	\$0	NO Change	No change	NVC letter

A motion was made by Billie Glass to accept the consent items that were presented and it was seconded by Minerva Jackson. Motion carried.

First case: 013-1025 2308 Jackson

Present was Mr. & Mrs. Sparks and Ms. Dama Rice (Real Estate Appraiser)

All board members were introduced and the proceedings were explained to all. Mr. Sparks is aggrieved by his assessment value going up \$18,000. Stating his value is too high and there seems to be discrepancies and no equalization across the city. Mr. Sparks spoke of a law 58.1.3351 which he stated "that law states if no improvements are made to the property then the value cannot be changed during reassessment". Mr. Sparks presented the Assessor's Office and all BOE members with a packet which contained an appraisal from Ms. Rice one week before his BOE hearing and asked the BOE if all of them received the package and read it. All Board members assured him they did. Ms. Dama Rice presented all with a correction of figures to her appraisal the night of the BOE meeting.

Mr. Sparks addressed his analysis of Neighborhood 6 stating there were only 21 sales and that the Average Sales price was \$48,899 in addition to that he stated he had an appraisal of \$65,000 done by Ms. Rice.

Mr. Sparks started speaking of neighbors properties that had been reduced. Ms. Billie Glass (Chairperson) stated the BOE had nothing to do with that.

Mrs. Akremi started presenting staff case by addressing the law 58.1.3351 cited by Mr. Sparks. Ms. Waggoner read an email she received from the Department of Revenue after she asked for clarification of this law. The state opined saying that reassessment are required but no change between reassessments is allowed for routine maintenance.

Mrs. Akremi states a site visit was done re-measuring all structures but no interior inspection was allowed. All measurements were correct. Ms. Akremi stated that the land had been reduced from \$27000 to \$22500 and the dwelling grade was changed from a D+ to a D for equalization which reduced the value from \$58,200 to \$56,200. The neighborhood equalization was discussed as well as 61 valid market transactions that were used in the 2019 reassessment stating Subject property is equalized.

Mrs. Akremi addressed comps given by owner and showed dates of sales, consideration and why most were not used in reassessment. She presented an analysis of neighborhood 6 showing \$96,316 to be the average based on the 61 sales from 1-1-2017 to 12-31-2018. Ms. Rice's appraisal was discussed, stating it contained a 2019 sale that was not used in the 2019 reassessment because the deed was not recorded until January 2019 and not available to staff for analysis, as well as discrepancies in the adjustments of her appraisal specifically on the lots when all three were exact same size.

Mr. Sparks continued to speak of his shed on the property, stating Ms. Waggoner has been harassing him for years and she was trying to tax the shed as a dwelling. Stating she reduced her own property here in Hopewell.

Ms. Waggoner stated that she did not live in Hopewell. Billie Glass stating Ms. Waggoner lives in Richmond. At one point there were three conversations going at once and was confusing and disruptive to the Board Members when Minerva Jackson asked Billie Glass to call order to the meeting.

Order was called by Billie Glass.

A motion was made by Billie Glass to uphold the value at the recommended of \$79,000 total. Minerva Jackson seconded the motion. Motion carried.

Second case: 028-0210 207 Fairview

Mr. Partin started out by handing out an appraisal. The appraisal was actually a 2016 appraisal and was not considered. He stated that values have not gone up that much to justify a \$70,000 increase. Stating all he wants is a value of what he could actually sell it for if put on the market now. Mr. Partin stated a lot of maintenance needs to be done and the house still has its original electrical that needs upgrading. Stated he has water damage in the basement and the basement is not livable at this time.

Ms. Waggoner asked Mr. Partin what the appraisal was used for back in 2016. Mr. Partin stated it was used to help him with buying the property because he felt the asking price was too high. Ms. Waggoner stated that his sale from buying the property in 2018 would not have been used as an arm’s length transaction due to being a family sale.

Mrs. Akremi stated that an exterior and interior site visit was done with all measurements being correct. The attached shed on the detached garage was reduced due to condition reducing the overall assessed value by \$300.

Mr. Partin explained his house is actually only 1920 sf because his basement is not livable and explained why he choose the comps he did. Stating they prove only a 10% increase would be justified in value.

Ms. Waggoner explained how basements are valued if finished or not finished. She also stated that since building permits are not needed to finish the basement our office would never know if it was finished unless the property owner tells us. Ms. Waggoner suggested to the Board they may want to reduce the assessment by \$10,000 for cost to cure but that would be solely up to them.

A motion was made by Billie Glass for land to remain at \$48,100 and building be reduced to \$194500 for a total of \$242,600. Motion was seconded by Clarenctene Jones. Motion carried.

Third case: 066-0170 507 N 7th

No one was present to represent the owner.

Ms. Samsal stated owner was aggrieved by her value going down. A site visit was done discovering errors in the square footage. The dwelling was actually 1766 square feet instead of 1356 square feet as assessed and had central air. After corrections made property value went to \$67600 which equalizes property with similar properties.

A motion was made by Billie Glass to uphold staff recommendation of \$67,600. Seconded by Clarenctene Jones. Motion carried.

Fourth Case: 014-2365 Petersburg Street

No one was present to represent owner.

Ms. Samsal stated this is a non-conforming lot after speaking with Development and verifying. The property was actually for sale but City Council would not allow the lot to be built on. No sales were available. Researching similar shaped lots through equalization the lot is equalized at \$3000.

A motion was made by Minerva Jackson to keep the assessed value of \$3000 and seconded Billie Glass. The motion was carried.

Fifth Case: 003-0260 3313 Walnut

No one was present to represent owner.

Ms. Samsal stated owner felt property assessment was too high but would not allow Ms. Samsal to do a site inspection. Therefore, assessment remained at \$161,000. Ms. Samsal stated she contacted owner but owner would not respond.

A motion was made by Minerva Jackson to uphold staff recommendation of \$161,000, Seconded by Billie Glass. Motion carried.

Sixth Case: 027-0370 1105 Maplewood

No one was present to represent owner.

Mrs. Akremi stated an error on the property record card was found showing a one story dwelling when actually 1105 Maplewood has a two story dwelling and listed for sale on the market for \$119,500. The wrong dwelling was listed on this parcel and was corrected during the BOE appeal. A site visit was done re-measuring property and correcting square footage from 996 to 1920 square feet which caused property assessment to change from \$56,600 to \$114,000.

Owner consented to this value but was unable to get the consent back in time before the BOE due to being on vacation out of the State.

A motion was made by Billie Glass to uphold staff recommendation of \$114,000, Seconded by Minerva Jackson. Motion carried.

There being no other appointments, the meeting was adjourned by Billie Glass.

The meeting was adjourned at 7:25 pm.

Minutes approved by: Billie Glass, Chairperson

Billie Glass Date 8/20/19

Minerva Jackson, Secretary

Minerva Jackson Date 8/20/19

**MINUTES OF THE AUGUST 7, 2019 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, August 7, 2019, in the City Council Conference Room located at 300 N. Main Street at **5:30pm**.

Downtown Design Review Committee Members present:

- Rita Joyner
- Irma Mahaney
- Daniel Jones
- Mary French Elder

Absent:

- Terry Ammons

Staff:

- Chris Ward, Senior Planner

Guests:

- Savannah Helmer, VA Academy of Dance
- Evan Kaufman, Hopewell Downtown Partnership
- William Davenport, Skrimp Shack

Ms. Joyner called the meeting to order at 5:31 p.m. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed the members asked the guests to introduce themselves.

ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS

Ms. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. Ms. Elder made a motion to move consideration of the Certificates of Appropriateness for 206 N. Main and 227 E. Broadway first since the applicants were in attendance. Mr. Jones seconded. The motion carried 4-0. Mr. Jones made a motion to add consideration of a COA application for 213 E. Broadway to the agenda. Ms. Elder seconded. The motion carried 4-0.

Ms. Joyner asked if there were any corrections or changes to the meeting minutes from June 12, 2019. Ms. Elder had minor changes. Ms. Mahaney made a motion to approve the meeting minutes from July 3, 2019, as corrected. Ms. Elder seconded. The motion carried 4-0.

CITIZEN COMMENTS

Ms. Joyner asked if there were any citizen comments. Mr. Kaufman stated that the Hopewell Downtown Partnership has received a \$25k grant to support a mural program in downtown Hopewell. He stated he has received another grant that has yet to be announced. He also noted that he has sent the project timeline to Mr. Ward who will distribute it to the members. Ms. Elder commented that there was a nice article about the grant award in the Hopewell Herald. Ms. Mahaney asked if the mural sites had been identified yet. Mr. Kaufman replied that some

potential sites have been identified but no final location has been selected. He also stated that the DDRC will be kept informed of the program as it unfolds.

CERTIFICATES OF APPROPRIATENESS (COAs)

Ms. Joyner welcomed Ms. Savannah Helmer to speak about her COA application regarding 206 N. Main Street. Ms. Helmer stated that she is opening her business, the Virginia Academy of Dance, very soon and will be installing two vinyl decal window signs per the design included with the application. In addition, she will be scraping the weathered wood section above the storefront and painting a black background with Virginia Academy of Dance in gray. Ms. Helmer presented the members with business cards that showed the exact shades of magenta and gray that will be used in the signage. Ms. Joyner stressed that the proper preparation of the wood is very important. Ms. Helmer replied that she wants the signage to look as good as possible. Mr. Jones made the motion to approve the COA application for the installation of a window decal signage and a painted sign on the wood section above the storefront using the gray and magenta colors as presented at 206 N. Main. Ms. Elder stated that she will recuse herself from the vote because her husband owns the building where this business is opening. Ms. Mahaney seconded. The motion carried 3-0. Ms. Helmer thanked the Committee and invited everyone to her Open House event on Saturday, August 10th from 10AM to 3PM.

Ms. Joyner next invited Mr. Davenport to present his COA application for new signage at 227 E. Broadway (Skrimp Shack). Mr. Davenport explained that the Skrimp Shack would like to remove the old credit union signage in the monument sign and replace it with Skrimp Shack signage as presented in the application. The proposed signage will be a white acrylic panel with the Skrimp Shack logo. The panels will be installed on all 3 sides. Ms. Elder made a motion to approve the installation of signage on the monument sign at 227 E. Broadway, as presented. Ms. Mahaney seconded. The motion carried 4-0.

Mr. Ward explained that the next COA application involves a complete façade renovation at 222 E. Broadway. The plan submitted by the property owner includes the removal of the residential-grade door and the installation of a commercial-grade single door with a glass panel sidelight, transom, and plate glass windows. He added that the building front will also be painted Benjamin Moore Sag Harbor Gray with Benjamin Moore Cottontail accents on the fascia board and under the windows. Mr. Ward also noted that the Royal Paws Dog Boutique will be moving in once the façade improvements are completed. Ms. Mahaney made a motion to approve the COA for 222 E. Broadway as presented. Ms. Elder seconded. The motion carried 4-0.

Mr. Ward next presented the COA application the installation of a window decal business sign at 220 E. City Point Road. He noted that the sign was installed without a sign permit or COA and is currently installed at this location. Mr. Jones made a motion to approve the window decal signage as presented. Ms. Elder seconded. The motion carried 4-0.

Mr. Ward next presented the COA application for 300/320 Appomattox Street. He commented that the original COA application for the construction of the rear out-building has expired since it was issued over twelve months ago. Mr. Ward stated that the property owner is resubmitting the COA application for the installation of the brick siding. The property owner informed Mr. Ward that the reason the brick has not been completed is because the construction equipment and materials being used at the neighboring Freedman Point development are preventing his contractor

from completing the job. Mr. Ward stated that, per the property owner, the job will be completed once he has access to the building. Ms. Elder made a motion to approved the COA application for the completion of the garage at 300/320 Appomattox Street as presented. Mr. Jones seconded. The motion carried 4-0.

Mr. Ward presented the final COA application for the meeting: the installation of a six foot chain link fence with black privacy slats at the rear of 213 E. Broadway. He stated that the chain link fence will replace an existing wooden fence. The property owner has stated that this building is repeatedly vandalized and the new fence should provide better security. Mr. Jones made a motion to approve the COA application for the replacement of a wooden fence with a chain link fence including black privacy slats at the rear of 213 E. Broadway. Ms. Elder seconded. The motion carried 4-0.

UNFINISHED BUSINESS

Mr. Ward stated that he didn't have any new property updates or violations to present at this time.

NEW BUSINES

Mr. Ward updated the members that the last façade improvement program applicant has not provided any documentation of improvements according to program guidelines and that the COA for 256 E. Broadway has since expired. Mr. Ward noted that the property owner has been notified and the Director of Development is working to have those funds allocated to other applicants on the façade improvement program waiting list. He also stated that the Development Department is looking to strengthen the facade improvement program by possibly adding a 'funds recapture' clause that allows the City to reclaim program funds if recipients do not continue to abide by program guidelines.

Mr. Ward next updated the group about the new Acknowledgement of Understanding page that has been added to the B-1 Toolkit given to new businesses. He reminded everyone that they had suggested the acknowledgement be added some time ago and that it has finally been done. The acknowledgement page simply repeats the language from the B-1 zoning ordinance regarding building alterations and signage requirements.

Ms. Joyner wanted to make sure everyone was aware that Susan Lancaster with Frazier & Associates will be coming to Hopewell on September 4th to take an assessment of downtown and work with property owners on façade designs. She stated that all DDRC members are invited to walk around the district with Ms. Lancaster and that we will meet at Gun Cotton at 3PM that day. Ms. Joyner also stated that she will ask Ms. Lancaster to provide a quote to develop a landscaping/aesthetics improvement plan for downtown.

REPORTS FROM BOARD MEMBERS

There were none.

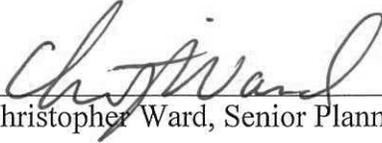
Ms. Mahaney made a motion to adjourn. Ms. Elder seconded. The motion carried 4-0.

The meeting adjourned at 6:39PM.

Submitted by,



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

9-4-19

Date

Minutes of the Petersburg Area Regional Tourism Board of Directors meeting held on Friday, May 17, 2019, at 11:00 a.m., at the Crater PDC office.

MEMBERS PRESENT: Carol Marks Bowman, Scott Zaremba, Jane McCullen, Rachel Thibault, March Altman, Kevin Massengill, Aretha Ferrell-Benavides, Ella Dickinson, Doug Smith, Susan Garling, Colin Romanick, representing Jerry Desmond, Yoti Jabri.

MEMBERS ABSENT: Rick Young, Suhail Arora, Michelle Mosely, Nigel Whitenack, Ann Blumenschine.

ADVISORS PRESENT: Becky McDonough, Karen Epps, Kemi Okeowo, Sergei Troubetzkoy.

GUEST PRESENT: Aaron Johnson.

STAFF PRESENT: Denny Morris, Martha Burton, Joanne Williams.

Ms. Bowman called the meeting to order in the absence of Mr. Young.

MINUTES

Upon motion of Mr. Altman, seconded by Mr. Massengill and carried, the minutes of the PART Board of Directors meeting held on March 15, 2019, were approved as presented.

EXECUTIVE DIRECTOR'S REPORT

Smith Travel Report – Mr. Morris reviewed the lodging data for the month of March and said that the positive numbers for 2018 are continuing into 2019. He said in March, occupancy was up over 6 percent to 72.3 percent, revenue per available room was up 6.3 percent and revenue was up 4.2 percent.

Mr. Morris said John Watt has asked him to report that the Marketing Committee is looking to update the hotels included in the reports.

Financial Report for July 1, 2018-May 3, 2019 - Mr. Morris commented that all costs associated with the 50 Days of LOVE campaign have not been accounted for yet as the campaign runs through June 8. He also said that he will be receiving bills for work on the new website. He said he does not see any issues or unexpected costs associated with the financial report. He said PART has received the \$10,000 grant from VTC for the 50 Days campaign.

Proposed 2019-2020 Board Meeting Schedule - Mr. Morris pointed out one change; the January meeting will move to the fourth Friday due to the State's holiday schedule.

Upon motion of Mr. Massengill, seconded by Mr. Zaremba and carried, the Board adopted the meeting schedule for 2019-2020 as presented.

Proposed Operating Budget for 2019-2020 - Mr. Morris said that the request to the six localities was level funding, so the budget is not very much different from the budget for the current year. He said he anticipates having \$125,000 available from audited restricted funding to carry over into the new year.

PART BOARD MINUTES
May 17, 2019
Page Two

Upon motion of Mr. Smith, seconded by Mr. Jabri and carried, the Board approved the Proposed 2019-2020 PART Budget as presented.

Marketing Report

50 Days of LOVE Campaign – Ms. Burton reported that the kick-off events on April 20 were great; a much larger crowd at the Wonder City Craft Bear Festival in Hopewell this year. She said that the campaign is generating enthusiasm and she thanked the localities and marketing committee members for their support. She said window clings have been distributed and several banners have been acquired, adding that they have been moving around, but were hung at the VA Motorsports Park for the NHRA weekend. She pointed out the banner that has been installed next to the LOVE sign at the Tractor Museum on I-95.

National Tourism Week - Ms. Burton thanked everyone for their support of the region’s first ever National Tourism Week event on May 6 at Pamplin Park. She said each of the localities was represented by at least one local elected official and Delegate Aird was present and introduced the keynote speaker, Rita McClenney, President & CEO of VA Tourism Corporation. She said multiple local businesses were there to provide tastings as part of lunch, and WTVR-6 covered the event.

Dr. McCullen said she thought the event went well and appreciated the warm welcome to Dinwiddie.

American Evolution - Ms. Burton announced that American Evolution 2019 approved PART’s application for funding (\$7,500) to do enhanced marketing for the Oysters, Barbecue... Battersea event, which will be on November 2 at Battersea in Petersburg. She explained that American Evolution staff contacted PART in the spring expressing interest in having that event be part of American Evolution 1619’s finale month of November- *Come Home to Virginia: Customs, Culture & Cuisine*. She added that Henricus received a grant for its Friendship, Trade & Feast event on November 30, which PART will be marketing also. Additionally, she said she believes that Petersburg Preservation Task Force received a grant for a series of African American history tours during the month of November, which PART will also support with marketing.

ADJOURNMENT

The meeting was adjourned at 12:55 p.m.

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
 350 East Poythress Street
 Hopewell, VA 23860

REGULAR MEETING OF June 10, 2019

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, June 10, 2019 at 5:15 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present: Sheila Flowers, Chairman
 Sherman Cross, Commissioner
 Ruth Johnson, Commissioner
 Shamika Lewis, Commissioner

Absent: Johnny Jones, Vice-Chairman
 John Tunstall, Commissioner
 Wendy Gant, Commissioner

Also Present: Steven A. Benham, Executive Director
 Sherry Henderson, Executive Secretary

CONSENT AGENDA

C-1 & C-2 Upon motion made by Commissioner Cross and seconded by Commissioner Johnson with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Commissioner Cross	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes

4 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Discussion of Pending List.

Mr. Benham discussed the Pending List. Items Nos. 17 and 24 will move to the Items Completed section. Mr. Benham added one item to the Pending List for the next Board of Commissioners meeting: 1. Review the budget to increase the budget line item for Commissioner training to allow the Board of Commissioners to attend more than one training/conference per year.

R-2 Budget Training

Upon motion made by Commissioner Johnson and seconded by Commissioner Lewis with all Commissioners present responding, the Board of Commissioners tabled the matter until the next meeting.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Commissioner Cross	- Yes
Commissioner Johnson	- Yes
Commissioner Lewis	- Yes

4 Yes; Motion Passed

R-3 Discussion/Other Matters.

Mr. Benham informed the Board of Commissioners of the following:

- 1 Notification regarding travel for conferences.
2. HRHA is moving from the traditional phone system to a Voice Over Internet Phone (VOIP) system.
3. The Executive Director has been asked to be a panelist at Veterans for Housing Initiative Summit, June 17 thru 20 in Washington D.C.
4. Article from Alan Palazzolo and Andy Mannix – Affordable Housing is Shrinking was provided to the Commissioners.
5. Commissioner Johnson handed out a flyer regarding the Youth Services End of the Year Bash being held at Atwater Complex on Friday, June 14 from 12-5 p.m.
6. Commissioner Lewis informed the Board of Commissioners of a Region Event to stop violence for Hopewell, Prince George, Petersburg, Colonial Heights and Dinwiddie being held at Third Baptist Church, Petersburg, VA on July 20th from 3-7 p.m. A committee meeting will be held on June 22 at the Petersburg Library from 10 a.m. to 12 p.m. The committee is asking for donations, speakers, volunteers and table set up with brochures.

EXECUTIVE SESSION

- E-1 The Board of Commissioners adjourned into Executive Session at 6:02 p.m. for the purpose of discussing personnel and other matters in accordance with 2.2-3711 (A) (1) (3) (4) (7) of the Code of Virginia as amended.

RETURN TO REGULAR SESSION

Upon return from Executive Session at 6:49 p.m., the following motion was made by Commissioner Cross and seconded by Commissioner Johnson with all Commissioners present responding affirmatively:

WHEREAS, the Board of Commissioners has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and

WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board of Commissioners that such executive meeting was conducted in conformity with Virginia law:

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and only such public business as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Commissioners.

ADJOURNMENT

Upon motion made Commissioner Cross seconded by Commissioner Johnson with all Commissioners present responding affirmatively, the meeting was adjourned at 6:50 p.m.


Sheila Flowers, Chairman


Steven A. Benham, Secretary-Treasurer

**BOARDS &
COMMISSIONS**

Review for inclusion
on website

Architectural Review Board

Meetings

- Meets the last Monday of every month
- City Council Conference Room
300 N. Main Street
Hopewell, VA 23860

Members

- Christopher Ward – Staff Member
- Rita E. Joyner - Chairman
Term expires June 30, 2023
- Joseph M. Bailey - Vice Chairman
Term expires October 31, 2020
- Mary M. Calos - Member
Term expires June 30, 2023
- Kathleen Vincent - Member
Term expires June 30, 2023
- Patrice Gilliam - Member
Term expires June 30, 2023

Membership

- **Number of Members:** No less than five nor more than seven members
- **Term of Service:** Four-year terms

Purpose

The purpose of the Architectural Review Board is to review all requests for exterior changes to historic structures and surface improvements to historic properties to ensure the planned improvements are consistent with the architectural and historical character of the individual structure and the neighborhood in which it is located. This is to provide for property improvements while preserving and protecting the uniqueness of the neighborhood and the investment of the property owners. Each member must have a demonstrated interest, competence, or knowledge in historic preservation. One shall be a resident of the City Point Historic District, one shall be an architect or an architectural historian meeting the Secretary of the Interior’s professional qualifications standards referred to in 36 CFR 61.

Board of Zoning Appeals

Meetings

- Meets as needed
- City Council Conference Room
300 N. Main Street
Hopewell, VA 23860

Members

- Teyva Griffin – Staff Member
- Ashley Eppes - Member
Term expires October 31, 2019
- Patricia Dostie - Member
Term expires October 31, 2021
- Minerva Jackson - Member
Term expires October 31, 2021
- Cassandra Vanderkeift - Member
Term expires October 31, 2023
- Jesse Spruill - Member
Term expires October 31, 2024

Membership

- **Number of Members:** No less than five nor more than seven members
- **Term of Service:** Five-year terms

Purpose

Pursuant to Va. Code § 15.2-2308 - A board consisting of five to seven residents shall be appointed by the circuit court upon recommendation by City Council. The term of office shall be for five (5) years. Their terms of office shall be for five years each except that original appointments shall be made for such terms that the term of one member shall expire each year. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves. A member whose term expires shall continue to serve until his successor is appointed and qualifies. The board shall serve without pay other than for traveling expenses, and members shall be removable for cause upon written charges and after public hearing. Appointments for vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term. Any member of the board shall be disqualified to act upon a matter before the board with respect to property in which the member has an interest. The board shall choose annually its own chairman and vice-chairman who shall act in the absence of the chairman. (NOTE: Per Va Code §15.2-2308 - Members can serve on NO OTHER board or commission simultaneously with BZA, with the exception that one member of the BZA may also serve on the Planning Commission.)

Ashford Civic Plaza Commission

Meetings

- Meets as needed
- Location TBD

Members

- Brenda Pelham - Council member
Term expires October 31, 2023
- Janice Denton - Council member
Term expires October 31, 2023
- Julia Allen - (Ward 2)
Term expires October 31, 2023
- Martin Mitchell III - (Ward 3)
Term expires October 31, 2023
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant

Membership

- **Number of Members:** Nine members – Two City Council members and seven citizens (one from each of the seven wards)
- **Term of Service:** Four-year terms

Purpose

Establish a Commission to make further recommendations to City Council on the individual or group(s) to be recognized in Hopewell Plaza for their contributions to the quality of life in Hopewell. Upon approval of such individual or group(s) by City Council, the Commission will approve the design, material and placement of the tribute.

Meetings

- Meets as needed
- City Council Conference Room
300 N. Main Street
Hopewell, VA 23860

Members

- Patrizia Waggoner, Real Estate Assessor – Staff Member
- Billie Glass - Member
Term expires December 31, 2019
- David Harless - Member
Term expires December 31, 2019
- Minerva Jackson - Member
Term expires December 31, 2019
- Clarenctene Jones - Member
Term expires December 31, 2019
- Henry Rogers - Member
Term expires December 31, 2019

Membership

- **Number of Members:** No less than three nor more than five members
- **Term of Service:** One-year term from January to December

Purpose

Pursuant to Va Code § 58.1-3374, every board of equalization shall be composed of not less than three members nor more than five members or the number of local election districts in the locality, whichever is greater.

Appointed by a judge of the Circuit Court, upon recommendation by City Council, in each tax year immediately following the year a general reassessment or annual or biennial assessment is conducted. Each member serves a one-year term of office, from January to December, and that term shall expire after the effective date of the assessment for which the members were appointed. Thirty percent of the members of the board shall be commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property, unless waived by the taxpayer. In addition, at least once in every four years or service on the board, each member shall take continuing education instruction provided by the Tax

Commissioner pursuant to § 58.1-206. Any vacancy occurring shall be filled for the unexpired term by the authority making the original appointment. The Board is established under State law to hear and decide appeal on real estate assessments—residential and commercial. The members shall receive compensation, for the time actually engaged in the duties of the board, to be fixed by the governing body and paid out of the local treasury.

Meeting Time and Place: To be held as needed; City Assessor's Office - City Council Chambers, Municipal Building, 300 N. Main St., Hopewell.

Crater Planning District Commission

Meetings

- Three times a year (the second Thursday of the month) or as needed, 6:00 PM
- 1964 Wakefield Street
Petersburg, VA 2384

Members

- Martha Burton – Staff Member
- Jasmine Gore – City Mayor
Term expires December 31, 2022
- John M. Altman Jr. – City Manager
Term expires December 31, 2023
- Johnny Partin - Councilor (Ward 3)
Term expires October 31, 2023

Membership

- **Number of Members:** Three members – Two City Council members and one member of City Staff
- **Term of Service:** Four-year terms

Purpose

Commission is comprised of 11 local governments in south central Virginia. These are the cities of Colonial Heights, Emporia, Hopewell and Petersburg, and the counties of Charles City, Chesterfield, Dinwiddie, Greensville, Prince George, Surry and Sussex. The CPDC is to address issues such as water resource management needs, transportation, land use planning and regulation, human services and economic development. Through the regional efforts, cost-saving cooperative solutions to problems are being created and implemented.

Meetings

- Meets every third Wednesday of each month at 3:00 PM
- CSA Conference Room
224 North Main Street
Hopewell, VA 23860

Members

- Woody F. Harris – Court Services
Term started April 1, 2018
- Jennifer Kirkland – District 19
Term started April 1, 2018
- Melody Hackney – School Board
Term started April 1, 2018
- Alton Hart Jr. – Crater Health District
Term started April 1, 2018
- Councilor Janice Denton
Term started April 1, 2018
- Councilor
Vacant
- Joan Gosier - Treasurer – Crater Health District
Term started April 1, 2018

Membership

- **Number of Members:** Seven Board Members

Purpose

Pursuant to Va. Code § 2.2-5205, The community policy and management team to be appointed by the local governing body shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, and the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of health, department of social services and the local school division. The team shall also include a representative of a private organization or association of providers for children's or family services if such organizations or associations are located within the locality, and a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. The local governing body may appoint other members to the team including, but not limited to, a local government official, a local law-enforcement official and representatives of other public agencies. When any combination of counties, cities or counties, and cities establishes a community policy and management team, the membership requirements previously set out shall be adhered to by the team as a whole.

Central Virginia Waste Management Authority

Meetings

- 9 a.m.
- Third Friday of each month
- Large conference room
2104 W Laburnum Avenue
Richmond, VA 23227
- [View Meeting Schedule on CVWMA Website](#)

Members

- Edward Watson, Director of Public Works – Staff Member
- Monique Robertson
Term expires December 31, 2022
-

Membership

- **Number of Members:** Nineteen board members (only one for Hopewell)
- **Term of Service:** Four-year terms

Purpose

The CVWMA was created December 1990. Per its bylaws, membership consists of the political subdivisions of the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George and the Cities of Colonial Heights, Hopewell, Petersburg, Richmond and the Town of Ashland. The City of Hopewell is entitled to appoint one board member based on its population. An alternate also may be appointed who may attend meetings of the Authority, but who shall be entitled to vote only during the absence of the designated member. Each member and alternate shall serve at the pleasure of the appointing body, provided that no term is set for more than four (4) years. The Authority is empowered to plan, acquire, construct, reconstruct, improve, extend, operate, contract for and maintain a garbage and refuse collection, transfer and disposal program or system, including waste reduction, waste material recovery, recycling, resource recovery, waste incineration, landfill operation, ash management, sludge disposal, household hazardous waste management and disposal and similar programs or systems, within one or more of the political subdivisions who are members of this Authority

Board of Building Code and Fire Prevention Code Appeals

Meetings

- Meets as needed
- Location TBD

Members

- Todd Hawkes, Building Official – Staff Member
- Glyne Wayne Taylor
Term expires October 31, 2024
- Fara Jenkins
Term expires October 31, 2024

- Councilor
- Vacant
- Vacant
- Vacant

Membership

- **Number of Members:** Seven members – One Council member and six citizens
- **Term of Service:** Five-year terms

Purpose

To hear appeals concerning application of the Uniform Statewide Building Code and the fire official concerning application of the Statewide Fire Prevention Code. Authority is given to the Appeals Board to reverse, uphold or modify the decision of the building / maintenance official or fire official regarding application of the code. The Appeals Board decisions are final unless the State Review Board Appeals the decision. Members of the Appeals Board shall be selected by the locality on the basis of their ability to render fair and competent decisions regarding application of the USBC and shall to the extent possible, represent different occupational or professional fields relating to the construction industry. At least one member should be an experienced builder; at least one member should be an RDP, and at least one member should be an experienced property manager. Employees or officials of the locality shall not serve as members of the Appeal Board.

District 19 Community Services Board

Meetings

- Meets as needed
- TBD

Members

- Jennifer Tunstall – Staff Member
- Raymond Spicer, Director of Social Services
Term expires December 13, 2021
- Shamika Lewis – Member
Term expires December 31, 2022

Membership

- **Number of Members:** Two members from Hopewell
- **Term of Service:** Three-year terms

Purpose

Pursuant to Va Code § 37.2-502, the community services board shall consist of 2 members from Hopewell, appointed by City Council for a three-year term. Appointments to the community services board shall be broadly representative of the community. Appointments to the board shall be individuals who are receiving or who have received services or family members of individuals who are receiving or who have received services. At least one shall be an individual receiving services. One or more appointments may be nongovernmental service providers. Sheriffs or their designees also shall be appointed, when practical. No employee of the community services board or employee or board member of an organization that receives funding from any community services board shall be appointed a member of that board. No community services board shall be composed of a majority of local government officials, elected or appointed, as members, nor shall any county or city be represented on a board by more than two officials, elected or appointed. Any member of a board may be removed by the appointing authority for cause, after being given a written statement of the causes and an opportunity to be heard thereon.

Downtown Design Review Committee

Meetings

- Meets as needed
- TBD

Members

- Christopher Ward – Staff Member
- Gail Irma Mahaney – Member
Term expires December 31, 2021
- Terry Ammons – Member
Term expires October 31, 2020
- Daniel B. Jones – Member
Term expires October 31, 2022
- Rita Joyner – Member-Chairman
Term expires August 01, 2021
- Mary French Elder – Member
Term expires April 01, 2020

Membership

- **Number of Members:** Not more than five or less than three members
- **Term of Service:** Four-year terms

Purpose

Pursuant to Council minutes 12-08-09, a review committee is hereby established and shall be known as the Downtown Design Review Committee. The membership of the committee shall be appointed by City Council to serve staggered terms. At least one (1) member shall be a downtown property owner, another member shall be a downtown business owner, and the remaining member or members shall have knowledge of, and demonstrated interest in, the historic character of the City, and knowledge or expertise deemed useful to the work of the Review Committee. These members may include, but not limited to, a licensed contractor, a real estate broker, or architect. City Council, at its own discretion, may appoint members that do not reside in the City of Hopewell if they deem it appropriate. The members shall serve a term of four (4) years. The City Planner shall serve as an advisory member of the Review Committee and shall have no vote. No member of the Review Committee shall serve more than two consecutive four (4) year terms. A member may be re-appointed to additional terms after being out of office for at least one four (4) year term. The City Planner shall staff the Review Committee and serve as an advisory member, but shall not be a voting member.

Community Development Block Grant Commission

Meetings

- Meets as needed
- City Council Conference Room
300 N. Main Street
Hopewell, VA 23860

Members

- Tevya Griffin – Staff Member
- Councilor Deborah Randolph
Term expires December 31, 2023
- Councilor Arlene Holloway
Term expires December 31, 2022
- Councilor Brenda Pelham
Term expires December 31, 2022
- Councilor Patience Bennett
Term expires December 31, 2023

Membership

- **Number of Members:** Four Councilors
- **Term of Service:** Shall be the same as the term of office for each councilor in Wards, 1, 2, 6 and 7.

Purpose

The Community Development Block Grant (CDBG) Program was created by the Housing and Community Development Act of 1974. The program has funded a wide variety of housing and community development activities throughout the United States. These include land acquisition for new affordable housing projects, rehabilitation of existing housing, construction or renovation of community centers, infrastructure improvements, fair housing services and support for homeless systems of care. Under the State CDBG Program, states award grants to smaller units of general local government that develop and preserve decent affordable housing, to provide services to the most vulnerable in our communities, and to create and retain jobs. Annually, each State develops funding priorities and criteria for selecting projects.

Dock Commission

Meetings

- On Call
- City Marina - Riverside Avenue (Harbor Master's Office)
Hopewell, VA 23860

Members

- Kamran Afzal – Staff Member, Chief of Police
- Craig Gilkson – Member
Term expires October 31, 2023
- Anthony Zevgolis – Member
Term expires December 31, 2022
- Johnny Shelton – Member
Term expires October 31, 2023
- Vacant
- Vacant

Membership

- **Number of Members:** Five members
- **Term of Service:** Four-year terms

Purpose

Pursuant to Chapter XXV of the Hopewell City Code - There shall be a *dock commission*, whose number, qualifications, period of service, compensation and duties shall be such as the said Council may prescribe. The said *dock commission* shall consist of five members, who shall be residents of the City of Hopewell, and who shall be appointed by a majority vote of the whole membership of the city council as hereinbefore provided.

Ethics Committee

(Standing Committee of Council)

Meetings

- TBD
- TBD

Members

- Janice Denton- Councilor

Membership

- **Number of Members:** One
- **Term of Service:** Three-year terms

Purpose

Ethics committee was formed to protect the interests of City Council and address moral issues. The ethics committee works in an advisory capacity.

ECONOMIC DEVELOPMENT AUTHORITY

(Formerly the Industrial Development Authority – revised 12-13-11)

Meetings

- Meets as needed
- Municipal Building
300 North Main Street
Hopewell, VA 23860

Members

- Charles Dane, Assistant City Manager – Staff Member
- Lynda Frink – Member
Term expires January 10, 2021
- Joan Gosier – Member
Term expires November 01, 2020
- Stephen Pettler – Member
Term expires January 30, 2021
- Thomas Wagstaff – Member
Term expires June 30, 2023
- Elliot Eliades – Member
Term expires October 31, 2020
- Vacant
- Vacant

Membership

- **Number of Members:** Seven members
- **Term of Service:** Four-year terms

Purpose

Pursuant to Va. Code § 15.2-4903, the City of Hopewell created the IDA by ordinance 5-14-74. By ordinance No. 2011-22, the IDA changed its name to the “Economic Development Authority of the City of Hopewell, Virginia.” The Economic Development Authority helps businesses of all sizes, from diverse backgrounds and from all over the world thrive with market intelligence and site selection assistance. The purpose of the EDA is to promote industry and develop trade by inducing manufacturing, industrial, governmental, commercial enterprises to locate or remain in Hopewell and commercial enterprises to locate or remain in Hopewell and further the use of agriculture products and natural resources.

Crater District Area Agency on Aging

Meetings

- Meets every fourth Monday of each month at 10:00 AM
- 23 Seyler Drive
Petersburg, VA 23804

Members

- Dr. Harold Sayels –Staff Member Executive Director, Crater District Area Agency on Aging
- Clarenctene Jones
Term expires December 31, 2021

Membership

- **Number of Members:** One Board Members
- **Term of Service:** Four-year term

Purpose

The Agency is governed by Chapter 14 (Department for Aging and Rehabilitative Services) of Title 51.5 of the Code of Virginia. The Agency is committed to helping seniors remain in their homes for as long as possible while helping to maintain their quality of life and independence as they age. Crater was first established in 1975 and was a result of a joint exercise of powers of the four cities and five counties that currently comprise what is known as Planning District 19.

As such, the Board of Directors comprises representatives from each of the aforementioned localities. The agency is a non-profit, tax-exempt agency that receives its' primary funding under the Federal Older Americans Act of 1965, although they accept the donation of items, services, and monetary contributions from both private and local government entities. At the state level, their funding streams are distributed through the Virginia Department for the Aging.

Finance Committee

(Standing Council Committee)

Meetings

- Times - TBD
- Municipal Building
300 North Main Street
Hopewell, VA 23860

Members

- Michael Terry, Finance Director- Staff
- Jasmine Gore, Mayor
Term expires December 31, 2022
- Brenda Pelham , Councilor
Term expires December 31, 2022

Membership

- **Number of Members:** Two members of Council and a member of Staff
- **Term of Service:** Matches terms of Council members

Purpose

The Standing Finance Committee provides a forum for discussion of issues related to the City's financial and purchasing functions, and to review the results of the City's financial auditing processes.

The Committee consists of two City Council members who are appointed by Council.

Friends of the Lower Appomattox River (FOLAR) Appomattox River Corridor Plan Summary

Meetings

- Meets as needed
- 300 North Main Street
Hopewell, VA 23860

Members

- Wendy Austin – Staff Member
- Ed Pappas – Member
Term expires

Membership

- **Number of Members:** Two members
- **Term of Service:**

Purpose

The Friends of the Lower Appomattox River was formed in 2000 by volunteers who developed the Appomattox River Corridor Plan and the Greenway/Blueway plan. FOLAR is comprised of representatives from Petersburg, Colonial Heights, Hopewell, Dinwiddie, Chesterfield and Prince George. Each municipality appoints at least two members, depending on size. The central mission of FOLAR is to conserve and protect the Appomattox River for all to enjoy, the means to this end focuses on a bigger picture that involves developing awareness, cooperation, community support, and overall economic growth of the region.

Metropolitan Planning Organization (MPO)

Meetings

- Second Thursday of each month at 4:30 p.m.

Petersburg Area Transportation
Second Floor meeting Room
100 West Washington Street
Petersburg, VA 23803

Members

- Johnnie Butler- Staff
Term expires December 31, 2022
- Brenda Pelham
Term expires December 31, 2022

Membership

- **Number of Members:** Two (Hopewell representatives)
- **Term of Service:** Three-year terms

Purpose

The Tri-Cities Area Metropolitan Planning Organization (MPO) has been formed under U.S. Code Title 23, Highways, and U.S. Code Title 49, Public Transportation by agreement between the Governor of the Commonwealth of Virginia and units of local government in the Tri-Cities Area. The purpose of the Tri-Cities MPO is to develop transportation plans and programs for the metropolitan area.

Tri-Cities MPO-(804) 861-1666 Metropolitan Planning Organization Other Jurisdictions

- Hopewell
- Petersburg
- Part of Chesterfield County
- Part of Dinwiddie County
- Part of Prince George County

Meetings

- Meets the second Monday of each month at 6:00 PM
- Hopewell Municipal Building
300 North Main Street
Hopewell, VA 23860

Members

- Tevya Griffin – Staff Member
- John Eliades – Non-Voting Member
Term expires February 28, 2020
- Mary Ann Jones – Member
Term expires December 01, 2023
- Jean Lawson – Member
Term expires January 10, 2021
- Ban Silver – Chairman
Term expires October 31, 2020
- Julia Bailey – Member
Term expires October 31, 2020
- Ed Pappas – Member
Term expires June 30, 2023
- Queniece Miles – Member
Term expires June 30, 2023
- Lorraine Goff – Member
Term expires June 30, 2023
- Herbert Townes – Member
Term expires June 30, 2023
- Vacant

Membership

- **Number of Members:** Ten members
- **Term of Service:** Four-Year Terms

Purpose

The operating concept of Keep Hopewell Beautiful is to dry up litter at the source through a process of public education, government support, and citizen involvement. The Commission also strongly supports recycling and environmental stewardship through education and implementation of various programs.

Meetings

- Meets the second Monday of each month at 5:15 PM
- Housing Authority Office
350 East Poythress Street
Hopewell, VA 23860

Members

- Steven A. Benham – Staff Member
- Sherman Cross – Member
Term expires October 31, 2020
- Shamika Lewis – Member
Term expires October 31, 2023
- Sheila Flowers – Member
Term expires October 31, 2021
- John Jones – Member
Term expires October 31, 2020
- Ruth Johnson – Member
Term expires October 31, 2021
- Wendy Gant – Member
Term expires October 31, 2022
- John Tunstall – Member
Term expires October 31, 2022

Membership

- **Number of Members:** Seven members
- **Term of Service:** Four-Year Terms

Purpose

The Hopewell Redevelopment and Housing Authority was established in 1939. Our governing body is a seven – member Board of Commissioners appointed by City Council. Funding is secured through the U.S. Department of Housing and Urban Development (HUD) and rental income. The Hopewell Redevelopment and Housing Authority (“HRHA”) is a government agency governed by the Code of Virginia, Section 36-4 to provide safe, decent, sanitary and affordable housing to families of low-moderate income and to further housing opportunities and encourage economic development. The HRHA receives federal funding from the Office of Public and Indian Housing to own and manage 360 units of public housing and administer 503 (373 tenant-based and 130 project based) housing vouchers through the Housing Choice Voucher Program.

Meetings

- Meets quarterly, the third Monday at 1:30 p.m.
- Facility Conference Room
231 Hummel Ross Road
Hopewell, VA 23860

Members

- Jerry Byerly, Director of Hopewell Water Renewal – Staff Member
- John B. Partin, Jr., Councilor
Term expires October 31, 2023
- John Altman, City Manager – Member
Term expires October 31, 2023
- Sandra Robinson, City Attorney – Member
Term expires October 31, 2023
- David L. Clifton – Member
Term expires October 31, 2020
- Brian Johnson– Member
Term expires October 31, 2019
- James Osbourne – Member
Term expires October 31, 2020
- Vacant

Membership

- **Number of Members:** Seven members
- **Term of Service:** The junior will serve two (2) years and the senior one (1) year. Appointments shall be made for terms of four (4) years.

Purpose

Per amendment to Hopewell City Charter, § 1 and § 3 of Chapter XXV (A.1.) of Chapter 431 of the Acts of Assembly of 1950, there shall be a regional wastewater treatment facility commission which shall be known as the Hopewell Water Renewal Commission (hereinafter in this chapter referred to as the "Commission"), which shall act on behalf of the city of Hopewell as hereinafter provided, with respect to a regional wastewater treatment facility owned by the City of Hopewell to provide treatment for disposal of sanitary and industrial waste from the City of Hopewell and vicinity. The commission shall consist of up to nine members who need not be residents of the city and who shall be appointed by a majority of city council. Up to six members shall be from nominees submitted by manufacturers (each nominating with respect to one membership) which provide assistance in the planning and financing for the regional wastewater treatment facility or which are or will be users of said facility. Each new nominating manufacturer, meaning manufacturers or their predecessors having not previously submitted nominations to the Commission, shall provide a capital contribution in an amount determined by the city council upon recommendation by the Commission. Three additional members shall be a member of city council, the city manager, and the city attorney.

Meetings

- Meets the Second Wednesday of each month at 6:00 PM
- Hopewell Community Center
100 West City Point Road
Hopewell, VA 23860

Members

- Aaron Reidmiller, Director of Parks & Recreation – Staff Member
- Terence Doctor – Member
Term expires October 31, 2021
- Faithea Flowers Foster – Member
Term expires October 31, 2021
- Anthony Sylvester – Member
Term expires October 31, 2021
- Patrick Plourdes – Member
Term expires December 01, 2023
- Sean Shearin – Member
Term expires October 31, 2023
- Wendy Lynch – Member
Term expires October 31, 2023
- High School Jr. – Vacant- non-voting
- High School Sr. – Vacant- non-voting

Membership

- **Number of Members:** Seven- Members
- **Term of Service:** The junior will serve two (2) years and the senior one (1) year. Appointments shall be made for terms of four (4) years.

Purpose

Pursuant to Chapter 26, Article II, membership is five (5). Per Council action on 4/23/02, one male and one female rising high school junior and rising high school senior, were added as non-voting members, bringing the total membership number to seven (7). The junior will serve two (2) years and the senior one (1) year. Thereafter all terms for two (2) years.) Appointments shall be made for terms of four (4) years each, commencing on the first day of November and expiring on the thirty-first day of October of the appropriate year. The Commission serves in an advisory capacity to the Council. It suggests policies affecting recreational programs, personnel, finance, and the acquisition and disposal of properties related to total community recreational programs. The Commission shall advise in the equipping and maintenance of the parks, playgrounds and recreational centers. Policies established by the Commission are subject to the approval of the City Manager.

School Board

Meetings

- Meets the second Thursday of each month at 5:30 PM
- School Board Office
103 N. 12th Avenue
Hopewell, VA 23860

Members

- Dr. Melody Hackney Superintendent – Staff Member
- Nelson G. Cuffey – Member
Term expires June 30, 2021
- Linda E. Hyslop – Member
Term expires June 30, 2020
- John Griffin Jr.– Member
Term expires June 30, 2022
- Wesley Joyner – Member
Term expires June 30, 2020
- Christopher Reber – Member
Term expires June 30, 2022

Membership

- **Number of Members:** Five trustees who shall be residents of Hopewell
- **Term of Service:** Three-Year Terms

Purpose

Pursuant to Chapter XXI of the Hopewell City Charter and pursuant to Title 22.1, Chapter 5 of the Code of Virginia, there shall be a school board which shall consist of five trustees who shall be residents of the City of Hopewell, who shall be appointed by a majority vote of the whole membership of city council. Elections of school board shall coincide with the elections for members of the governing body of City. The School Board is appointed by City Council to a three (3) year term of office. The School Board has all the powers and duties relating to the management and control of the public schools of the City provided by the general laws of Virginia.

Meetings

- Meets as needed
- 300 North Main Street
Hopewell, VA 23860

Members

- Janice Denton – City Councilor
Term expires December 31, 2023
- Deborah Randolph – City Councilor
Term expires December 31, 2023
- Council – Vacant
- College of William & Mary – Vacant
- ARB Member – Vacant
- Lewis H Rogers Jr. – National Park Service Member
Term expires December 31, 2023
- Historical Hopewell Foundation Member- Vacant
- Tevya Griffin – Department of Planning Member
Term expires December 31, 2023
- Aaron Reidmiller – Parks and Recreation Department Member
Term expires December 31, 2023
- Department of Tourism Member – Vacant
- Vacant
- Vacant

Membership

- **Number of Members:** Twelve members
- **Term of Service:** Four-Year Terms

Purpose

The Archaeological Dig Committee recommended the formation of a Historic Preservation Sub-Committee of City Council. The committee will coordinate all activities associated with the uncovering, preserving and interpreting the history of Hopewell. The committee will be comprised of the following: 3 City Councilors; College of William & Mary – 1; ARB – 1; National Park Service – 1; Historic Hopewell Foundation – 1; At-large Citizens appointed by City Council – 2; City Staff Representative – non-voting member; Department of Planning – 1; Department of Parks & Recreation – 1; Department of Tourism – 1.

Petersburg Area Regional Tourism Corporation (PART)

Meetings

- Meets every other month on the 3rd Friday beginning at 11:00 a.m.
- Crater Planning District Commission Office
1964 Wakefield Street
Petersburg, VA 23804

Members

- John Altman, City Manager – Member
- Herbert Bragg, Director of Intergovernmental & Public Affairs – Member

Membership

- **Number of Members:** Two at large representatives (Hopewell)
- **Term of Service** – Three year terms
- **Purpose**

Petersburg Area Regional Tourism ("PART") implements and manages the tourism initiative for the counties of Chesterfield, Dinwiddie and Prince George Virginia as well as the cities of Colonial Heights, Petersburg and Hopewell Virginia. PART was founded in 2006 in order to help visitors discover one of Virginia's most historic and entertaining regions. They promote tourism and provide valuable information to the public so they can see what has been attracting visitors to the region for over 400 years.

John Tyler Community College, Local Board

Meetings

- Meets Bi-monthly on the second Thursday at 3:00 PM
- JTCC College Conference room
Jeff Davis Highway
Chester, VA 23831

Members

- William F. Taylor, Director of Governmental and Admin Services, Staff Member
- Greg N. Cuffey
Term expires June 30, 2020
- Linda E. Hyslop
Term expires June 30, 2020
- Ann Y. Williams
Term expires June 30, 2023

Membership

- **Number of Members:** Three
- **Term of Service:** Four-year terms

Purpose

The John Tyler Community College, Local Board are appointed by City Council to two four-year terms. Other members are appointed by participating jurisdictions. The local board shall assist in ascertaining education needs, enlisting community involvement and support, and shall perform such other duties as may be prescribed by the State Board. See Code of Virginia, Section 23-218

Resource Conservation and Development (RC&D) Council of the South Centre Corridors

Meetings

- Meets quarterly
- TBD

Members

- Keith Boyd – Staff Member
- Jasmine Gore, Mayor – Member
Term expires December 31, 2021
- Johnny Partin – Member
Term expires December 31, 2021

Membership

- **Number of Members:** Council appoints two members for the Hopewell district
- **Term of Service:** Two-Year Terms

Purpose

To identify and address Natural Resource concerns and issues that have potential to be developed and utilized in a manner that both protects the resources and provides economic stimulus. Council appoints two members for the Hopewell district, that serve for two years. The Council service area is located in the southeastern portion of Virginia. It includes the counties of Dinwiddie, Greensville, Prince George, Southampton, and Sussex, and the cities of Hopewell and Petersburg. South Centre Corridors RC&D is a 501(c) (3) Non-Profit Corporation. Members of the corporation include the governing bodies of the counties and cities mentioned above, the Appomattox River, James River, and Chowan Basin Soil and Water Conservation Districts, and the Crater Planning District Commission.

Meetings

- Meets the first Thursday of each month at 6:00 PM
- City Hall
300 North Main Street
Hopewell, VA 23860

Members

- Christopher Ward, City Planner – Staff Member
- Todd Butterworth – Member
Term expires October 31, 2020
- Elliott T. Eliades – Member
Term expires October 31, 2020
- Fara Jenkins – Member
Term expires October 31, 2023
- Christopher R. Neal – Member
Term expires December 01, 2020
- Cassandra Vanderkeift – Member
Term expires October 31, 2022

Membership

- **Number of Members:** Five- Members
- **Term of Service:** Four-year terms

Purpose

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. The qualifications of the five (5) appointed members shall be that each is a resident of the City, has an active role in Hopewell, and is qualified by knowledge and experience to make decisions on questions of community growth and development. The members shall be appointed on a split of two (2) members at one time and three (3) members at another time, with the time coinciding with the election of the new City Council. The appointments shall begin on November 1. Any vacancy in membership shall be filled by appointment of the City Council and shall be for the unexpired term only. Any member may be removed by the City Council for, neglect of duty or malfeasance in office. Duties of the Commission include making and adopting a Comprehensive Plan for orderly development of land use, community facilities and transportation within the City; to make recommendations to the City Council for the preservation of historical markers; prepare, revise and submit a program of capital improvement projects and proposed funding for the ensuing five (5) years; submit to City Council a comprehensive zoning plan and changes to the plan as conditions may warrant and to act as the subdivision platting agent for the City.

Social Services Advisory Board

Meetings

- Meets Bi-monthly on the second Monday at 7:00 PM
- Social Services Building
256 E. Cawson Street
Hopewell, VA 23860

Members

- Ray Spicer, Director Social Services – Staff Member
- Renate Harris – Member
Term expires October 31, 2019
- Thomas D. Wagstaff – Member
Term expires October 31, 2019
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant

Membership

- **Number of Members:** Seven
- **Term of Service:** Four-Year Terms

Purpose

The Board is charged with: monitoring the formation and implementation of social service programs within the City; interesting itself in all matters pertaining to the social welfare of the people of the City; and meeting with the department director for the purpose of making recommendations on matters concerning the department. *Staffed by* the Social Services Department. Appointments shall be for a term of four years each, except that appointments to fill vacancies shall be for the unexpired terms. No Person may serve more than two consecutive terms of office. For the purpose of succession, all appointments except those to fill a vacancy created other than by expiration of a term, shall be deemed a full term of office.” (Code 1950,63-56; 1952, c. 409; 1956, c. 126; 1968, cc. 457,578; 1974, c. 120; 1975, c. 300; 1980, c.377.) The Director of Social Services cannot be a member of the board.

Standing Committee of Council

Legislative Committee

Meetings

- Meetings TBD
- Municipal Building
300 North Main Street
Hopewell, VA 23860

Members

- Jasmine Gore, Mayor
Term expires October 21, 2022
- Patience Bennett, Vice Mayor
Term expires December 31, 2023
- Sandra Robinson- City Attorney
Term expires December 31, 2023
- Herbert Bragg, Director of
Intergovernmental and Public Affairs – Staff Member

Membership

- **Number of Members:** Three
- **Term of Service:** For Council members, their terms of office
For City Attorney, membership continues

Purpose

The Legislative Committee is responsible for considering and developing positions on existing or proposed state and federal legislation or regulations, and urging the enactment or amendment of, or opposition to, such legislation or regulations.

Standing Committee of Council

School Facilities Committee

Meetings

- TBD
Municipal Building
300 N Main Street
Hopewell, VA 23860

Members

- Patience Bennett
Term expires December 31, 2023
- Brenda Pelham
Term expires December 31, 2022
- Nelson G. Cuffey
Term expires January 31, 2020
- Wesley Joyner
Term Term expires January 31, 2020

Membership

- **Number of Members:** Four
- **Term of Service:** For members of Council, duration of term in office
For school board members –One year

Purpose

The School Facilities Committee supports the administration's and school board's efforts in the long-range projections of school enrollment, land acquisition to support facility needs, and design and construction of school buildings.

Library Board

Meetings

- Meets the third Tuesday of each month at 2:00 PM
- Headquarters- 245 E. Cawson St., Hopewell;
Dinwiddie- 14101 Boydton Plank Rd.;
McKenney- 20707 First St., Room 2;
Rohoic- 7301 Boydton Plan Rd.,
Carson- 16101 Hallingan Park Rd.;
Disputanta- 10010 County Dr.;
Prince George – 6402 Courthouse Rd.

Members

- Brian Manning, Library Director – Staff Member
- David Harless – Member
Term expires October 31, 2023
- Susan Eliades – Member
Term expires October 31, 2023
- Ann Y. Williams – Member
Term expires October 31, 2022

Membership

- **Number of Members:** The Board consists of twelve trustees—three from each of the three municipalities: Hopewell, Prince George and Dinwiddie.
- **Term of Service:** Four-Year Terms

Purpose

Pursuant to § 42,1-35 of the Code of Virginia, and Chapter XXII of the Hopewell City Charter, Hopewell shall join and participate in a regional free library system. Appomattox Regional Library System provide services and programs to the communities it serves through support of life-long learning, general information, and the exchange of ideas with the effective use of traditional library resources and emerging technology, and environmental stewardship through education and implementation of various programs.

Technology Fund Committee

Meetings

- TBD
TBD

Members

- Jasmine Gore, Mayor
Term expires December 31, 2023
- Patience Bennett, Vice Mayor
Term expires December 31, 2023
- Richard Newman- Commonwealth Attorney
Term expires December 31, 2023
- Kamran Azal- Police Chief
Term expires December 31, 2023

Membership

- **Number of Members:** Four
- **Term of Service:** For Council members and Commonwealth Attorney – terms of Office
For Chief of Police - continuous

Purpose

Youth Services and Commissions

Meetings

- Meets the third Monday of each month at 7:00 PM
- United Way Conference Room
210 N. 2nd Avenue
Hopewell, VA 23860

Members

- Kimberly Hembrick, Administrative Assistant – Staff Member
- Jasmine Gore, Mayor – Member
Term expires August 30, 2021
- Dr. Melody Hackney, Superintendent of Schools – Member
Term expires August 30, 2020
- Ruth Johnson – Member
Term expires August 30, 2018
- Naquetta Mitchell – Member
Term expires August 30, 2019
- Kevin Johnson – Member
Term expires August 30, 2021
- Katina Moss – Member
Term expires August 30, 2020
- Raja Nelson – Member
Term expires August 30, 2020
- Rachele Parrish (non-voting member)
Term expires August 30, 2018
- Larry Mason – Member
Term expires August 30, 2021
- Brittany Dolsey – Member
Term expires August 30, 2018
- Samari Hernandez– Member
Term expires August 30, 2021
- Debbie Wallace – Member
Term expires August 30, 2021
- Terence Doctor – Member
Term expires August 30, 2019
- Everett Gilliam-El – Member
Term expires August 30, 2018
- Vacant

Membership

- **Number of Members:** 15
- **Term of Service:** Length of term varies

Purpose

Per Chapter 38 of the City Code, there shall be a youth services commission established, s appointed by city council. Membership is fifteen (15). Each member shall be a resident of, or employed in, the city or shall be responsible for the provision of services to the youth of Hopewell. The youth services commission shall include in its membership, whenever possible, at least one (1) member each with experience in the fields of business, law, medicine, education, the juvenile justice system, and youth services; at least one

(1) member of the Hopewell City Council; at least one (1) member below the age of eighteen (18); representatives of public and private agencies serving youth; and private citizens not employed by government or service agencies. A majority of the members of the commission shall be citizens who are not employed by government or service agencies and who are not elected government officials. Student members shall qualify as citizen members.

Virginia First Cities Coalition

Meetings

- TBD
TBD

Members

- Herbert Bragg, Director of Intergovernmental & Public Affairs – Staff Member
- John M. Altman Jr. – Member
Term expires December 31, 2023
- Patience Bennett – Member
Term expires December 31, 2023

Membership

- **Number of Members:** Two- Members
- **Term of Service:** Four Year Terms

Purpose

Virginia First Cities is a coalition of sister cities that advocates for increased support and better policies from the state while sharing best practices among members.

Transportation Safety Board

Meetings

- Meets Bi-monthly beginning the first Tuesday at 4:30 PM
- Municipal Building
300 North Main Street
Hopewell, VA 23860

Members

- Austin Anderson Traffic Engineer – Staff Member
- Police Chief – Staff Member
- John H. Holloway Sr. – Member
Term expires October 31, 2020
- James R. Wisniewski – Member
Term expires June 30, 2019 Expired term
- Kevin D, Johnson Jr.– Member
Term expires October 31, 2023
- David Hair – Member
Term expires October 31, 2023
- Queniece Miles – Member
Term expires June 30, 2023

Membership

- **Number of Members:** Five
- **Term of Service:** Four-Year Terms

Purpose

Advise the City Manager and the City Council on transportation safety matters including the operation and parking of vehicles within the corporate limits of the city; movement of pedestrians upon the streets and sidewalks of the City. Notwithstanding the speed limits fixed by the City Code, the Board is expressly authorized to recommend increases or decreases in the speed limits in business and residential districts on all streets.

Virginia's Gateway Region

Meetings

- Meets first Thursday every other month at 7:30 AM
Crater Planning Commission Office
1964 Wakefield Street
Petersburg, VA

Members

- Deborah Randolph - Councilor
- Vacant

Membership

- **Number of Members:** two members (Hopewell)
- **Term of Service:** One Year Terms

Purpose

Virginia's Gateway Region exists to enhance the economic development opportunities for the cities of Colonial Heights, Hopewell and Petersburg, and the counties of Chesterfield, Dinwiddie, Prince George, Surry and Sussex. Virginia's Gateway Region is a private, nonprofit organization that is publicly and privately funded to facilitate new business opportunities, work with existing businesses, advance resources that will enhance the economic viability of the region and foster regional cooperation among the public and private entities that are involved in economic development activities. The eight member local governing body membership includes the Cities of Colonial Heights, Hopewell, and Petersburg, and the Counties of Chesterfield, Dinwiddie, Prince George, Surry, and Sussex.

Chamber of Commerce Liaison (Standing Committee of Council)

Meetings

- Meets TBD
Municipal Building
300 N. Main Street
Hopewell, VA 23860

Members

- Janice Denton - Councilor
- Vacant

Membership

- **Number of Members:** One member
- **Term of Service:** One Year Terms

Purpose

Investment Policy Committee (Standing Committee of Council)

Meetings

- Meets at regular intervals, no less than once yearly

Municipal Building
300 N. Main Street
Hopewell, VA 23860

Members

- Jasmine Gore - Mayor
Term expires January 30, 2022
- John M. Altman Jr. – City Manager
Term expires January 30, 2023
- Ronnieye Arrington - City Clerk
Term expires January 30, 2023
- Michael Terry - Finance Director
Term expires January 30, 2023
- Joan E. Gosier - Treasurer

Membership

- **Number of Members:** Five members
- **Term of Service:** Four Year Terms

Purpose

To establish policy regarding the disposition of City funds. The Committee shall meet at regular intervals with the Investor to review investments holdings, bank relationships and legality and probity of investment activities. The Committee is composed of the Mayor, Investor (City Treasurer), and City Manager. The Mayor shall be Chairman of the Committee and the City Clerk shall be ex-officio clerk thereof. All minutes and reports shall be filed with the City Clerk. The Committee shall meet at such times and such places as the Chairman or majority of the members of the Committee may decide. It shall be the initial policy of the Committee to meet quarterly, but under no circumstances shall the Committee fail to meet at least once each year. The Investor shall report to the Committee on a regular basis, such information as the Committee requires in fulfilling its review function. At its discretion the Committee may require additional information or clarification from the Investor either orally or in writing. The reports to the Investment Committee shall consist of a summary of cash and investments by depository, a listing of short-term investments, and a detailed report of the investments held in the custodial account. A separate report shall be prepared for each calendar month as of the last day of that month.

Telecommunications Regulation Committee

Meetings

- TBD
Municipal Building
300 N. Main Street
Hopewell, VA 23860

Members

- Jasmine Gore - Mayor
Term expires December 31, 2023
- Arlene Holloway - Councilor
Term expires December 31, 2023
- Sandra Robinson - City Attorney
Term expires December 31, 2023
- Michael Terry - Finance Director
Term expires December 31, 2023

Membership

- **Number of Members:** Four
- **Term of Service:** Four -Year Terms

Purpose

The Telecommunications Commission is an advisory board which reviews and advises the Board on cable television services, telecommunications, broadband (both wireline and wireless) and local infrastructure issues, and promotes local community programming to keep citizens informed.

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

Proclamation

OFFICE OF MAYOR JASMINE E. GORE

City of Hopewell, Virginia



Whereas, ***“Unconditional Selfless Christian Service at the point of Need!” This is the underlying motto of the Liberty Chapel Gospel Service (LCGS) at Fort Lee, Virginia. The LCGS Men’s Ministry, in concert with the Fort Lee Tri-Cities Men’s Ministry Outreach, has been on a mission for the past 8 plus years through the auspices of highly productive Community Garden; and***

Whereas, ***On 11 May 2019, the LCGS Men’s Ministry, ICW the Fort Lee Tri-Cities Men’s Ministry Outreach, hosted its annual spring garden planting kickoff with roughly 30 personnel (youth and adults) in attendance and actively participating in this exceptional teambuilding event. Specifically, this event took place in Hopewell, VA at the Woodlawn Learning Center Complex surrounding area (1100 Dinwiddie Avenue). The garden, approximately one acre in size, serves as a diverse vegetable garden ranging in various plant types – including tomatoes, squash (various types), cucumbers, eggplants, onions, okra, an assortment of peppers, peas, beans, etc.; and***

Whereas, ***Key aspects of community garden consisted of garden planning/coordination, seedbed preparation, and actual planting. Subsequent phases consisted of garden maintenance and sustainment prior to actual harvesting which is in its final stages. Within the coming weeks, the Ministry Outreach Team will begin its requisite preparation tasks for the annual fall garden. Of equally profound importance is the contributions and support of various Hopewell community leaders and the Hopewell Public Schools and the Community at large. It truly is a Team Effort!***

Whereas, ***Lastly, but not least, this event continues to emphasize and promotes educational awareness among our youth and adults alike. Home gardening in sectors of our Nation has become a lost art. In order to further promote our youth’s enthusiasm and positive engagement with this event, all participating youth will be afforded an opportunity to visit the Virginia State Fair later this year and experience some of the important features, products, and opportunities that reside in the Agriculture Arena – the backbone of the United States of America!***

NOW, THEREFORE, I, Jasmine E. Gore, do hereby recognize the Woodlawn Learning Center Community Garden in the City of Hopewell.

I ***N*** WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 10th day of September, 2019.

Jasmine E. Gore
Mayor of the City of Hopewell

Timeline

The purpose of this timeline is to provide an overview of the events that led up to the resolution to convey Sub-Parcel # 027-0300 to the City of Hopewell.

2011	Sands Anderson receives account to move forward with suit. Suit filed. Payment agreement reached, suit dismissed.
2011-Present	Code Violations written for Sub-Parcel #027-0300 (See Attached)
September 28, 2018	Acknowledgement of breach of payment agreement.
December 13, 2018	A new suit was filed. Defendant served on this date. Given until January 3, 2019 to respond.
December 18, 2018	<p>Department of Development initiated meeting to discuss tools to address blighted properties. Meeting Attendees: Assistant City Manager, Treasurer, City Attorney, Senior Planner, and Director of Development</p> <p>Reviewed current State Code provisions, compare with local provisions, Team Work/How to Create a System</p>
January 8, 2019	<p>The Downtown Design Review Committee initiated meeting with City Staff to discuss blighted properties. Meeting Attendees: DDRC Members, City Treasurer, City Attorney, Building Official, Senior Planner, Director of Development</p> <p>Reviewed current State Code provisions, compare with local provisions, Team Work/How to Create a System</p>
January 29, 2019	Department of Development initiated meeting with Hopewell Redevelopment and Housing Authority to discuss goals and objectives for housing outlined in the Comprehensive Plan. How the City and HRHA can work together to implement these goals. Meeting Attendees: Executive Director of HRHA, HRHA Community Revitalization Director, Senior Planner, and the Director of the Development
February 2019	Follow-up meeting from December to continue discussion on tax delinquent properties, blighted properties in the City and how to move forward with community redevelopment efforts. Attendance: City Attorney, Assistant City Manager, Senior Planner, Treasurer, Director of Development
April 2019	Learned property in question would be auctioned off by the City. Initiated meeting to continue discussion held in February.

Discussed two state code provisions other than auction at the City's disposal

Discussed this item with City Administration.

Three options were given by Sands Anderson

1. VA Code 58.1-3970.1 convey property directly to City with a court order, if (1) the property is not an occupied dwelling, and (2) the City enters into an agreement to sell the property to a nonprofit that will renovate or construct a single family dwelling on the parcel to be sold to person to reside in the dwelling whose income is below the median income in the area.

(2) VA Code 58.1-3970.0 permits the City to deem taxes, penalties, interest, and other costs paid in exchange for conveyance of the property by the owner to a land bank entity or non-profit that builds, renovates, revitalizes affordable housing for low-income families. The owner has to agree and convey the property.

(3) Sell the property at public auction, and the City can buy it.

Development Staff preferred option 1 and spoke to Housing Authority and held a meeting with Executive Director to discuss this possibility.

May 2019

Auction was set for June, moved to August 23, 2019 by the Treasurer

July 2019

Status of owner's response to the conveyance of property to HRHA was asked by Senior Planner to the Treasurer. Informed the conversation had not yet taken place.

August 2019

Director of Development contacted by Sands Anderson regarding the City's interest in the property. Discussed options

Sands Anderson informed the Director of Development, Treasurer, Senior Planner and Administration that the State Code was amended effective July 1, 2019- Code Section 58.1-3970.1

Previously applied to parcels assessed at less than \$50,000, and now applies to parcels assessed at less than \$75,000, and the percentage of taxes and the City's liens, together exceed 35 percent of the assessed value, which means the parcel is not eligible for conveyance to the City.

The taxes alone exceed 15% of the assessed value.

Director of Development asked Sands Anderson to move forward with conveyance to City. Treasurer confirmed agreement.

Discussion with Sands Anderson regarding next steps, paperwork, etc. had between the Treasurer, and City Clerk (to research possible liens on the property)

Sands Anderson mailed motion to the judge. Date set for judge to hear motion on September 16, 2019



**The City of
Hopewell, Virginia**

**Hopewell Building Code
Enforcement**

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2227

March 19, 2015

Willie B. & Annie R. Calvin
901 Hampton Rd.
Petersburg, Va. 23805

Re: 1010 Pelham
Subdivision : City Point / Block : 7083 Acres / Lot(s): 1 Pelham St.

Dear Property Owner,

One of the responsibilities of the Hopewell Building Code Enforcement Department is to assure the maintenance of existing structures and properties in the City of Hopewell. Our efforts have served to maintain property values, which in turn benefits property owners, tenants, neighborhoods, and promotes the health, safety, and welfare of all citizens. A visual inspection was conducted at 1010 Pelham Hopewell, Virginia on March 18, 2015. According to the Real Estate Offices records, you are the owner (s) of this property and are therefore the responsible party (ies) for property maintenance. This inspection revealed the following violation(s) of the Hopewell City Code (HCC) exist and require your action.

HCC 18-1 (a) (1):

To permit the accumulation on such property of garbage, refuse, litter, trash, debris, and other substances which might endanger the health, safety or welfare of residents of the city.

- **Clean your property of all trash, limbs, buckets, tires, scrap lumber, indoor furniture and debris.**

You have until **March 23, 2015** to complete the corrections listed above. If it is not possible for you to complete the corrections within the allowed time, please contact me at the above number to make other arrangements.

Be advised that if the condition is not satisfactorily corrected within five (5) calendar days the city may proceed to have the condition corrected, either by city forces or by a private contractor. If a private contractor is used the actual cost of correction, together with an administrative fee of one hundred dollars (\$100.00) will be billed to you, and if not paid within thirty (30) days, shall be added to and collected in the same manner as the real estate tax on such property, and shall constitute a lien on subject property. In addition, you may be issued a summons to appear in court for the violation.

If you have any questions regarding this matter please contact me from 8-9AM and again from 3:30-4:15PM. Between 9AM and 3:30 PM field inspections are conducted.

Your cooperation in this matter is greatly appreciated and required by law.

Sincerely,

Bert Motley
Property Maintenance Inspector

CERTIFIED MAIL: 7014 2870 0002 1334 6169

Task Force #90330

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Willie B. & Annie R. Culvin
 901 Hampton Rd.
 Petersburg, Va 23805

2. Article Number
 (Transfer from service label) 7014 2870 0002 1334 6169

PS Form 3811, July 2013 Domestic Return Receipt

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X *Willie B. Culvin* Agent Addressee

B. Received by (Printed Name) C. Date of Delivery
 WILLIE B. CULVIN 3/23/15

D. Is delivery address different from item 1? Yes No
 If YES, enter delivery address below:

3. Service Type
 Certified Mail® Priority Mail Express™
 Registered Return Receipt for Merchandise
 Insured Mail Collect on Delivery

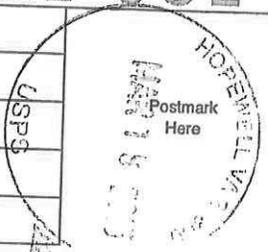
4. Restricted Delivery? (Extra Fee) Yes

7014 2870 0002 1334 6169

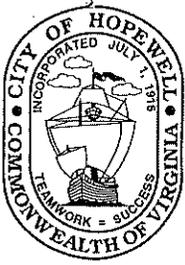
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Postage	\$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$



Sent to: Willie B & Annie R. Culvin
 Street & Apt. No. or PO Box No. 901 Hampton Rd.
 City, State, ZIP+4 Petersburg, Va 23805



Hopewell Code Enforcement
300 North Main Street • Hopewell, Virginia 23860

NOTICE OF VIOLATION - CORRECTION ORDER

1010 Pelham
Property Address (Hopewell)

Willie B & Annie R. Calvin
Owner

1 Pelham Sq. / 1.7083 Acres
Lot / Block / Subdivision

901 Hampton Rd.
Owner Address

G. Motley
Inspector

City Point
3/18/15
Date

Petersburg Va 23205
Owner City, St, Zip

One of the responsibilities of the Code Enforcement Department is to assure the maintenance of existing structures and properties in the City of Hopewell. Our efforts serve to maintain property values, which in turn benefit property owners, tenants, neighborhoods, and promote the health, safety, and welfare of citizens.

An inspection was made of the above referenced property on the date specified above. The property was found to be in violation of one or more of the following codes:

- Hopewell City Code (HC)
- Hopewell Zoning Ordinance (HZ)
- Virginia Uniform Statewide Building Code/Property Maintenance Code (PM)
- BOCA National Fire Prevention Code (F)

The corrections listed below must be completed by 3/23/15, after which a re-inspection will be made to verify compliance with the codes. Failure to complete the required corrections by this date may result in legal action. You may call the Hopewell Code Enforcement office at (804) 541-2227 with any questions you have concerning this Correction Order.

Photo on file Notice posted on property Delivered personal service to occupant

Received on 3/18/15 by _____
Date Signature

#	Corrections Required	Code Section
1.	Clean your property of all trash, buckets, tires, scrap lumber, indoor furniture and debris.	HC018-1(B)(1)

Office Use Tracking # 90330

Citizen Inquiry

137

DATE RECEIVED 3/18/2015 TF # 90330 CM NUMBER _____ INSPECTOR 3128

CONTACT NAME _____ CONTACT PHONE _____ NEXT FOLLOW UP 3/24/15

CONTACT ADDRESS _____

CONTACT CITY _____ DATE COMPLETE _____

COMPLAINT _____

USE CODE 0 COMPLAINT TYPE 18 STATUS L AREA _____ INSPECTION COUNT _____

Property Information

OCCUPANT _____ OCCUPANT PHONE _____

STREET 1010 + _____ PELHAM

SUBDIV CITY POINT BLOCK .7083 acres LOT(S) 1 PELHAM ST.

PROPERTY NOTES _____

Owner Information

OWNER WILLIE B. OR ANNIE R. CALVIN OWNER PHONE _____

OWNER STREET 901 HAMPTON ROAD

OWNER CITY PETERSBURG STATE VA ZIP 23805

NARRATIVE 3/18/15 - START TASK, TD- BERT
3/18/15 - NOV FOR TRASH, BUCKETS, TIRES, SCRAP LUMBER, INDOOR FURNITURE & DEBRIS- BERT
3/19/15 - SENT CERT 7014 2870 0002 1334 6169 -BERT

Warrant Obtained?
No

CALVIN WILLIE B OR ANNIE R
 901 PELHAM ROAD
 PELHAM, VA 23805
 PARCEL ID: 8911
 SUBDIVISION: CITY POINT 0.7083 ACRES

Neighborhood Number
 1
 TAXING DISTRICT INFORMATION
 Jurisdiction Name Hopewell
 Area 001
 District 01

Site Description
 Topography
 Public Utilities
 Street or Road
 Neighborhood
 Zoning: TH-1 HISTORIC DISTRICT
 Legal Acres: 0.5213

Transfer of Ownership

Owner	Consideration	Transfer Date	Deed Book/Page	Deed Type
LUCAS ALICE BOWMAN	1	06/13/1969		
MORRELL MADELINE EPPES	0	08/29/1967		
A	0	05/16/1963		

Valuation Record

Assessment Year	2003	2005	2007	2009	2011	2013	2015
Reason for Change							
0	10800	12400	18000	19300	19300	18700	18300
L	59800	58500	79800	84900	76300	63000	57700
I	70600	70900	97800	104200	95600	81700	76000
T							

Land Size

Rating, Soil ID - or - Actual Frontage	Acreage - or - Effective Frontage	Square Feet - or - Effective Depth	Influence Factor
Homestead	0.5213		C -50% L -5%



17-035-2012



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
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GENERAL COMPLAINTS/VIOLATIONS

Reference 1405
Case reference
Parcel 0270300
Location 1010 PELHAM STREET
Between
Location desc
Municipality HOPEWELL
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept PLANNING
Responsible Dept PLANNING
Inspector Name HEIKE POLUMBO
Init Inspection

Source MANUAL
Complaint source V VERBAL
Comment
Date reported 06/28/2017
Severity 0
Status CLOSED 09/05/2017
Created 06/28/2017 by MPerezDiggs
Comply by 08/25/2017 by HEIKE POLUMBO
Complied

COMPLAINTS/VIOLATIONS

Ordinance
Complaint/Violation
INOPERABLE VEHICLES
Area:
INOPERABLE VEHICLES
Area:
Comply By 07/22/2017 Days 10 Completed Dt 07/22/2017 Severity 0
KNOWN MAKE OR MODEL
CHEVY CAVALIER



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
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Reference: 1405 (continued)

CONTACTS

Name/Address CALVIN WILLIE B OR ANNIE R
901 HAMPTON ROAD
PETERSBURG, VA 23805
Notice Y Resp Y Role OWNER Phone

RESOLUTIONS/ENFORCEMENTS

Step 1	INITIAL INSPECT	
Description	OTHER	
Action type	NEW	
Status		
User status		
Correct by		
Sched action	07/04/2017	
Action started		
Action complete		
Action days	6	
Comment		
Step 5	NOTICE OF VIOLA	
Description	NOTICE	
Action type	NEW	
Status		
User status		
Correct by		
Sched action		
Action started		
Action complete		
Action days	5	
Comment		Notice type NOTICE OF VIOLATION
Step 10	FOLLOW UP INSPE	
Description	OTHER	
Action type	NEW	
Status		
User status		
Correct by		
Sched action		
Action started		
Action complete		
Action days	31	
Comment		
Step 15	SUMMONS	
Description	OTHER	
Action type	NEW	
Status		
User status		



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
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Reference: 1405 (continued)

Correct by
Sched action
Action started
Action complete
Action days 5

Comment

Step 20
Description COURT
Action type OTHER
Status NEW

User status
Correct by
Sched action
Action started
Action complete
Action days 30

Comment

Step 25
Description CASE CLOSED
Action type OTHER
Status NEW

User status
Correct by
Sched action
Action started
Action complete
Action days 999

Comment

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed Results	Bal Due
SITE VISIT	07/21/17	07/21/17	HEIP	07/21/17 FAILED	.00
	1. UNKNOWN IF INOP, UNKNOWN MAKE AND MODEL (COVERED) REQUESTED PROOF OF VEHICLE BEING VALID)				
	2. BLACK CHEVY CAVALIER VPL8545 GOOD TILL THE END OF 7/17, INSPECTION STICKER EXPIRED AND NOT VALID (MONTH NOT VISIBLE, YEAR 2016)				
SITE VISIT	07/21/17	07/24/17	HEIP	07/24/17 PASSED	.00
	Chevy was moved onto property, unknown if inspection was renewed (no trespassing sign)				
SITE VISIT	07/21/17	08/10/17	HEIP	08/10/17 FAILED	.00
	10 day extension given				
SITE VISIT	08/10/17	08/21/17	HEIP	08/21/17 PASSED	.00
	TOTAL:				
					.00



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 4
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Reference: 1405 (continued)

AUDIT HISTORY

Department Comments	Date	Action	Source	Created by
PLANNING	02/21/19	EXCEL FOIA	VIOLATN	MPerezDiggs
PLANNING	02/21/19	EXCEL FOIA	VIOLATN	MPerezDiggs
PLANNING 08/21/2017 PASSED	08/21/17	SITE VISIT	VIOLATN	hpolumbo
PLANNING 08/10/2017 FAILED	08/10/17	SITE VISIT	VIOLATN	hpolumbo
PLANNING	07/27/17	EXCEL Weekly Report	VIOLATN	tgriffin
PLANNING 07/24/2017 PASSED	07/24/17	SITE VISIT	VIOLATN	hpolumbo
PLANNING 07/21/2017 FAILED	07/21/17	SITE VISIT	VIOLATN	hpolumbo



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
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GENERAL COMPLAINTS/VIOLATIONS

Reference 1558
Case reference 0270300
Parcel 1010 PELHAM STREET
Location Between
Location desc HOPEWELL
Municipality HOPEWELL
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept CODE ENFORCEMENT
Responsible Dept CODE ENFORCEMENT
Inspector Name HEIKE POLUMBO
Init Inspection

Source MANUAL

Complaint source
Comment
Date reported 07/21/2017
Severity 0
Status CLOSED 08/09/2017
Created 07/21/2017 by hpolumbo
Comply by
Complied by

COMPLAINTS/VIOLATIONS

Ordinance	HCC 18-1 A 1	Comply By	Days	Complied Dt	Severity
Complaint/Violation TRASH & DEBRIS Area:		07/22/2017	1	08/09/2017	0
TALL GRASS Area:		07/27/2017	6	08/09/2017	0
TOTER Area:		07/25/2017	0		0



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
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Reference: 1558 (continued)

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
HOPEWELL C	07/22/17	07/21/17	HP	07/21/17	FAILED	.00
	NO TRASH AND DEBRIS, PARTIAL TALL GRASS, TRASH CAN IN FRONT OF PROPERTY, PICTURES TAKEN, NOV AND TRASH BROCHURE PLACED ON FRONT DOOR					
HOPEWELL C	07/28/17	07/28/17	HP	07/28/17	PASSED	.00
HOPEWELL C	07/29/17	07/29/17	HP	12/05/18	PASSED	.00
	TOTAL:					

AUDIT HISTORY

Department	Comments	Date	Action	Source	Created by
CODE ENFORCEMENT		05/14/19	EXCEL foia	VIOLATN	MPerezDiggs
CODE ENFORCEMENT		05/14/19	EXCEL FOIA	VIOLATN	MPerezDiggs
CODE ENFORCEMENT		12/05/18	HOPEWELL CITY CODE	VIOLATN	hpolumbo
	12/05/2018 PASSED				
CODE ENFORCEMENT		08/09/17	HOPEWELL C	VIOLATN	hpolumbo
	07/28/2017 PASSED				
CODE ENFORCEMENT		07/27/17	EXCEL Weekly Report	VIOLATN	tgriffin
CODE ENFORCEMENT		07/21/17	HOPEWELL C	VIOLATN	hpolumbo
	07/21/2017 FAILED				



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
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GENERAL COMPLAINTS/VIOLATIONS

Reference 3410
Case reference 0270300
Parcel 1010 PELHAM STREET
Location Between
Location desc HOPEWELL
Municipality HOPEWELL
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept CODE ENFORCEMENT
Responsible Dept CODE ENFORCEMENT
Inspector Name TROY RICHARDSON
Init Inspection

Source MANUAL

Complaint source I INSPECTOR
Comment
Date reported 02/27/2018
Severity 0
Status CLOSED 11/29/2018
Created 02/27/2018 by trichardson
Comply by 11/29/2018 by TROY RICHARDSON
Complied

2/27/18 - COMPLAINT FOR PROPERTY MAINTENANCE ISSUES THAT DO NOT MEET THE PROTECTIVE MAINTENANCE FOR ZONING SO I WAS ASKED TO GO LOOK AT PROPERTY AND WRITE THE VIOLATIONS. - TROY
3/1/18 - POSTED PROPERTY FOR VMC VIOLATIONS OF ROTTEN SIDING AND FRONT DOOR TRIM AND TOOK PICTURES. - TROY
3/1/18 - SENT CERT MAIL TO OWNER # 7014 3490 0001 9043 1273. - TROY

COMPLAINTS/VIOLATIONS

Ordinance
Complaint/Violation
VIRGINIA MAINTENANCE CODE
Area:
Comply By 03/30/2018
Days 31
Completed Dt
Severity 0



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
Piccompen

Reference: 3410 (continued)

CONTACTS

Name/Address CALVIN WILLIE B OR ANNIE R
901 HAMPTON ROAD
PETERSBURG, VA 23805
Notice Y Resp Y Role OWNER Phone

RESOLUTIONS/ENFORCEMENTS

Step 1
Description INITIAL INSPECT
Action type INSPECTION
Status DONE
User status
Correct by
Sched action 02/28/2018
Action started
Action complete 03/01/2018 01:10
Action days 1

Comment
Inspection ID 19495 Insp type VMC INSPECTION

Step 5
Description COURTESY LETTER
Action type INSPECTION
Status DONE
User status
Correct by
Sched action 03/01/2018
Action started
Action complete 03/28/2018 09:01

Comment
Inspection ID 19496 Insp type VMC INSPECTION

Step 10
Description FOLLOW UP
Action type INSPECTION
Status DONE
User status
Correct by
Sched action 04/28/2018
Action started
Action complete 11/29/2018 11:37
Action days 31

Comment
Inspection ID 19497 Insp type VMC INSPECTION

Step 15
Description NOV
Action type INSPECTION



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
Piccomp

Reference: 3410 (continued)

Status NEW
User status
Correct by
Sched action 11/29/2018
Action started
Action complete

Comment
Inspection ID 19498 Insp type *UNKNOWN*

Step 20
Description SUMMONS
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 31

Comment
Inspection ID 19499 Insp type *UNKNOWN*

Step 25
Description COURT
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete

Comment
Inspection ID 19500 Insp type *UNKNOWN*

Step 30
Description ABATEMENT
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete

Comment
Inspection ID 19501 Insp type *UNKNOWN*

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
VMC INSPEC	02/27/18	03/01/18	TRIC	03/01/18	FAILED	.00



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 4
Piccompn

Reference: 3410 (continued)

3/1/18 - POSTED PROPERTY FOR VMC VIOLATIONS OF ROTTEN SIDING AND FRONT
 DOOR TRIM AND TOOK PICTURES. - TROY
 3/1/18 - SENT CERT MAIL TO OWNER # 7014 3490 0001 9043 1273. - TROY
 VMC INSPEC 03/28/18 TRIC 03/28/18 FAILED .00
 3/28/18 - RECEIVED AN EMAIL FROM TEVYA AND SHE TALKED TO OWNERS SIBLING
 AND THEY ARE WORKING WITH THE ARB TO REHAB THE EXTERIOR OF HOME.
 VMC INSPEC 11/29/18 TRIC 11/29/18 PASSED .00
 ABATED
 TOTAL: .00

AUDIT HISTORY

Department	Comments	Date	Action	Source	Created by
CODE ENFORCEMENT	11/29/2018 PASSED	11/29/18	VMC INSPEC	VIOLATN	trichardson
CODE ENFORCEMENT	03/28/2018 FAILED	03/28/18	VMC INSPEC	VIOLATN	trichardson
CODE ENFORCEMENT	03/01/2018 FAILED	03/01/18	VMC INSPEC	VIOLATN	trichardson



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
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GENERAL COMPLAINTS/VIOLATIONS

Reference 3411
Case reference 0270300
Parcel 1010 PELHAM STREET
Location Between
Location desc HOPEWELL
Municipality HOPEWELL
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept CODE ENFORCEMENT
Responsible Dept CODE ENFORCEMENT
Inspector Name TROY RICHARDSON
Init Inspection

Source MANUAL

Complaint source I INSPECTOR

Comment

Date reported 02/27/2018

Severity 0

Status CLOSED 03/14/2018

Created 02/27/2018 by trichardson

Comply by 03/14/2018 by TROY RICHARDSON

Complied

2/27/18 - COMPLAINT FOR T&D IN YARD AND RECEIVED THIS FROM TODD HAWKES. - TROY
3/1/18 - WENT TO PROPERTY AND POSTED NOV FOR T&D AND HAVE ATTACHED PICTURES AND NOV INTO MUNIS. - TROY
3/7/18 - ROAD TO GET TO PROPERTY IS CLOSED DUE TO VIRGINIA AMERICAN WATER HAS STREET CLOSED FOR REPAIRS TO MAIN WATER LINE AND WILL GET BACK OUT TOMORROW 3-8-18. - TROY
3/8/18 - TRAILER HAS BEEN EMPTIED AND FURNITURE REMOVED BUT STILL DEBRIS ON GROUND AT RIGHT HAND SIDE OF HOUSE AND I WILL CHECK BACK ON MONDAY 3/12/18 - TROY
3/14/18 - WROTE A COURTESY LETTER AND WAS GOING TO SEND BUT I WENT TO PROPERTY AND ALL DEBRIS HAS BEEN REMOVED, CLOSE FILE. - TROY

COMPLAINTS/VIOLATIONS

Ordinance HCC 18-38

Complaint/Violation T&D

Comply By 02/28/2018
Days 1
Complied Dt 0
Severity 0



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
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Reference: 3411 (continued)

Area:

CONTACTS

Name/Address	Notice	Resp	Role	Phone
CALVIN WILLIE B OR ANNIE R	Y	Y	OWNER	
901 HAMPTON ROAD				
PETERSBURG, VA 23805				

RESOLUTIONS/ENFORCEMENTS

Step	1
Description	INITIAL INSPECT
Action type	INSPECTION
Status	DONE
User status	
Correct by	
Sched action	02/28/2018
Action started	
Action complete	03/01/2018 12:00
Action days	1

Comment	
Inspection ID	19502
Insp type	HOPWELL CITY CODE

Step	5
Description	NOV
Action type	INSPECTION
Status	DONE
User status	
Correct by	
Sched action	03/02/2018
Action started	
Action complete	03/07/2018 12:45
Action days	1

Comment	
Inspection ID	19503
Insp type	HOPWELL CITY CODE

Step	10
Description	ABATEMENT
Action type	INSPECTION
Status	NEW
User status	
Correct by	
Sched action	03/08/2018
Action started	
Action complete	
Action days	1

Comment



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
Piccomp

Reference: 3411 (continued)

Inspection ID 19504 Insp type HOPEWELL CITY CODE

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
HOPEWELL C	02/27/18	03/01/18	TRIC	03/01/18	FAILED	.00
3/1/18 - WENT TO PROPERTY AND POSTED NOV FOR T&D AND HAVE ATTACHED PICTURES AND NOV INTO MUNIS. - TROY						
HOPEWELL C	03/07/18	03/07/18	TRIC	03/07/18	FAILED	.00
3/7/18 - ROAD TO GET TO PROPERTY IS CLOSED DUE TO VIRGINIA AMERICAN WATER HAS STREET CLOSED FOR REPAIRS TO MAIN WATER LINE AND WILL GET BACK OUT TOMORROW 3-8-18. - TROY						
HOPEWELL C	03/08/18	03/08/18	TRIC	03/08/18	FAILED	.00
3/8/18 - TRAILER HAS BEEN EMPTIED AND FURNITURE REMOVED BUT STILL DEBRIS ON GROUND AT RIGHT HAND SIDE OF HOUSE AND I WILL CHECK BACK ON MONDAY						
HOPEWELL C	03/14/18	03/14/18	TRIC	03/14/18	PASSED	.00
3/14/18 - WROTE A COURTESY LETTER AND WAS GOING TO SEND BUT I WENT TO PROPERTY AND ALL DEBRIS HAS BEEN REMOVED, CLOSE FILE. - TROY						
TOTAL:						.00

AUDIT HISTORY

Department	Comments	Date	Action	Source	Created by
CODE ENFORCEMENT		05/14/19	EXCEL FOIA	VIOLATN	MPerezDiggs
CODE ENFORCEMENT		03/14/18	HOPEWELL C	VIOLATN	trichardson
CODE ENFORCEMENT		03/08/18	HOPEWELL C	VIOLATN	trichardson
CODE ENFORCEMENT		03/08/2018	FAILED	VIOLATN	trichardson
CODE ENFORCEMENT		03/07/18	HOPEWELL C	VIOLATN	trichardson
CODE ENFORCEMENT		03/07/2018	FAILED	VIOLATN	trichardson
CODE ENFORCEMENT		03/01/18	HOPEWELL C	VIOLATN	trichardson
CODE ENFORCEMENT		03/01/2018	FAILED	VIOLATN	trichardson



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
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GENERAL COMPLAINTS/VIOLATIONS

Reference 3448
Case reference 0270300
Parcel 1010 PELHAM STREET
Location Between
Location desc HOPEWELL
Municipality HOPEWELL
Area Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept PLANNING
Responsible Dept PLANNING
Inspector Name HEIKE POLUMBO
Init Inspection

Source MANUAL

Complaint source PG Towing, Mazda M&J Towing
Comment 03/05/2018 1330
Severity 0
Status CLOSED 09/12/2018
Created 03/05/2018 by hpolumbo
Comply by 03/16/2018 by HEIKE POLUMBO
Complied

COMPLAINTS/VIOLATIONS

Ordinance
Complaint/Violation
INOPERABLE VEHICLES
Area: no tags
Comply By Days Complied Dt Severity
03/15/2018 10 03/06/2018 0
gray Chevy Impalla
INOPERABLE VEHICLES 03/15/2018 10 03/06/2018 0
Area: black Mazda
per Owner it is not working at the moment (missing driver side window)



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
Piccompen

Reference: 3448 (continued)

RECREATIONAL VEHICLES

04/05/2018 31 03/06/2018 0

Area:
two trailers and one boat visible in side yard

CONTACTS

Name/Address	Notice	Resp	Role	Phone
CALVIN WILLIE B OR ANNIE R	Y	Y	OWNER	
901 HAMPTON ROAD				
PETERSBURG, VA 23805				

RESOLUTIONS/ENFORCEMENTS

Step	1
Description	INITIAL INSPECT
Action type	OTHER
Status	NEW
User status	
Correct by	03/16/2018
Sched action	03/11/2018
Action started	
Action complete	
Action days	6

Comment

Step	5	Notice type	NOTICE OF VIOLATION
Description	NOTICE OF VIOLA		
Action type	NOTICE		
Status	NEW		
User status			
Correct by	03/16/2018		
Sched action			
Action started			
Action complete			
Action days	5		

Comment

Step	10
Description	FOLLOW UP INSPE
Action type	OTHER
Status	NEW
User status	
Correct by	03/16/2018
Sched action	
Action started	
Action complete	
Action days	31



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
piccompn

Reference: 3448 (continued)

Comment

15
Description SUMMONS
Action type OTHER
Status NEW
User status 03/16/2018
Sched action
Action started
Action complete
Action days 5

Comment

20
Description COURT
Action type OTHER
Status NEW
User status 03/16/2018
Sched action
Action started
Action complete
Action days 30

Comment

25
Description CASE CLOSED
Action type OTHER
Status NEW
User status 03/16/2018
Sched action
Action started
Action complete
Action days 999

Comment

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
OFFICE violation letter	03/05/18	03/06/18	HEIP	03/06/18	FAILED	.00
SITE VISIT	03/05/18	03/20/18	HEIP	03/21/18	PASSED	.00
Chevy was towed by PG Towing						
SITE VISIT	06/06/18	06/06/181600	HEIP	06/06/18	PASSED	.00
Mazda still in same location, now tags and inspection expired, M&J towing was informed to tow the vehicle						
SITE VISIT	06/26/18	06/27/18	HEIP	06/27/18	PASSED	.00
062618 NEIGHBOR CALLED TO COMPLAIN ABOUT VEHICLES IN YARD.JB						



09/05/2019 09:54
tgriffin

City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 4
piccompn

Reference: 3448 (continued)

SITE VISIT	03/05/18	03/05/181330	HEIP	03/05/18	FAILED	.00
two inop cars, three RV type vehicles (two trailers one boat)						.00
TOTAL:						.00

AUDIT HISTORY

Department Comments	Date	Action	Source	Created by
PLANNING	02/21/19	EXCEL FOIA	VIOLATN	MPerezDiggs
PLANNING	02/21/19	EXCEL FOIA	VIOLATN	MPerezDiggs
PLANNING	06/27/18	SITE VISIT	VIOLATN	hpolumbo
06/27/2018 PASSED				
PLANNING	06/07/18	SITE VISIT	VIOLATN	hpolumbo
06/06/2018 PASSED				
PLANNING	03/21/18	SITE VISIT	VIOLATN	hpolumbo
03/21/2018 PASSED				
PLANNING	03/06/18	OFFICE	VIOLATN	hpolumbo
03/06/2018 FAILED				
PLANNING	03/05/18	SITE VISIT	VIOLATN	hpolumbo
03/05/2018 FAILED				



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
piccompn

GENERAL COMPLAINTS/VIOLATIONS

Reference 4572
Case reference
Parcel 0270300
Location 1010 PELHAM STREET
Between
Location desc HOPEWELL
Municipality
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept CODE ENFORCEMENT
Responsible Dept CODE ENFORCEMENT
Inspector Name BILL ROSE
Init Inspection

Source MANUAL

Complaint source E EMAIL
Comment
Date reported 07/12/2018
Severity 0
Status CLOSED 07/18/2018
Created 07/12/2018 by wrose
Comply by
Complied 07/18/2018 by BILL ROSE

7-12-18. -START VIOLATION FOR TRASH AND DEBRIS.. -BILL
7-12-18. -GAVE NOV TO HOME OWNER WILLIAM CALVIN(SKI)HE SAID HE WILL GET AREA
CLEANED UP.I LET HIM KNOW FOLLOW UP IS 7-18-18.TOOK PICTURES AND PUT IN MUNIS
&DEV. - BILL
7-18-18. -OWNER HAS CLEANED UP ALL TRASH AND DEBRIS.CLOSED FILE. -BILL

COMPLAINTS/VIOLATIONS

Ordinance HCC 18-38
Complaint/Violation
T&D Area: Comply By Days Complied Dt Severity
07/13/2018 1 0



09/05/2019 09:54
tgriffin

City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
Piccompen

Reference: 4572 (continued)

CONTACTS

Name/Address
CALVIN WILLIE B OR ANNIE R
901 HAMPTON ROAD
PETERSBURG, VA 23805

Notice Resp Role Phone
Y Y OWNER

RESOLUTIONS/ENFORCEMENTS

Step 1
Description INITIAL INSPECT
Action type INSPECTION
Status DONE
User status
Correct by
Sched action 07/13/2018
Action started
Action complete 07/18/2018 09:00
Action days 1

Comment
Inspection ID 26307 Insp type HOPEWELL CITY CODE

Step 5
Description NOV
Action type INSPECTION
Status NEW
User status
Correct by
Sched action 07/19/2018
Action started
Action complete
Action days 1

Comment
Inspection ID 26308 Insp type *UNKNOWN*

Step 10
Description ABATEMENT
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 1

Comment
Inspection ID 26309 Insp type *UNKNOWN*



09/05/2019 09:54
tgriffin

City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
Piccomp

Reference: 4572 (continued)

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
HOPEWELL C	07/12/18	07/18/18	BR0S	07/18/18	PASSED	.00
7-12-18.	-START VIOLATION FOR TRASH AND DEBRIS. -BILL					
7-12-18.	-GAVE NOV TO HOME OWNER WILLIAM CALVIN(SKI)HE SAID HE WILL GET AREA CLEANED UP.I LET HIM KNOW FOLLOW UP IS 7-18-18.TOOK PICTURES AND PUT IN MUNIS &DEV. - BILL					
7-18-18.	-OWNER HAS CLEANED UP ALL TRASH AND DEBRIS.CLOSED FILE. -BILL					

AUDIT HISTORY

Department	Date	Action	Source	Created by
CODE ENFORCEMENT	05/14/19	EXCEL FOIA	VIOLATN	MPerezDiggs
CODE ENFORCEMENT	07/18/18	HOPEWELL C	VIOLATN	wrose
	07/18/2018	PASSED		



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
piccompn

GENERAL COMPLAINTS/VIOLATIONS

Reference 5017
Case reference
Parcel 0270300
Location 1010 PELHAM STREET
Between
Location desc HOPEWELL
Municipality
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept CODE ENFORCEMENT
Responsible Dept CODE ENFORCEMENT
Inspector Name BILL ROSE
Init Inspection

Source MANUAL

Complaint source E EMAIL
Comment
Date reported 08/15/2018
Severity 0
Status CLOSED 08/15/2018
Created 08/15/2018 by wrose
Comply by 08/15/2018 by BILL ROSE
Complied

FROM THE LIST GRIFFEN/JOYNER DRIVE ABOUT
8-15-18. -CHECK ON PROPERTY FOR T & D FROM MY LIST OF GRIFFIN/JOYNER DRIVE
ABOUT. -BILL
From the list Griffen/Joynr Drive about
8-15-18. -CHECK ON PROPERTY FOR TALL GRASS FROM MY LIST OF GRIFFIN/JOYNER
DRIVE ABOUT. -BILL
8-15-18. -UNFOUNDED GRASS IS CUT AND TRIMMED. CLOSED FILE. -BILL

COMPLAINTS/VIOLATIONS

Ordinance HCC 18-1 A 2
Complaint/Violation
TALL GRASS
Area:
Comply By 08/21/2018
Days 6
Complied Dt 0
Severity 0



09/05/2019 09:54
tgriffin

City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
piccompn

Reference: 5017 (continued)

CONTACTS

Name/Address CALVIN WILLIE B OR ANNIE R
901 HAMPTON ROAD
PETERSBURG, VA 23805
Notice Y Resp Y Role OWNER Phone

RESOLUTIONS/ENFORCEMENTS

Step 1 INITIAL INSPECT
Description INSPECTION
Action type DONE
Status
User status
Correct by 08/16/2018
Sched action
Action started
Action complete 08/15/2018 10:30
Action days 1

Comment
Inspection ID 28075 Insp type HOPEWELL CITY CODE

Step 3 PERSONAL CONTAC
Description INSPECTION
Action type NEW
Status
User status
Correct by 08/15/2018
Sched action
Action started
Action complete

Comment
Inspection ID 28076 Insp type *UNKNOWN*

Step 5 COURTESY LETTER
Description INSPECTION
Action type NEW
Status
User status
Correct by
Sched action
Action started
Action complete

Comment
Inspection ID 28077 Insp type *UNKNOWN*

Step 10 FOLLOW UP
Description INSPECTION
Action type NEW
Status



Reference: 5017 (continued)

User status
Correct by
Sched action
Action started
Action complete
Action days 6

Comment
Inspection ID 28078 Insp type *UNKNOWN*
Step 15
Description NOV
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete

Comment
Inspection ID 28079 Insp type *UNKNOWN*
Step 20
Description SUMMONS
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete

Comment
Inspection ID 28080 Insp type *UNKNOWN*
Step 25
Description COURT
Action type INSPECTION
Status NEW
User status
Correct by
Sched action
Action started
Action complete

Comment
Inspection ID 28081 Insp type *UNKNOWN*
Step 30
Description ABATEMENT
Action type INSPECTION
Status NEW
User status
Correct by



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 4
Piccomp

Reference: 5017 (continued)

Sched action
Action started
Action complete

Comment
Inspection ID 28082 Insp type *UNKNOWN*

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
HOPWELL C	08/15/18	08/15/18	BROS	08/15/18	PASSED	.00
FROM THE LIST GRIFFEN/JOYNER DRIVE ABOUT						
8-15-18. -CHECK ON PROPERTY FOR T & D FROM MY LIST OF GRIFFIN/JOYNER						
DRIVE ABOUT. -BILL						
From the list Griffen/Joyner Drive about						
8-15-18. -CHECK ON PROPERTY FOR TALL GRASS FROM MY LIST OF GRIFFIN/JOYNER						
DRIVE ABOUT. -BILL						
8-15-18. -UNFOUNDED GRASS IS CUT AND TRIMMED. CLOSED FILE. -BILL						

AUDIT HISTORY

Department	Date	Action	Source	Created by
CODE ENFORCEMENT	08/15/18	HOPWELL C	VIOLATN	wrose
08/15/2018 PASSED				



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
piccompn

GENERAL COMPLAINTS/VIOLATIONS

Reference 6007
Case reference
Parcel 0270300
Location 1010 PELHAM STREET
Between
Location desc HOPEWELL
Municipality
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept PLANNING
Responsible Dept CODE ENFORCEMENT
Inspector Name BILL ROSE
Init Inspection

Source MANUAL

Complaint source P PHONE
Comment
Date reported 01/28/2019
Severity 0
Status CLOSED 02/05/2019
Created 01/28/2019 by cward
Comply by
Complied 02/05/2019 by BILL ROSE

TRASH IN FRONT YARD.
1-28-19. -WENT BY PROPERTY AND TALKED TO JAQUAN HE STARTED TO PICKING UP
TRASH AROUND TOTER.LET HIM KNOW TO CLEAN UP ALL THE DEBRIS AROUND HOME(WOOD
PILE,OLD DOORS..ETC..)I LET HIM KNOW I WILL POST PROPERTY FOR TRASH AND
DEBRIS AROUND HOME.AS LONG AS HE CLEANS IT UP (5 DAYS)ITS ALL GOOD. -BILL
1-29-19. -WENT TO PROPERTY TO POST NOV.TALKED TO DUANE (OWNERS SON)HE AND 32
OTHERS ARE ALLREADY CLEANING UP DEBRIS 90% IS ALLREADY COMPLETED I LET DUANE
KNOW ILL CHECK BACK NEXT WEEK AND IF ITS ALL CLEANED UP. NO VIOLATIONS .
-BILL
2-5-19. -ALL T&D CLEANED UP .CLOSED FILE. -BILL

COMPLAINTS/VIOLATIONS

Ordinance HCC 18-1 A 1
Complaint/Violation
TRASH & DEBRIS
Area: FRONT
TRASH IN THE FRONT YARD.
Comply By 01/29/2019
Days 1
Complied Dt 01/29/2019
Severity 0



09/05/2019 09:54
tgriffin

City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
piccompn

Reference: 6007 (continued)

CONTACTS

Name/Address	Notice	Resp	Role	Phone
CALVIN WILLIE B OR ANNIE R	Y	Y	OWNER	
901 HAMPTON ROAD				
PETERSBURG, VA 23805				

RESOLUTIONS/ENFORCEMENTS

Step	1
Description	INITIAL INSPECT
Action type	INSPECTION
Status	DONE
User status	
Correct by	
Sched action	01/29/2019
Action started	
Action complete	02/05/2019 02:45
Action days	1

Comment	
Inspection ID	32769
Insp type	HOPEWELL CITY CODE

Step	5
Description	NOV
Action type	INSPECTION
Status	NEW
User status	
Correct by	
Sched action	02/06/2019
Action started	
Action complete	
Action days	1

Comment	
Inspection ID	32770
Insp type	*UNKNOWN*

Step	10
Description	ABATEMENT
Action type	INSPECTION
Status	NEW
User status	
Correct by	
Sched action	
Action started	
Action complete	
Action days	1



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
Piccomp

Reference: 6007 (continued)

Comment
Inspection ID 32771 Insp type *UNKNOWN* Bal Due .00

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
HOPWELL C	01/29/19	02/05/19	BROS	02/05/19	PASSED	.00
TRASH IN FRONT YARD.						
1-28-19. -WENT BY PROPERTY AND TALKED TO JAQUAN HE STARTED TO PICKING UP TRASH AROUND TOTER.LET HIM KNOW TO CLEAN UP ALL THE DEBRIS AROUND HOME(WOOD PILE,OLD DOORS..ETC..)I LET HIM KNOW I WILL POST PROPERTY FOR TRASH AND DEBRIS AROUND HOME.AS LONG AS HE CLEANS IT UP (5 DAYS) ITS ALL GOOD. -BILL						
1-29-19. -WENT TO PROPERTY TO POST NOV.TALKED TO DUANE (OWNERS SON)HE AND 32 OTHERS ARE ALLREADY CLEANING UP DEBRIS 90% IS ALREADY COMPLETED I LET DUANE KNOW ILL CHECK BACK NEXT WEEK AND IF ITS ALL CLEANED UP. NO VIOLATIONS. -BILL						
2-5-19. -ALL T&D CLEANED UP .CLOSED FILE. -BILL						

AUDIT HISTORY

Department	Date	Action	Source	Created by
CODE ENFORCEMENT	05/14/19	EXCEL foia	VIOLATN	MPerezDiggs
CODE ENFORCEMENT	05/14/19	EXCEL FOIA	VIOLATN	MPerezDiggs
CODE ENFORCEMENT	02/05/19	HOPEWELL C	VIOLATN	wrose
02/05/2019 PASSED				



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
piccompn

GENERAL COMPLAINTS/VIOLATIONS

Reference 6008
Case reference
Parcel 0270300
Location 1010 PELHAM STREET
Between
Location desc HOPEWELL
Municipality
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept PLANNING
Responsible Dept PLANNING
Inspector Name HEIKE POLUMBO
Init Inspection

Source MANUAL
Complaint source
Comment
Date reported 01/28/2019
Severity 0
Status CLOSED 02/19/2019
Created 01/28/2019 by cward
Comply by 02/19/2019 by HEIKE POLUMBO
TWO INOPS

COMPLAINTS/VIOLATIONS

Ordinance
Complaint/Violation
INOPERABLE VEHICLES
Area: FRONT
TWO INOPS WITH EXPIRED TAGS
Comply By 02/07/2019
Days 10
Completed Dt 01/29/2019
Severity 0



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
piccompn

Reference: 6008 (continued)

CONTACTS

Name/Address CALVIN WILLIE B OR ANNIE R
901 HAMPTON ROAD
PETERSBURG, VA 23805
Notice Resp Y Y
Role OWNER
Phone

RESOLUTIONS/ENFORCEMENTS

Step 1
Description INITIAL INSPECT
Action type INSPECTION
Status DONE
User status
Correct by
Sched action 01/29/2019
Action started
Action complete 01/29/2019
Action days 1

Comment
Inspection ID 32772
Insp type SITE VISIT

Step 5
Description NOTICE OF VIOLA
Action type NOTICE
Status NEW
User status
Correct by
Sched action 02/03/2019
Action started
Action complete
Action days 5
Notice type NOTICE OF VIOLATION

Comment

Step 10
Description FOLLOW UP INSPE
Action type OTHER
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 31

Comment

Step 15
Description SUMMONS
Action type OTHER
Status NEW



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
piccompn

Reference: 6008 (continued)

User status
Correct by
Sched action
Action started
Action complete
Action days 5

Comment
Step 20
Description COURT
Action type OTHER
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 30

Comment
Step 25
Description CASE CLOSED
Action type OTHER
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 999

Comment

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed Results	Bal Due
SITE VISIT	01/29/19	01/29/19	HEIP	FAILED	.00
SITE VISIT	02/19/19	02/19/19	HEIP	PASSED	.00
Towed by PG Towing					
TOTAL:					.00

AUDIT HISTORY

Department	Date	Action	Source	Created by
PLANNING	02/21/19	EXCEL FOIA	VIOLATN	MPerezDiggs
PLANNING	02/21/19	EXCEL FOIA	VIOLATN	MPerezDiggs
PLANNING	02/19/19	SITE VISIT	VIOLATN	wsuser
02/19/2019 PASSED				



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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 4
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Reference: 6008 (continued)

PLANNING 01/29/2019 FAILED
01/29/19 SITE VISIT

VIOLATN hpolumbo



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 1
piccompn

GENERAL COMPLAINTS/VIOLATIONS

Reference 7352
Case reference
Parcel 0270300
Location 1010 PELHAM STREET
Between
Location desc
Municipality HOPEWELL
Area
Use
Zone
Subdivision
Property Owner CALVIN WILLIE B OR ANNIE R
Address 901 HAMPTON ROAD
PETERSBURG, VA 23805
Phone

Originating Dept PLANNING
Responsible Dept PLANNING
Inspector Name HEIKE POLUMBO
Init Inspection

Source MANUAL
Complaint source
Comment unfounded
Date reported 07/08/2019
Severity 0
Status CLOSED 07/09/2019
Created 07/08/2019 by hpolumbo
Comply by 07/09/2019 by HEIKE POLUMBO

COMPLAINTS/VIOLATIONS

Ordinance
Complaint/Violation
INOPERABLE VEHICLES
Area:
per caller vehicle is in driveway for more than 2 weeks with expired tags

Comply By	Days	Complied Dt	Severity
07/18/2019	10	07/09/2019	0



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 2
piccompn

Reference: 7352 (continued)

CONTACTS

Name/Address CALVIN WILLIE B OR ANNIE R
901 HAMPTON ROAD
PETERSBURG, VA 23805
Notice Resp Y Y
Role OWNER
Phone

RESOLUTIONS/ENFORCEMENTS

Step 1
Description INITIAL INSPECT
Action type INSPECTION
Status DONE
User status
Correct by
Sched action 07/09/2019
Action started
Action complete 07/09/2019 09:16
Action days 1

Comment
Inspection ID 40677 Insp type SITE VISIT

Step 5
Description NOTICE OF VIOLA
Action type NOTICE
Status NEW
User status
Correct by
Sched action 07/14/2019
Action started
Action complete
Action days 5
Notice type NOTICE OF VIOLATION

Comment

Step 10
Description FOLLOW UP INSPE
Action type OTHER
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 31

Comment

Step 15
Description SUMMONS
Action type OTHER
Status NEW



09/05/2019 09:54
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City of Hopewell, Virginia
COMPLAINTS/VIOLATIONS PROFILE

P 3
piccompn

Reference: 7352 (continued)

User status
Correct by
Sched action
Action started
Action complete
Action days 5

Comment

20
Description COURT
Action type OTHER
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 30

Comment

25
Description CASE CLOSED
Action type OTHER
Status NEW
User status
Correct by
Sched action
Action started
Action complete
Action days 999

Comment

INSPECTIONS

Type	Requested	Scheduled	Insptr	Performed	Results	Bal Due
SITE VISIT	07/09/19	07/09/19	HEIP	07/09/19	PASSED	.00
Unfounded, no inops located						

AUDIT HISTORY

Department	Date	Action	Source	Created by
PLANNING	07/09/2019	PASSED	VIOLATN	wsuser
Comments 07/09/2019 PASSED 07/09/19 SITE VISIT				

** END OF REPORT - Generated by Teyva Griffin **

Tevya Griffin

From: Tevya Griffin
Sent: Thursday, August 22, 2019 12:33 PM
To: Ronnieye Arrington
Cc: Debra McKnight
Subject: Re: SALE OF 1010 PELHAM (LIEN UPDATE)

Thank you

On Aug 22, 2019, at 12:05 PM, Ronnieye Arrington <rarrington@hopewellva.gov> wrote:

Ms. Griffin,

Please see the below email string and its attachment. I am researching liens and will copy you on my response.

Thank you,

Ronnieye L Arrington

City of Hopewell
City Clerk and FOIA Officer
300 N Main Street, Suite 217
Hopewell, VA 23860
804-541-2249 Work

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Wednesday, August 21, 2019 4:24 PM
To: 'Broughton, N. Reid' <RBroughton@sandsanderson.com>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>; Ronnieye Arrington <rarrington@hopewellva.gov>; Debra McKnight <dmcknight@hopewellva.gov>
Subject: RE: SALE OF 1010 PELHAM (LIEN UPDATE)

Hello,

I show no new liens but am copying our City Clerk and Assistant City Clerk in case I am missing something.

The value from year to year has gone down so not sure if it is relevant but attached.

Joan E. Gosier, MBA

City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260

<image001.png>

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Wednesday, August 21, 2019 3:45 PM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>
Subject: RE: SALE OF 1010 PELHAM

Joan,

Just following up on this. We are getting numerous calls from the property owner and/or his sons. They want to pay off the property, but they don't seem to have the money right now. We have a hearing September 16, 2019, at 9:45 a.m., and we would like to get this filed and noticed for that hearing asap. Would you please help us fill in the blanks?

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
www.SandsAnderson.com | rbroughton@sandsanderson.com | Bio | vCard

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From: Broughton, N. Reid
Sent: Monday, August 19, 2019 4:02 PM
To: Joan Gosier
Cc: Cregger, Kimberly A.
Subject: RE: SALE OF 1010 PELHAM

Once is it conveyed to the City, the taxes, etc. can be written off, but we will be sure to put that in the Court order. My draft motion is attached, but we need to fill in some blanks:

1. Do you have the total for real estate taxes, penalties and interest on the Property?
2. We also need the total any additional liens the City may have on the Property for removal, repair or securing of a building or structure; for removal of trash, garbage, refuse, litter; or for the cutting of grass, weeds or other foreign growth.

We just need these figures through some certain date, e.g. August 1, or today.

I will check on the marina properties.

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
 (540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
 www.SandsAnderson.com | rbroughton@sandsanderson.com | Bio | vCard

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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]

Sent: Monday, August 19, 2019 12:14 PM

To: Broughton, N. Reid

Subject: SALE OF 1010 PELHAM

From a paperwork and accountability standpoint,

What do you recommend on how this parcel is conveyed so that the tax collection requirements and deed recordation

Standards are not compromised? I want this to be treated as if it was sold for the taxes and it is no longer DELINQUENT, etc.

Any word on how things are going with those condo units?

Thanks!

Joan E. Gosier, MBA

City Treasurer

City of Hopewell

300 N. Main St

Hopewell, Va. 23860

(o)804.541.2260

<image002.png>

<http://hopewellva.gov/city-treasurer/>

<1010PELHAM.pdf>

<1010PELHAM.JPG>

Tevya Griffin

From: Ronnieye Arrington
Sent: Thursday, August 22, 2019 1:49 PM
To: Joan Gosier; 'Broughton, N. Reid'
Cc: Cregger, Kimberly A.; Debra McKnight; Tevya Griffin
Subject: RE: SALE OF 1010 PELHAM (LIEN UPDATE)

Madam Treasurer,

The City has only one recorded lien against this property—recorded in 2003 in the amount of \$350.

Thank you,

Ronnieye L Arrington

City of Hopewell
City Clerk and FOIA Officer
 300 N Main Street, Suite 217
 Hopewell, VA 23860
804-541-2249 Work

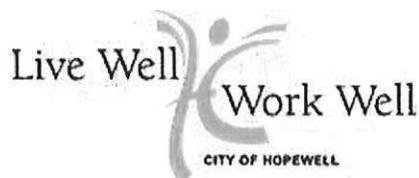
From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Wednesday, August 21, 2019 4:24 PM
To: 'Broughton, N. Reid' <RBroughton@sandsanderson.com>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>; Ronnieye Arrington <rarrington@hopewellva.gov>; Debra McKnight <dmcknight@hopewellva.gov>
Subject: RE: SALE OF 1010 PELHAM (LIEN UPDATE)

Hello,

I show no new liens but am copying our City Clerk and Assistant City Clerk in case I am missing something. The value from year to year has gone down so not sure if it is relevant but attached.

Joan E. Gosier, MBA

City Treasurer
 City of Hopewell
 300 N. Main St
 Hopewell, Va. 23860
 (o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Wednesday, August 21, 2019 3:45 PM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>
Subject: RE: SALE OF 1010 PELHAM

Joan,

Just following up on this. We are getting numerous calls from the property owner and/or his sons. They want to pay off the property, but they don't seem to have the money right now. We have a hearing September 16, 2019, at 9:45 a.m., and we would like to get this filed and noticed for that hearing asap. Would you please help us fill in the blanks?

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
www.SandsAnderson.com | rbroughton@sandsanderson.com | Bio | vCard

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From: Broughton, N. Reid
Sent: Monday, August 19, 2019 4:02 PM
To: Joan Gosier
Cc: Cregger, Kimberly A.
Subject: RE: SALE OF 1010 PELHAM

Once is it conveyed to the City, the taxes, etc. can be written off, but we will be sure to put that in the Court order. My draft motion is attached, but we need to fill in some blanks:

1. Do you have the total for real estate taxes, penalties and interest on the Property?
2. We also need the total any additional liens the City may have on the Property for removal, repair or securing of a building or structure; for removal of trash, garbage, refuse, litter; or for the cutting of grass, weeds or other foreign growth.

We just need these figures through some certain date, e.g. August 1, or today.

I will check on the marina properties.

Thank you,

Reid

N. Reid Broughton*Attorney***Sands Anderson PC**

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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]

Sent: Monday, August 19, 2019 12:14 PM

To: Broughton, N. Reid

Subject: SALE OF 1010 PELHAM

From a paperwork and accountability standpoint,

What do you recommend on how this parcel is conveyed so that the tax collection requirements and deed recordation Standards are not compromised? I want this to be treated as if it was sold for the taxes and it is no longer DELINQUENT, etc.

Any word on how things are going with those condo units?

Thanks!

Joan E. Gosier, MBA

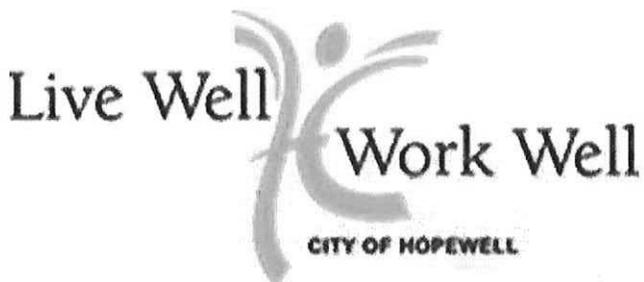
City Treasurer

City of Hopewell

300 N. Main St

Hopewell, Va. 23860

(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

Tevya Griffin

From: Tevya Griffin
Sent: Thursday, August 22, 2019 3:01 PM
To: 'Broughton, N. Reid'; Ronnieye Arrington; Joan Gosier
Cc: Cregger, Kimberly A.; Debra McKnight
Subject: RE: SALE OF 1010 PELHAM (LIEN UPDATE)

Thanks Reid.

Tevya

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Thursday, August 22, 2019 1:59 PM
To: Ronnieye Arrington <rarrington@hopewellva.gov>; Joan Gosier <jgosier@hopewellva.gov>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>; Debra McKnight <dmcknight@hopewellva.gov>; Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: RE: SALE OF 1010 PELHAM (LIEN UPDATE)

Thank you. We are mailing the Motion today.

N. Reid Broughton

Attorney

Sands Anderson PC

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From: Ronnieye Arrington [<mailto:rarrington@hopewellva.gov>]
Sent: Thursday, August 22, 2019 1:49 PM
To: Joan Gosier; Broughton, N. Reid
Cc: Cregger, Kimberly A.; Debra McKnight; Tevya Griffin
Subject: RE: SALE OF 1010 PELHAM (LIEN UPDATE)

Madam Treasurer,

The City has only one recorded lien against this property—recorded in 2003 in the amount of \$350.

Thank you,

Ronnieye L Arrington

City of Hopewell

City Clerk and FOIA Officer

300 N Main Street, Suite 217

Hopewell, VA 23860

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Thank you,

Reid

N. Reid Broughton
Attorney
Sands Anderson PC

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N. Reid Broughton

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Subject: SALE OF 1010 PELHAM

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Thanks!

Joan E. Gosier, MBA

City Treasurer

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Tevya Griffin

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Monday, August 19, 2019 4:14 PM
To: Tevya Griffin; Christopher Ward
Cc: Joan Gosier; Stefan Calos; Charles E. Dane; Cregger, Kimberly A.; John M. Altman; Dan Pegelow
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes
Attachments: Motion to Appoint Special Commissioner to Convey Property to City; Calvin; 082426.docx

The total the property owner would be required to pay to redeem the property would be \$37,207.69. The City would only pay for our actual costs and attorney's fees. I don't have the total for that yet, but it should be around \$10,000 to \$11,000.

Our draft motion is attached, and I am working with Joan to finalize the form.

N. Reid Broughton

Attorney

Sands Anderson PC

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From: Tevya Griffin [<mailto:Tgriffin@hopewellva.gov>]
Sent: Monday, August 19, 2019 3:29 PM
To: Broughton, N. Reid; Christopher Ward
Cc: Joan Gosier; Calos, Stefan M.; Charles E. Dane; Cregger, Kimberly A.; John M. Altman; Dan Pegelow
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Reid, thanks for the information. Yes, if you could provide that number it would be great.

Thanks again,

Tevya

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Monday, August 19, 2019 3:17 PM
To: Tevya Griffin <Tgriffin@hopewellva.gov>; Christopher Ward <cward@hopewellva.gov>
Cc: Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>; Charles E. Dane <cdane@hopewellva.gov>; Cregger, Kimberly A. <kcregger@sandsanderson.com>; John M. Altman <maltman@hopewellva.gov>; Dan Pegelow <dan@forsaleatauction.biz>
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Tevya,

We have prepared and will file with the Court a motion and proposed order allowing us to convey the property to the City. Once the Order is entered, we will prepare the deed and have it recorded.

A taxpayer is permitted to redeem property at any time prior to the auction. Kimberly is working on getting that number for Mr. Calvin now, and we will forward it to you if you like.

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

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From: Tevya Griffin [<mailto:Tgriffin@hopewellva.gov>]

Sent: Monday, August 19, 2019 2:33 PM

To: Broughton, N. Reid; Christopher Ward

Cc: Joan Gosier; Calos, Stefan M.; Charles E. Dane; Cregger, Kimberly A.; John M. Altman; Dan Pegelow

Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Thanks Reid,

Just for clarity.

1. You and/or your office are handling the court order, correct?
2. Can you disclose the payoff amount and when does it have to be paid? I would suppose it would be before the day of the auction.

Thank you,

Tevya

From: Broughton, N. Reid <RBroughton@sandsanderson.com>

Sent: Monday, August 19, 2019 1:35 PM

To: Tevya Griffin <Tgriffin@hopewellva.gov>; Christopher Ward <cward@hopewellva.gov>

Cc: Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>; Charles E. Dane <cdane@hopewellva.gov>; Cregger, Kimberly A. <kcregger@sandsanderson.com>; John M. Altman <maltman@hopewellva.gov>; Dan Pegelow <dan@forsaleatauction.biz>

Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Received. We will withdraw the property from sale. We will need to a court order authorizing the conveyance and will move forward with that asap. Please note that the property owners have requested a payoff amount. I don't know whether they will pay it, but I wanted to let you know they had requested the amount.

N. Reid Broughton*Attorney***Sands Anderson PC**

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
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From: Tevya Griffin [<mailto:Tgriffin@hopewellva.gov>]

Sent: Monday, August 19, 2019 1:16 PM

To: Christopher Ward

Cc: Broughton, N. Reid; Joan Gosier; Calos, Stefan M.; Charles E. Dane; Cregger, Kimberly A.; John M. Altman

Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Importance: High

Reid,

Can you confirm receipt of the email and let us know when the conveyance takes place. Time is of the essence as you know.

Thanks,

Tevya

From: Tevya Griffin <Tgriffin@hopewellva.gov>

Sent: Monday, August 19, 2019 12:03 PM

To: Christopher Ward <cward@hopewellva.gov>

Cc: Broughton, N. Reid <RBroughton@sandsanderson.com>; Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>; Charles E. Dane <cdane@hopewellva.gov>; Cregger, Kimberly A. <kcregger@sandsanderson.com>; John M. Altman <maltman@hopewellva.gov>

Subject: Re: 1010 Pelham Street- Process for Sale due to delinquent taxes

Hello, the property should be taken off the sale list and conveyed to the City. Please give invoice of attorney's fees to the department of Development.

Let me know when the property is removed from the list and what the next step will be for the City in the form of paperwork.

Thank you

Tevya

On Aug 16, 2019, at 2:48 PM, Christopher Ward <cward@hopewellva.gov> wrote:

Reid,

Thank you for the follow-up research and presentation of an option for this property! The future of this property is of major concern with the Development Department and Architectural Review Board. How do others think we should proceed?

Chris

<image001.jpg><image002.png>

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Friday, August 16, 2019 2:45 PM
To: Tevya Griffin <Tgriffin@hopewellva.gov>; Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>; Christopher Ward <cward@hopewellva.gov>; Charles E. Dane <cdane@hopewellva.gov>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Following up on this issue, Code 58.1-3970.1 has been amended effective July 1, 2019. It previously applied to parcels assessed at less than \$50,000, and now applies to parcels assessed at less than \$75,000, which means this parcel is now eligible for sale to the City.

The amended statute permits conveyance to the City if the parcel is assessed at less than \$75,000, and the percentage of taxes and the City's liens, together, exceed 35 percent of the assessed value, and the taxes alone exceed 15 percent of the assessed value. Based on this change, the property is eligible and could be withdrawn from sale and conveyed to the City. We would need a court order to do so, and we have \$9-10,000 in expenses and attorney's fees that would still need to be paid.

Please let me know if you would like us to pursue this option. Otherwise, we will proceed to sale next week.

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

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From: Broughton, N. Reid
Sent: Wednesday, April 24, 2019 10:58 AM
To: Tevya Griffin; Joan Gosier; Calos, Stefan M.; Calos, Stefan M.; Christopher Ward; Charles E. Dane
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Last I checked, the assessed value was \$72,500, and the taxes, liens, penalties and interest were \$28,872.63, or almost 40%. I see three options:

1. Va. Code 58.1-3970.1 permits us to convey the property directly to the City with a court order, if (1) the property is not an occupied dwelling, and (2) the City enters into an agreement to sell the property to a nonprofit that will renovate or construct a single family dwelling on the parcel to be sold to persons to reside in the dwelling whose income is below the median income in the area.
2. Va. Code 58.1-3970.2 permits the City to deem taxes, penalties, interest, and other costs paid in exchange for conveyance of the property by the owner to a land bank entity or non-profit that builds, renovates, or revitalizes affordable housing for low-income families. The owner will need to agree and convey the property.
3. We can sell the property at public auction, and the City can buy it.

Please let me know how you would like to proceed, and we will get it done.

Thank you,

Reid

N. Reid Broughton

Attorney

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From: Tevya Griffin [<mailto:Tgriffin@hopewellva.gov>]

Sent: Wednesday, April 24, 2019 10:36 AM

To: Joan Gosier; Calos, Stefan M.; Calos, Stefan M.; Christopher Ward; Charles E. Dane

Cc: Broughton, N. Reid

Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Joan, according to the code the property can go to a land trust or a non profit. We have several non profits that we believe would be willing to partner with us on this property and others like it. See the attached, provided by an attorney at Sands Anderson. Code Section 58.1-3970.2- permits the City to deem all taxes, penalties and interest paid in full in exchange for conveyance of the property by the owner to a land bank entity...or an organization that has been granted tax-exempt status...that builds, renovates, or vitalizes affordable housing for low income families"

Could we not use this section?

Tevya

-----Original Appointment-----

From: Joan Gosier <jgosier@hopewellva.gov>

Sent: Wednesday, April 24, 2019 9:42 AM

To: Tevya Griffin

Cc: 'Broughton, N. Reid'

Subject: Accepted: 1010 Pelham Street- Process for Sale due to delinquent taxes

When: Wednesday, April 24, 2019 2:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).

Where: 2nd floor conference room

The property must go to PUBLIC auction. The law does not allow inside acquisition due to the assessed value of the property.

Thanks!

Joan

Tevya Griffin

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Could we not use this section?

Tevya

-----Original Appointment-----

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Sent: Wednesday, April 24, 2019 9:42 AM
To: Tevya Griffin
Cc: 'Broughton, N. Reid'
Subject: Accepted: 1010 Pelham Street- Process for Sale due to delinquent taxes
When: Wednesday, April 24, 2019 2:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: 2nd floor conference room

The property must go to PUBLIC auction. The law does not allow inside acquisition due to the assessed value of the property.

Thanks!

Joan

Tevya Griffin

From: Christopher Ward
Sent: Friday, August 16, 2019 2:49 PM
To: 'Broughton, N. Reid'; Tevya Griffin; Joan Gosier; Stefan Calos; Charles E. Dane
Cc: Cregger, Kimberly A.
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Reid,

Thank you for the follow-up research and presentation of an option for this property! The future of this property is of major concern with the Development Department and Architectural Review Board. How do others think we should proceed?

Chris



Christopher Ward

Senior Planner
 City of Hopewell
 300 N. Main Street, Suite 321
 Hopewell, VA 23860
 (804) 541-2221 office
 (804) 541-2318 fax

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Friday, August 16, 2019 2:45 PM
To: Tevya Griffin <Tgriffin@hopewellva.gov>; Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>; Christopher Ward <cward@hopewellva.gov>; Charles E. Dane <cdane@hopewellva.gov>
Cc: Cregger, Kimberly A. <kcregger@sandsanderson.com>
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Following up on this issue, Code 58.1-3970.1 has been amended effective July 1, 2019. It previously applied to parcels assessed at less than \$50,000, and now applies to parcels assessed at less than \$75,000, which means this parcel is now eligible for sale to the City.

The amended statute permits conveyance to the City if the parcel is assessed at less than \$75,000, and the percentage of taxes and the City's liens, together, exceed 35 percent of the assessed value, and the taxes alone exceed 15 percent of the assessed value. Based on this change, the property is eligible and could be withdrawn from sale and conveyed to the City. We would need a court order to do so, and we have \$9-10,000 in expenses and attorney's fees that would still need to be paid.

Please let me know if you would like us to pursue this option. Otherwise, we will proceed to sale next week.

Thank you,

N. Reid Broughton*Attorney***Sands Anderson PC**

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009

(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax

www.SandsAnderson.com | rbroughton@sandsanderson.com | Bio | vCard

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From: Broughton, N. Reid**Sent:** Wednesday, April 24, 2019 10:58 AM**To:** Tevya Griffin; Joan Gosier; Calos, Stefan M.; Calos, Stefan M.; Christopher Ward; Charles E. Dane**Subject:** RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Last I checked, the assessed value was \$72,500, and the taxes, liens, penalties and interest were \$28,872.63, or almost 40%. I see three options:

1. Va. Code 58.1-3970.1 permits us to convey the property directly to the City with a court order, if (1) the property is not an occupied dwelling, and (2) the City enters into an agreement to sell the property to a nonprofit that will renovate or construct a single family dwelling on the parcel to be sold to persons to reside in the dwelling whose income is below the median income in the area.
2. Va. Code 58.1-3970.2 permits the City to deem taxes, penalties, interest, and other costs paid in exchange for conveyance of the property by the owner to a land bank entity or non-profit that builds, renovates, or revitalizes affordable housing for low-income families. The owner will need to agree and convey the property.
3. We can sell the property at public auction, and the City can buy it.

Please let me know how you would like to proceed, and we will get it done.

Thank you,

Reid

N. Reid Broughton*Attorney***Sands Anderson PC**

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009

(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax

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From: Tevya Griffin [<mailto:Tgriffin@hopewellva.gov>]
Sent: Wednesday, April 24, 2019 10:36 AM
To: Joan Gosier; Calos, Stefan M.; Calos, Stefan M.; Christopher Ward; Charles E. Dane
Cc: Broughton, N. Reid
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Joan, according to the code the property can go to a land trust or a non profit. We have several non profits that we believe would be willing to partner with us on this property and others like it. See the attached, provided by an attorney at Sands Anderson. Code Section 58.1-3970.2- permits the City to deem all taxes, penalties and interest paid in full in exchange for conveyance of the property by the owner to a land bank entity...or an organization that has been granted tax-exempt status...that builds, renovates, or vitalizes affordable housing for low income families”

Could we not use this section?

Tevya

-----Original Appointment-----

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Wednesday, April 24, 2019 9:42 AM
To: Tevya Griffin
Cc: 'Broughton, N. Reid'
Subject: Accepted: 1010 Pelham Street- Process for Sale due to delinquent taxes
When: Wednesday, April 24, 2019 2:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: 2nd floor conference room

The property must go to PUBLIC auction. The law does not allow inside acquisition due to the assessed value of the property.

Thanks!

Joan

Tevya Griffin

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Tuesday, August 6, 2019 8:27 AM
To: Tevya Griffin
Subject: Re: 1010 Pelham - Willie Calvin

Tevya,

I am out of the office this week. How about next week?

From: Tevya Griffin <Tgriffin@hopewellva.gov>
Sent: Friday, August 2, 2019 11:01 AM
To: Broughton, N. Reid <RBroughton@sandsanderson.com>
Cc: Christopher Ward <cward@hopewellva.gov>; Cregger, Kimberly A. <kcregger@sandsanderson.com>
Subject: Re: 1010 Pelham - Willie Calvin

Reid, can we talk over the phone on Monday? Chris, and I have questions. Let us know what time works for you.

We appreciate your time.

Tevya

On Aug 2, 2019, at 10:34 AM, Broughton, N. Reid <RBroughton@sandsanderson.com> wrote:

I would be happy to reach out to the owner, but there is a deed of trust on the property. The deed of trust will be removed by the delinquent tax sale, but will remain on the property if it is given to the authority. Is that ok?

Are there any penalties we should try to collect?

N. Reid Broughton
Attorney
Sands Anderson PC
150 Peppers Ferry Rd, NE
P.O. Box 2009
Christiansburg, VA 24068-2009
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Main (540) 260-9011
Fax (540) 260-0022
www.SandsAnderson.com
RBroughton@SandsAnderson.com

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From: Tevya Griffin <Tgriffin@hopewellva.gov>
Sent: Aug 1, 2019 7:15 PM
To: "Broughton, N. Reid" <RBroughton@sandsanderson.com>
Cc: Christopher Ward <cward@hopewellva.gov>
Subject: Re: 1010 Pelham

This property constitutes over 50% of the code violations in the historic district. The City was interested in the property being turned over to the housing authority or a non profit per the state code statute for properties with delinquent taxes. I was under the impression you were speaking with the owner to determine if he/she was willing to turn over the property to the housing authority. If this conversation is no longer possible, then the City would like to know if a reserve has been placed on the property?

I have copied Chris Ward, Senior Planner, who has been monitoring this property closely. Chris serves as Staff for the ARB of the City Point Historic District. Please reply all in your response.

Thanks for reaching out.

Tevya

On Aug 1, 2019, at 3:58 PM, Broughton, N. Reid <RBroughton@sandsanderson.com> wrote:

Ms. Griffin,

We are working to sell the referenced property at auction on August 23, but I understand the City has an interest in the property.

How can I help?

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
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Tevya Griffin

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Friday, August 2, 2019 10:34 AM
To: Tevya Griffin
Cc: Christopher Ward; Cregger, Kimberly A.
Subject: RE: 1010 Pelham - Willie Calvin

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Are there any penalties we should try to collect?

N. Reid Broughton
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From: Tevya Griffin <Tgriffin@hopewellva.gov>
Sent: Aug 1, 2019 7:15 PM
To: "Broughton, N. Reid" <RBroughton@sandsanderson.com>
Cc: Christopher Ward <cward@hopewellva.gov>
Subject: Re: 1010 Pelham

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I have copied Chris Ward, Senior Planner, who has been monitoring this property closely. Chris serves as Staff for the ARB of the City Point Historic District. Please reply all in your response.

Thanks for reaching out.

Tevya

On Aug 1, 2019, at 3:58 PM, Broughton, N. Reid <RBroughton@sandsanderson.com> wrote:

Ms. Griffin,

We are working to sell the referenced property at auction on August 23, but I understand the City has an interest in the property.

How can I help?

Thank you,

Reid

N. Reid Broughton

Attorney

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Tevya Griffin

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Thursday, August 1, 2019 3:59 PM
To: Tevya Griffin
Subject: 1010 Pelham

Ms. Griffin,

We are working to sell the referenced property at auction on August 23, but I understand the City has an interest in the property.

How can I help?

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
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Tevya Griffin

From: Tevya Griffin
Sent: Thursday, August 1, 2019 7:16 PM
To: Broughton, N. Reid
Cc: Christopher Ward
Subject: Re: 1010 Pelham

This property constitutes over 50% of the code violations in the historic district. The City was interested in the property being turned over to the housing authority or a non profit per the state code statute for properties with delinquent taxes. I was under the impression you were speaking with the owner to determine if he/she was willing to turn over the property to the housing authority. If this conversation is no longer possible, then the City would like to know if a reserve has been placed on the property?

I have copied Chris Ward, Senior Planner, who has been monitoring this property closely. Chris serves as Staff for the ARB of the City Point Historic District. Please reply all in your response.

Thanks for reaching out.

Tevya

On Aug 1, 2019, at 3:58 PM, Broughton, N. Reid <RBroughton@sandsanderson.com> wrote:

Ms. Griffin,

We are working to sell the referenced property at auction on August 23, but I understand the City has an interest in the property.

How can I help?

Thank you,

Reid

N. Reid Broughton

Attorney

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Tevya Griffin

From: Christopher Ward
Sent: Wednesday, July 10, 2019 10:41 AM
To: Joan Gosier
Cc: Tevya Griffin
Subject: 1010 Pelham

Hi Joan,

I just wanted to check on the status of 1010 Pelham. Has Reid Broughton approached the owners yet about the alternative to the tax sale on August 23?

Any info you can provide is much appreciated.

Thanks,

Chris

**Christopher Ward**

Senior Planner
City of Hopewell
300 N. Main Street, Suite 321
Hopewell, VA 23860
(804) 541-2221 office
(804) 541-2318 fax

Tevya Griffin

From: Tevya Griffin
Sent: Thursday, July 18, 2019 3:08 PM
To: Joan Gosier; Christopher Ward
Subject: RE: 1010 Pelham

Joan,

I'm sorry, but I am somewhat confused. We've had at least two meetings regarding this matter (Charlie Dane, Stefan Calos, Chris Ward, you and I). The last time you and I spoke you informed me that Reed was going to approach the property owner with the option to transfer the property to a non-profit or housing authority. Chris and I were waiting to hear how that talk went hence Chris' last two emails asking that very question.

Now that the opportunity for a transfer of the property to a non-profit or authority has gone, are you placing a reserve amount on the sale of the property? And if so, is this public information?

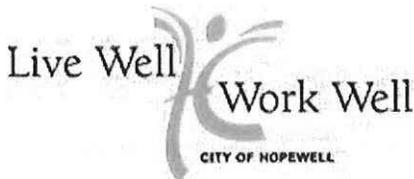
Kindest Regards,

Tevya

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Thursday, July 18, 2019 10:49 AM
To: Tevya Griffin <tgriffin@hopewellva.gov>
Subject: RE: 1010 Pelham

Not sure. Wasn't involved or aware of any discussion with the occupant of the parcel. 😊

Joan E. Gosier, MBA
City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Tevya Griffin <tgriffin@hopewellva.gov>
Sent: Thursday, July 18, 2019 10:48 AM
To: Joan Gosier <jgosier@hopewellva.gov>; Christopher Ward <cward@hopewellva.gov>
Subject: RE: 1010 Pelham

Thanks for the update Joan. Does this mean that the owner declined the transfer of the property to the Housing Authority when asked by Reed?

Thanks,

Tevya

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Thursday, July 18, 2019 9:59 AM
To: Christopher Ward <cward@hopewellva.gov>
Cc: Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: RE: 1010 Pelham

There is a DECREE OF SALE approved by the judge and it will be at the auction on August 23, 2019. The public notice is being prepared now.

Thanks!

Joan E. Gosier, MBA
City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Christopher Ward <cward@hopewellva.gov>
Sent: Thursday, July 18, 2019 9:54 AM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: FW: 1010 Pelham

Hi Joan,

Tevya and I had a great meeting with the Housing Authority yesterday about their new push into redevelopment and new housing construction.

1010 Pelham came up in the conversation as a wonderful opportunity for both the City and HRHA. I understand you are likely sick of my frequent requests for updates on this property but it plays such a pivotal role in City Point.

Any news from Mr. Broughton?

Chris

**Christopher Ward**

Senior Planner
City of Hopewell
300 N. Main Street, Suite 321
Hopewell, VA 23860
(804) 541-2221 office
(804) 541-2318 fax

From: Christopher Ward
Sent: Wednesday, July 10, 2019 10:41 AM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: 1010 Pelham

Hi Joan,

I just wanted to check on the status of 1010 Pelham. Has Reid Broughton approached the owners yet about the alternative to the tax sale on August 23?

Any info you can provide is much appreciated.

Thanks,

Chris

**Christopher Ward**

Senior Planner
City of Hopewell
300 N. Main Street, Suite 321
Hopewell, VA 23860
(804) 541-2221 office
(804) 541-2318 fax

Tevya Griffin

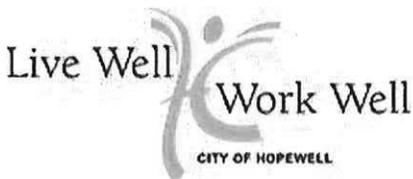
From: Joan Gosier
Sent: Wednesday, May 22, 2019 4:51 PM
To: Tevya Griffin; Christopher Ward
Cc: 'Broughton, N. Reid'; Boles, Sharon H.; Mary Bagshaw
Subject: FOLLOW UP: 1010 Pelham Street

Hello,

Just to confirm that Friday, August 23 we are scheduling our first FY2020 Real Estate Auction for Delinquent taxes. Reid will be the contact on options for the city and taxpayer. Mary is out of office until Tuesday so we have time to ensure that everything is in place.

Thanks!

Joan E. Gosier, MBA
City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



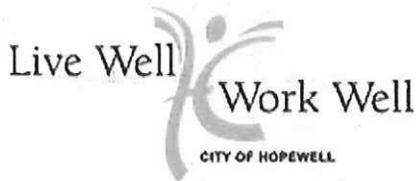
<http://hopewellva.gov/city-treasurer/>

From: Joan Gosier
Sent: Monday, May 20, 2019 1:29 PM
To: 'Broughton, N. Reid' <RBroughton@sandsanderson.com>
Cc: Boles, Sharon H. <sboles@sandsanderson.com>
Subject: RE: 1010 Pelham Street

I would prefer to postpone until August. I had originally told the group August so this works for me. Friday August 23 would be preferred.

Thanks!

Joan E. Gosier, MBA
City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Monday, May 20, 2019 1:28 PM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Boles, Sharon H. <sboles@sandsanderson.com>
Subject: RE: 1010 Pelham Street

Joan,

Petersburg wants to postpone their sale until August to have more properties in the sale. We are looking at August 19 and 23. Do you want to do the same or go forward on June 20?

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]
Sent: Friday, May 17, 2019 5:11 PM
To: Broughton, N. Reid
Subject: RE: 1010 Pelham Street

Perfect!

Thanks!

Joan

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Friday, May 17, 2019 12:00 PM
To: Joan Gosier <jgosier@hopewellva.gov>
Subject: RE: 1010 Pelham Street

Great. We are tentatively planning 10 a.m. on June 20 for City of Hopewell, and 1:00 p.m. for City of Petersburg. We don't have a lot of properties, and one or two may pay off, but we can at least get Willie Calvin (1010 Pelham) taken care of. Is that okay?

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]
Sent: Wednesday, May 15, 2019 5:04 PM
To: Broughton, N. Reid
Subject: RE: 1010 Pelham Street

Okay. Just let me know what we need to do. Mary has all of the paperwork but is on vacation until week of 5/27.

Thanks!

Joan E. Gosier, MBA

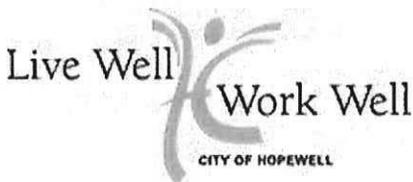
City Treasurer

City of Hopewell

300 N. Main St

Hopewell, Va. 23860

(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Wednesday, May 15, 2019 4:28 PM
To: Joan Gosier <jgosier@hopewellva.gov>
Subject: RE: 1010 Pelham Street

We have an auction in Petersburg on June 20. Perhaps we could do it around that time.

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009

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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]

Sent: Monday, May 13, 2019 4:05 PM

To: Broughton, N. Reid

Subject: FW: 1010 Pelham Street

Hello,

Hope all is well. What would be a time frame for a public auction on delinquent real estate parcels for Hopewell? Specifically to handle the 1010 Pelham situation.

Thanks!

Joan

From: Tevya Griffin <Tgriffin@hopewellva.gov>

Sent: Monday, May 13, 2019 3:31 PM

To: Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>; Charles E. Dane <cdane@hopewellva.gov>; Christopher Ward <cward@hopewellva.gov>; John M. Altman <maltman@hopewellva.gov>

Subject: 1010 Pelham Street

Good morning all,

We've discussed in detail various scenarios regarding 1010 Pelham. We settled on two possible options for the homeowner.

1. Hold auction in July. The property could sell for amount more than amount of taxes owed or under. If under, the homeowner is responsible for the balance. If more, balance goes to the owner. The homeowner exits the home. OR
2. The property owner conveys the property to a non-profit or housing authority. The tax burden is erased 100%. The homeowner exits the home.

We need to be firm in the date those currently residing in the property have to exit. We also need to confirm who and when the discussion of the above two options will be made with the homeowner.

We look forward to a response.

Thanks,

We

Tevya Williams Griffin, AICP
Director
Department of Development
(804) 541-2269

Tevya Griffin

From: Tevya Griffin
Sent: Monday, May 13, 2019 3:31 PM
To: Joan Gosier; Stefan Calos; Charles E. Dane; Christopher Ward; John M. Altman
Subject: 1010 Pelham Street

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We look forward to a response.

Thanks,

We

Tevya Williams Griffin, AICP
Director
Department of Development
(804) 541-2269



Tevya Griffin

From: Calos, Stefan M. <scalos@sandsanderson.com>
Sent: Friday, April 26, 2019 4:00 PM
To: Christopher Ward; Joan Gosier
Cc: Tevya Griffin; John M. Altman; Broughton, N. Reid
Subject: RE: 1010 Pelham follow-up, Calvin blighted property, delinquent taxes
Attachments: Attorney comments_tax sale OCT17.pdf

Chris, thanks. I think our thinking was that there would be no incentive for Mr. Calvin to convey the property to the City and get nothing out of it. It is my understanding that if he does nothing, he will eventually lose the property, and not owe the City anything, i.e., there will be no deficiency from a judicial tax sale, unlike in a foreclosure sale. If he agrees to convey the property, he will lose it, and not gain anything. Unless part of the "compromise and settlement" is some payment to Mr. Calvin. Is that what you're saying, or am I missing something? I suppose city council could compromise and settle the taxes, and then buy the property from him, for less than fair market value. But I'm not sure that, under the statute, we could enter into a valid agreement to do that, and it would too risky to do it without an agreement. I'm copying March and Reid (who I think is out of the office today) just to keep things moving. I don't think Reid's #4 in the attached necessarily contemplates loss of the property by the taxpayer, but he can correct me if I am wrong about that or anything else. Thanks all,

Stefan M. Calos*Attorney***Sands Anderson PC**

1111 East Main Street, Suite 2400 | P.O. Box 1998 | Richmond, VA 23218-1998
 (804) 783-7215 Direct | (804) 648-1636 Main | (804) 783-7291 Fax
www.SandsAnderson.com | scalos@sandsanderson.com | Bio | vCard

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From: Christopher Ward [<mailto:cward@hopewellva.gov>]
Sent: Thursday, April 25, 2019 11:37 AM
To: Calos, Stefan M.; Joan Gosier
Cc: Tevya Griffin
Subject: 1010 Pelham follow-up

Joan and Stefan,

Thanks for the productive meeting yesterday! Tevya and I met with the City Manager this morning and informed him of our discussion. He asked if it was possible to simply negotiate a settlement with the property owner where the property is conveyed to the City in exchange for the taxes. It appears that Reid provided that option under #4 of his email dated October 17, 2018. If we are able to handle this situation under #4, that would be the best option altogether for everyone. Mr. Altman has asked that this option be investigated first and then move on to our other options if not possible.

Chris



Christopher Ward
Senior Planner
City of Hopewell
300 N. Main Street, Suite 321
Hopewell, VA 23860
(804) 541-2221 office
(804) 541-2318 fax

Tevya Griffin

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Attachments: Attorney comments_tax sale OCT17.pdf

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Chris



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Hopewell, VA 23860
(804) 541-2221 office
(804) 541-2318 fax

Tevya Griffin

From: Tevyva Griffin
Sent: Wednesday, April 24, 2019 10:36 AM
To: Joan Gosier; Stefan Calos; Stefan Calos; Christopher Ward; Charles E. Dane
Cc: 'Broughton, N. Reid'
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Joan, according to the code the property can go to a land trust or a non profit. We have several non profits that we believe would be willing to partner with us on this property and others like it. See the attached, provided by an attorney at Sands Anderson. Code Section 58.1-3970.2- permits the City to deem all taxes, penalties and interest paid in full in exchange for conveyance of the property by the owner to a land bank entity...or an organization that has been granted tax-exempt status...that builds, renovates, or vitalizes affordable housing for low income families”

Could we not use this section?



Attorney
comments_tax s...

Tevya

-----Original Appointment-----

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Wednesday, April 24, 2019 9:42 AM
To: Tevyva Griffin
Cc: 'Broughton, N. Reid'
Subject: Accepted: 1010 Pelham Street- Process for Sale due to delinquent taxes
When: Wednesday, April 24, 2019 2:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).
Where: 2nd floor conference room

The property must go to PUBLIC auction. The law does not allow inside acquisition due to the assessed value of the property.

Thanks!

Joan

Tevya Griffin

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Wednesday, April 24, 2019 10:58 AM
To: Tevya Griffin; Joan Gosier; Stefan Calos; Stefan Calos; Christopher Ward; Charles E. Dane
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

Last I checked, the assessed value was \$72,500, and the taxes, liens, penalties and interest were \$28,872.63, or almost 40%. I see three options:

1. Va. Code 58.1-3970.1 permits us to convey the property directly to the City with a court order, if (1) the property is not an occupied dwelling, and (2) the City enters into an agreement to sell the property to a nonprofit that will renovate or construct a single family dwelling on the parcel to be sold to persons to reside in the dwelling whose income is below the median income in the area.
2. Va. Code 58.1-3970.2 permits the City to deem taxes, penalties, interest, and other costs paid in exchange for conveyance of the property by the owner to a land bank entity or non-profit that builds, renovates, or revitalizes affordable housing for low-income families. The owner will need to agree and convey the property.
3. We can sell the property at public auction, and the City can buy it.

Please let me know how you would like to proceed, and we will get it done.

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
 (540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
www.SandsAnderson.com | rbroughton@sandsanderson.com | Bio | vCard

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Sent: Wednesday, April 24, 2019 10:36 AM
To: Joan Gosier; Calos, Stefan M.; Calos, Stefan M.; Christopher Ward; Charles E. Dane
Cc: Broughton, N. Reid
Subject: RE: 1010 Pelham Street- Process for Sale due to delinquent taxes

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Could we not use this section?

Tevya

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Cc: 'Broughton, N. Reid'

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When: Wednesday, April 24, 2019 2:00 PM-2:30 PM (UTC-05:00) Eastern Time (US & Canada).

Where: 2nd floor conference room

The property must go to PUBLIC auction. The law does not allow inside acquisition due to the assessed value of the property.

Thanks!

Joan

Tevya Griffin

From: Joan Gosier
Sent: Friday, April 12, 2019 3:29 PM
To: Christopher Ward; Tevya Griffin
Cc: Mary Bagshaw
Subject: 1010 PELHAM

We are ready to sell 1010 Pelham in our next sale.

The City can buy it at auction, but I don't think we qualify under the statute to convey it directly to the City.

Thanks!

Joan E. Gosier, MBA

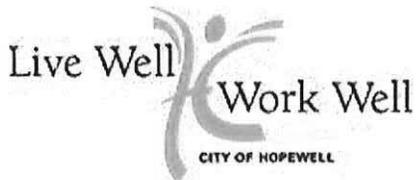
City Treasurer

City of Hopewell

300 N. Main St

Hopewell, Va. 23860

(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

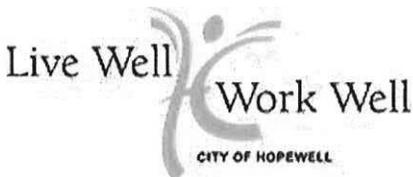
Tevya Griffin

From: Joan Gosier
Sent: Friday, April 12, 2019 3:39 PM
To: Christopher Ward; Tevya Griffin
Cc: Mary Bagshaw
Subject: RE: 1010 PELHAM

We have not set a date. There are a couple of other parcels that are in process.
Likely to be sometime in July.

Thanks!

Joan E. Gosier, MBA
City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Christopher Ward <cward@hopewellva.gov>
Sent: Friday, April 12, 2019 3:35 PM
To: Joan Gosier <jgosier@hopewellva.gov>; Tevya Griffin <Tgriffin@hopewellva.gov>
Cc: Mary Bagshaw <mbagshaw@hopewellva.gov>
Subject: RE: 1010 PELHAM

Thanks Joan – when will the next sale be?

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Friday, April 12, 2019 3:29 PM
To: Christopher Ward <cward@hopewellva.gov>; Tevya Griffin <Tgriffin@hopewellva.gov>
Cc: Mary Bagshaw <mbagshaw@hopewellva.gov>
Subject: 1010 PELHAM

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Joan E. Gosier, MBA

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Tevya Griffin

Subject: 1010 Pelham Street- Process for Sale due to delinquent taxes
Location: 2nd floor conference room

Start: Wed 4/24/2019 2:00 PM
End: Wed 4/24/2019 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Tevya Griffin
Required Attendees: Stefan Calos; Charles E. Dane; CHRIS WARD (cward@hopewellva.gov)

This is a request for a meeting to continue a discussion held in February regarding spot blight and the use of tools provided in the Code of Virginia.

It has come to our attention, Thanks Joan, that 1010 Pelham Street will be auctioned due to tax delinquency.

This property has been cited for years for numerous violations. In fact, it was just cited again earlier this month. It is located in the City Point historic district and is integral to the revitalization of the Bank/Prince Henry Avenue area.

We would like to discuss the steps moving forward.
If the date and time don't work please suggest an alternative.

Thanks,

Tevya

Tevya Griffin

From: Christopher Ward
Sent: Wednesday, January 16, 2019 1:36 PM
To: Joan Gosier
Cc: Tevya Griffin
Subject: 1010 Pelham

Hi Joan,
Checking in again for an update on the status of 1010 Pelham.
Any info you can provide will be most helpful for the ARB.
Thanks,

Chris



Christopher Ward
Senior Planner
City of Hopewell
300 N. Main Street, Suite 321
Hopewell, VA 23860
(804) 541-2221 office
(804) 541-2318 fax

Tevya Griffin

From: Joan Gosier
Sent: Wednesday, January 16, 2019 2:57 PM
To: Tevya Griffin; Christopher Ward
Cc: Mary Bagshaw
Subject: FW: 1010 Pelham

FYI.

We need to confirm if this property is vacant or not.

Thanks!

Joan E. Gosier, MBA

City Treasurer
 City of Hopewell
 300 N. Main St
 Hopewell, Va. 23860
 (o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Broughton, N. Reid <RBroughton@sandsanderson.com>
Sent: Wednesday, January 16, 2019 2:49 PM
To: Joan Gosier <jgosier@hopewellva.gov>; Cregger, Kimberly A. <kcregger@sandsanderson.com>; Mary Bagshaw <mbagshaw@hopewellva.gov>
Cc: Boles, Sharon H. <sboles@sandsanderson.com>; Mallory, Debra L. <DMallory@sandsanderson.com>
Subject: RE: 1010 Pelham

Joan,

Suit has been filed and the defendants have been served. Willie Calvin was served on December 13, 2018, had until January 3, 2019 to respond. Samuel I White, PC was served December 21, 2018, and had until January 11, 2019 to respond. Chicago Title Insurance Co. was served December 18, 2019, and had until January 8, 2019 to respond.

Advanta National Bank was served January 7, 2019, and has until January 28, 2019 to respond. We also served all defendants by publication, giving them until February 7, 2019 to respond. Samuel I White, PC filed an Answer on January 11, 2019, but Willie Calvin and Chicago Title Insurance Co. are in default. After February 7, 2019, we can submit an order to the Court of a Decree of Sale, and we can schedule a public auction at your convenience. The City can purchase the property at such an auction.

I also prepared a motion asking the Court to permit me to convey the property directly to the City pursuant to Va. Code 58.1-3970.1. Per our previous correspondence, the assessed value is \$72,500, and the taxes, liens,

penalties and interest are \$28,872.63, or almost 40%. Because the assessed value is greater than \$50,000, the statute will permit us to convey the property directly to the City, only if (1) the property is not an occupied dwelling, and (2) the City enters into an agreement to sell the property to a nonprofit that will renovate or construct a single family dwelling on the parcel to be sold to persons to reside in the dwelling whose income is below the median income in the area. I am not sure whether we meet either of these requirements. The house looks occupied online, but that is likely out of date. The police did not find him there when they tried to serve him. Please let me know if you think we meet these criteria.

If we don't convey the property to the City, this property should be ready for sale by mid-February. We could have a sale on the courthouse steps at that time, or we can wait until we have more properties if you want to have a bigger sale.

I hope this is helpful, and please let me know if you have any comments or questions.

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

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(540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]
Sent: Wednesday, January 16, 2019 1:53 PM
To: Broughton, N. Reid; Cregger, Kimberly A.; Mary Bagshaw
Subject: FW: 1010 Pelham

Hello team,

Any further updates? IF at possible is there a way to provide a timeline of what activities that must be accomplished to move forward?

Thanks!

Joan E. Gosier, MBA

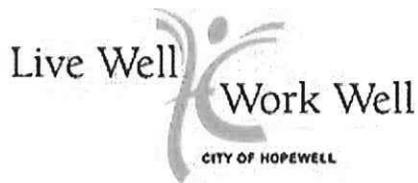
City Treasurer

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Any info you can provide will be most helpful for the ARB.
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Tevya Griffin

From: Christopher Ward
Sent: Wednesday, January 16, 2019 2:58 PM
To: Joan Gosier; Tevya Griffin
Cc: Mary Bagshaw
Subject: RE: 1010 Pelham

I went by there today – it appears occupied (6 cars were parked in front).

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Wednesday, January 16, 2019 2:57 PM
To: Tevya Griffin <Tgriffin@hopewellva.gov>; Christopher Ward <cward@hopewellva.gov>
Cc: Mary Bagshaw <mbagshaw@hopewellva.gov>
Subject: FW: 1010 Pelham

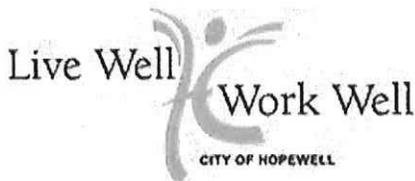
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N. Reid Broughton

Attorney

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Sent: Wednesday, January 16, 2019 1:53 PM

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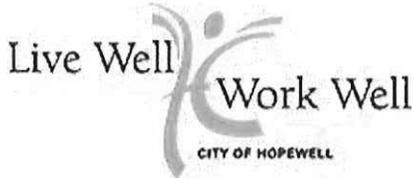
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(804) 541-2221 office
(804) 541-2318 fax

Tevya Griffin

From: Joan Gosier
Sent: Monday, December 3, 2018 9:53 AM
To: Christopher Ward
Cc: Tevya Griffin
Subject: RE: Past due reimbursement request

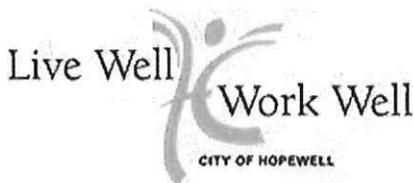
Good morning,

Will check in with Reid and see what options can be worked upon.

Thanks!

Joan E. Gosier, MBA

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City of Hopewell
300 N. Main St
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(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Christopher Ward <cward@hopewellva.gov>
Sent: Thursday, November 29, 2018 12:10 PM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: FW: Past due reimbursement request

Hi Joan,

Thanks for the update!

Tevya has asked if this property would be eligible for the circuit court to transfer title to the City as possibly allowed under State Code 58.1-3970.1?

Chris

From: Tevya Griffin <Tgriffin@hopewellva.gov>
Sent: Thursday, November 29, 2018 9:16 AM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Christopher Ward <cward@hopewellva.gov>
Subject: RE: Past due reimbursement request

oK. Thank you. I am sure the City would be interested in somehow receiving this property as it is in a prime location in the City Point Historic District. I'm not certain how this would work. We can discuss possibilities.

Tevya

From: Joan Gosier <jgosier@hopewellva.gov>
Sent: Wednesday, November 28, 2018 5:06 PM
To: Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: RE: Past due reimbursement request

SA has refiled our lawsuit against Mr. Calvin. They need to complete service on the defendants, and then they will have 21 days in which to respond. If no responses are received, we will ask the Court for a decree of sale, and this property should be on track for our next sale.

Joan E. Gosier, MBA

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Joan,

Do we have any update on 1010 Pelham?

Thanks,

Tevya

From: Joan Gosier
Sent: Tuesday, September 25, 2018 11:43 AM
To: Tevya Griffin <Tgriffin@hopewellva.gov>
Subject: FW: Past due reimbursement request

As discussed...

Nothing back yet on 1010 Pelham.

246

Joan E. Gosier, MBA

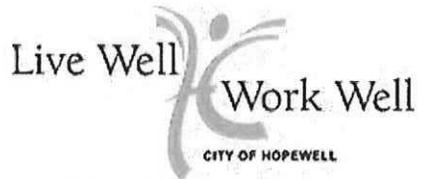
City Treasurer

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Hopewell, Va. 23860

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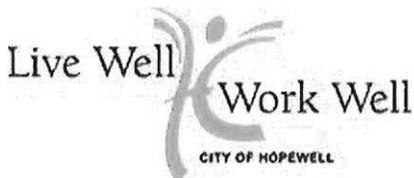
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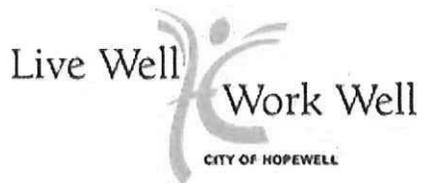
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Tevya Griffin

From: Tevy Griffin
Sent: Monday, November 26, 2018 9:42 AM
To: Joan Gosier
Subject: RE: Past due reimbursement request

Joan,

Do we have any update on 1010 Pelham?

Thanks,

Tevya

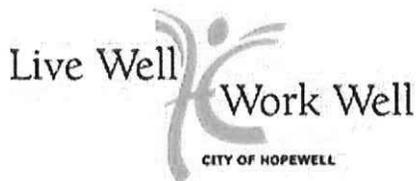
From: Joan Gosier
Sent: Tuesday, September 25, 2018 11:43 AM
To: Tevy Griffin <Tgriffin@hopewellva.gov>
Subject: FW: Past due reimbursement request

As discussed...

Nothing back yet on 1010 Pelham.

Joan E. Gosier, MBA

City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

Tevya Griffin

From: Mary Bagshaw
Sent: Wednesday, October 17, 2018 1:44 PM
To: Joan Gosier; Tevya Griffin
Cc: LaTonya Felton
Subject: 1010 PELHAM

The last update I had on this property was my report I got from Reid on Sept. 28, 2018 in answer to various questions concerning properties with Sands Anderson.

This property is noted as "Ready for Suit "meaning the title work may have been completed and suits drafted. These suits would have to be filed and served then a request for entry of a decree of sale would be requested. There are about 11 different properties listed in the report under this section. Sands Anderson would have to be contacted directly to see what status under the new suit filing is it covered. The owner had made a payment agreement with Sands Anderson but as I understand didn't follow thru so a new suit was filed.

Mary

Mary B Bagshaw

Delinquent Tax Collector

City of Hopewell Treasurer's Office

300 N Main St. Room 109

Hopewell VA 23860

804-541-2240 (Phone)

804-541-2444 (Fax)

mbagshaw@hopewellva.gov

Christopher Ward

From: Joan Gosier
Sent: Wednesday, October 17, 2018 2:44 PM
To: Christopher Ward
Subject: FW: Treasurers Duty to Collect All Penalty and Interest Due

From: Broughton, N. Reid [mailto:RBroughton@sandsanderson.com]
Sent: Wednesday, October 17, 2018 2:41 PM
To: Joan Gosier <jgosier@hopewellva.gov>; Stefan Calos <scalos@sandsanderson.com>
Subject: RE: Treasurers Duty to Collect All Penalty and Interest Due

Joan,

Thank you for sending these opinions. You are absolutely correct. The Treasurer cannot compromise taxes, penalties or interest. Many attorneys we work with do not understand this. Many treat our suits like any other lawsuit, trying to delay and convince us to reach a settlement, which we cannot do.

There are limited exceptions:

1. Insufficient Sale Price.

Taxes, penalties and interest should be marked satisfied through up to the date of sale if we sell the property for delinquent tax collection. 1994 Op. Va. Att. Gen. 121; Va. Code § 8.01-98 ("In any proceedings for the sale of real estate or to subject real estate to the payment of debts, it appears to the court that the real estate cannot be sold for enough to pay off the liens of taxes, levies, and assessments returned delinquent against it, and it further appears that the purchase price offered is adequate and reasonable, such sale shall be confirmed, and the court shall decree the payment and distribution of the proceeds of such sale pro rata to the taxes, levies, and assessments due the Commonwealth or any political subdivision thereof, after having first deducted the cost of such proceedings in court. Such decree shall be certified to the clerk of the appropriate court who has charge of the delinquent tax books, and such clerk shall cause the lien of such taxes, levies, and assessments to be marked satisfied upon the list of delinquent lands regardless of whether the same shall have been paid in full.")

2. No Fault of the Taxpayer.

Virginia Code § 58.1-3916 says that penalty and interest should not be imposed if the failure to pay is not the fault of the taxpayer. The Treasurer determines whether the taxpayer is at fault. Failure to receive a bill is not sufficient. *Rixey's Ex'Rs v. Commonwealth*, 125 Va. 337, 353 (1919) ("The ownership of taxable property imposes the duty of paying taxes thereon. This duty inheres as an essential incident to such ownership."); 1966-67 Op. Atty. Gen. Va. 280 ("The failure to receive a timely tax bill within itself is, in my opinion, an error so obvious as to charge the owner with notice of the same."); 1982 Op. Atty. Gen. Va. 350 ("Errors and omissions of taxing officials do not relieve taxpayers of their statutory duty to pay the full amount of taxes, penalties and interest due, unless their rights have been prejudiced thereby. . . Thus it is my opinion that the failure of taxing official to properly bill a tax does not relieve a taxpayer of his liability and the treasurer must proceed to collect the taxes due."); 1982 Op. Atty. Gen. Va. 393 ("Thus, I am unable to conclude that the

taxpayer's failure to timely pay, simply because he did not receive a bill, "was not in any way the fault of the taxpayer.").

3. Conveyance to a Land Bank or Non-Profit.

Va. Code § 58.1-3970.2 permits the City to deem all taxes, penalties and interest paid in full "in exchange for conveyance of the property by the owner to a land bank entity created pursuant to Chapter 75 (§ 15.2-7500 et seq.) of Title 15.2 or an organization that has been granted tax-exempt status under § 501(c)(3) or 501(c)(4) of the Internal Revenue Code and that builds, renovates, or revitalizes affordable housing for low-income families."

4. Settlement/Offers in Compromise.

Virginia Code § 58.1-3994 permits the Treasurer to compromise and settle the amount due with the consent of the governing body. The Treasurer must determine (a) that collection of the entire amount is in substantial doubt, and (b) the best interests of the locality will be served by the compromise. We normally require the taxpayer to submit a written proposal, and the Treasurer has to make a complete record of the case, including "(i) the tax assessed; (ii) audit findings, if any; (iii) the taxpayer's grounds for dispute or contest together with all evidences thereof; (iv) factors calling collectibility into substantial doubt; (v) any nonprivileged reports or recommendations made with respect to the liability of the taxpayer, the requirements of effective tax administration considered, and/or the collectibility of taxes due; and (vi) the amount assessed or accepted and the terms and conditions attendant to settlement or compromise, with respect to the liability in question." We would then submit the proposal, with your findings, to City Council for approval.

I hope this is helpful, and I would be happy to continue our discussions.

Thank you,

Reid

N. Reid Broughton

Attorney

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009
 (540) 260-3032 Direct | (540) 260-9011 Main | (540) 260-0022 Fax
www.SandsAnderson.com | rbroughton@sandsanderson.com | Bio | vCard

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From: Joan Gosier [<mailto:jgosier@hopewellva.gov>]

Sent: Wednesday, October 17, 2018 12:55 PM

To: Broughton, N. Reid; Calos, Stefan M.

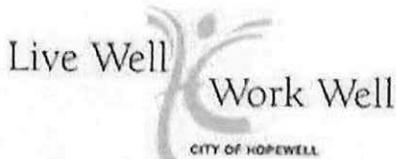
Subject: FW: Treasurers Duty to Collect All Penalty and Interest Due

Hello gentleman,

Here concisely prepared are my concerns on the process I desire to get under control in this office.

Please let me know your thoughts about this and if it should be taken to council in FY19.

Joan E. Gosier, MBA
City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Kevin R Appel [mailto:kraesq@comcast.net]
Sent: Wednesday, October 17, 2018 11:52 AM

My Treasurers:

While attending the TAV Board meeting this morning, I was asked to send to the TAV membership a copy of the Attorney General opinion (to Randolph Boyd) that infers that a Treasurer can be held personally liable for failing to collect ALL tax, penalty, and interest due from a taxpayer (i.e., for "waiving" penalty and/or interest without authority in the law to do so). Check out the text highlighted in BOLD. I have also attached a copy of the AG opinion (to Archer Jones) that discusses the determination of fault for late payment which concludes that a taxpayer has a duty to know due dates, even if no bill is received, to contact the Treasurer to determine what is due, and to pay by the due date, otherwise the LAW imposes late payment penalty and interest. Finally, I have the Treasurer's attached the AG opinion (to Fred Anderson) that concludes that the remedy for a taxpayer who disagrees with the Treasurer's determination of fault is to file a petition challenging the imposition of penalty and interest in circuit court under VA Code section 58.1-3984. Under that provision, the local government attorney is required to defend the lawsuit on behalf of the Treasurer.

Please let me know if you have any questions.

Kevin R. Appel
KRAESQ, PLC
Legal Counsel
Treasurers' Association of Virginia
kraesq@comcast.net
703-380-3501
FAX: 703-248-9450

Kevin R Appel
Arlington County

Tevya Griffin

From: Joan Gosier
Sent: Tuesday, September 25, 2018 5:28 PM
To: Tevya Griffin
Subject: FW: tax sales

FYI. Will keep you posted.

Joan E. Gosier, MBA

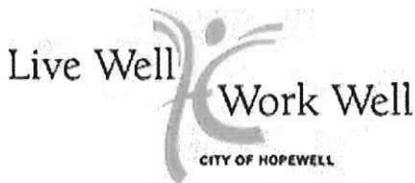
City Treasurer

City of Hopewell

300 N. Main St

Hopewell, Va. 23860

(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

From: Cregger, Kimberly A. [mailto:kcregger@sandsanderson.com]
Sent: Tuesday, September 25, 2018 5:19 PM
To: Mary Bagshaw <mbagshaw@hopewellva.gov>
Cc: Joan Gosier <jgosier@hopewellva.gov>; LaTonya Felton <LFelton@hopewellva.gov>; Broughton, N. Reid <RBroughton@sandsanderson.com>
Subject: RE: tax sales

Mary:

I am preparing a full report for you along with dates for our next sale and the properties that we can offer in that sale. I am also looking at a second sale for early next year for some that will not be ready for the next sale. I will have a report to you tomorrow.

Thank you.

Kimberly

Kimberly A. Cregger

Paralegal

Sands Anderson PC

150 Peppers Ferry Rd, NE | P.O. Box 2009 | Christiansburg, VA 24068-2009

(540) 260-3026 Direct | (540) 260-9011 Main | (540) 260-0022 Fax

www.SandsAnderson.com | kcregger@sandsanderson.com | vCard

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From: Mary Bagshaw [<mailto:mbagshaw@hopewellva.gov>]
Sent: Tuesday, September 25, 2018 12:27 PM
To: Cregger, Kimberly A.
Cc: Joan Gosier; LaTonya Felton
Subject: tax sales
Importance: High

Good morning,

Hope you had a great vacation. I contacted Sharon while you were gone but decided to wait for you to answer my questions.

How are we progressing on the next tax sale? Do we have one scheduled in the near future? I have had inquiries from Code Enforcement dept. on the property located at 1010 Pelham Parcel # 0270300 for Willie Calvin. Is this property included in the suits pending? We need to move forward with another sale as soon as possible to try and get some of these properties taken care of. How many parcels do you have ready to go to sale? Can you send us an updated listing of ones that are ready? I don't want to wait to close to tax deadline to be working on them. Appreciate any information you can give me on this matter. Hope you have a great day.

Thanks, Mary

Mary B Bagshaw
Delinquent Tax Collector
City of Hopewell Treasurer's Office
300 N Main St. Room 109
Hopewell VA 23860
804-541-2240 (Phone)
804-541-2444 (Fax)
mbagshaw@hopewellva.gov

Tevya Griffin

From: Tevya Griffin
Sent: Tuesday, September 25, 2018 11:15 AM
To: Joan Gosier; Christopher Ward
Cc: Mary Bagshaw
Subject: RE: PROPERTY UPDATE

Any updates on 1010 Pelham?

Tevya

From: Joan Gosier
Sent: Tuesday, September 18, 2018 12:59 PM
To: Christopher Ward <cward@hopewellva.gov>; Tevya Griffin <Tgriffin@hopewellva.gov>
Cc: Mary Bagshaw <mbagshaw@hopewellva.gov>
Subject: PROPERTY UPDATE

Hello...tried to reach by phone so sending this email as a follow up to your question.

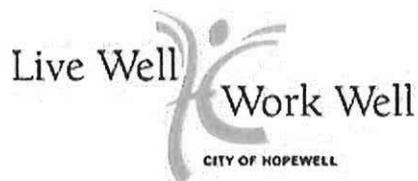
The contact for 100 Pelham at SA is out. Mary will follow up and get the latest update on the pending sale-litigation.

She's back!!! YAY! 😊

Thanks!

Joan E. Gosier, MBA

City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

Tevya Griffin

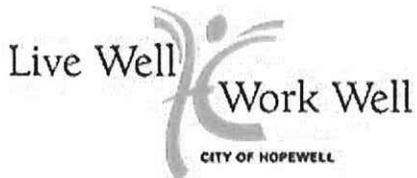
From: Joan Gosier
Sent: Tuesday, September 25, 2018 11:43 AM
To: Tevya Griffin
Subject: FW: Past due reimbursement request
Attachments: Hopewell reimbursement request.pdf; Excerpt from Hopewell Contract for 17-18.pdf

As discussed...

Nothing back yet on 1010 Pelham.

Joan E. Gosier, MBA

City Treasurer
City of Hopewell
300 N. Main St
Hopewell, Va. 23860
(o)804.541.2260



<http://hopewellva.gov/city-treasurer/>

Tevya Griffin

From: Joan Gosier
Sent: Monday, August 27, 2018 10:34 AM
To: Tevya Griffin
Cc: Christopher Ward
Subject: RE: 1010 Pelham Street Sub-Parcel # 0270300

Good morning Tevya,

Thanks for the information. Today is my first day back from 8/17. Let me review and I look forward to discussing Soon.

Thanks!

Joan

From: Tevya Griffin
Sent: Thursday, August 23, 2018 9:48 AM
To: Joan Gosier <jgosier@hopewellva.gov>
Cc: Christopher Ward <cward@hopewellva.gov>
Subject: 1010 Pelham Street Sub-Parcel # 0270300

Joan,

I am writing in reference to the above property. The property is located in the City Point Historic District. It has received numerous code violations to tall grass, inoperable vehicles, and Virginia maintenance code violations. When reviewing the tax delinquent list provided by Darlene, we were shocked to see that this property owner owes over \$24,000 in back taxes over a 5 year span. We wanted to know when this property would be put up for auction? Are they on a payment plan of some sort?

Also, I think this is Segway into a broader conversation I would like to have with you regarding authority provided to localities thought the Code of Virginia to remove blighted properties from our communities. I have attached information that speaks to regulations that help with community development/urban blight, etc.

Please let me know when we can sit down and discuss.

Thanks,

Tevya Williams Griffin, AICP
Director
Department of Development

Tevya Griffin

From: Tevya Griffin
Sent: Thursday, August 23, 2018 9:48 AM
To: Joan Gosier
Cc: Christopher Ward
Subject: 1010 Pelham Street Sub-Parcel # 0270300
Attachments: TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY.pdf

Joan,

I am writing in reference to the above property. The property is located in the City Point Historic District. It has received numerous code violations to tall grass, inoperable vehicles, and Virginia maintenance code violations. When reviewing the tax delinquent list provided by Darlene, we were shocked to see that this property owner owes over \$24,000 in back taxes over a 5 year span. We wanted to know when this property would be put up for auction? Are they on a payment plan of some sort?

Also, I think this is Segway into a broader conversation I would like to have with you regarding authority provided to localities thought the Code of Virginia to remove blighted properties from our communities. I have attached information that speaks to regulations that help with community development/urban blight, etc.

Please let me know when we can sit down and discuss.

Thanks,

Tevya Williams Griffin, AICP
Director
Department of Development
(804) 541-2269



City of Hopewell – July 18, 2011
TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

**I. TOOLS AVAILABLE IF A BLIGHTED STRUCTURE
 PRESENTS AN IMMINENT AND IMMEDIATE THREAT
 TO THE HEALTH, SAFETY OR WELFARE OF
 THE GENERAL PUBLIC**

Tool #1 The locality's designated property maintenance official can authorize emergency repairs to or demolition of the blighted property and recover the cost of abatement from the owner of the blighted structure

Part III of the Virginia Uniform Statewide Building Code

If a locality has adopted Part III of the Virginia Uniform Statewide Building Code (the "Property Maintenance Code" or "PMC"), that locality's designated property maintenance official (the "Building Official") has the authority to authorize emergency repairs and even demolish structures that have been declared unsafe or unfit for human habitation if the Building Official determines that there is an immediate danger of any portion of the unsafe or unfit structure collapsing and when life is endangered.

Under an emergency situation, the Building Official is permitted to authorize the necessary work to make a declared unsafe or unfit structure temporarily safe whether or not legal action to compel compliance has been instituted.

The provisions of the Property Maintenance Code are NOT self-executing and do require the enactment of an Ordinance by the locality adopting the PMC.

Tool #2 The locality can utilize §15.2-900 of the Code of Virginia and abate, raze, or remove the unsafe or dangerous blighted structure and recover the cost of abatement from the owner of the blighted structure

One of the provisions of §15.2-900 of the Code of Virginia allows a locality to abate, raze, or remove unsafe, dangerous, or unsanitary buildings, walls, or structures that present an imminent and immediate threat to the health, safety or welfare of the general public and recover the costs of abatement from the owner of the property.

The provisions of §15.2-900 are self-executing and DO NOT require the enactment of an ordinance by the locality.

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community





City of Hopewell – July 18, 2011

TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

**II. TOOLS AVAILABLE IF A BLIGHTED STRUCTURE
IS UNSAFE OR UNFIT
BUT DOES NOT PRESENT AN IMMINENT AND IMMEDIATE THREAT
OR DANGER TO GENERAL PUBLIC**

Tool #1 The locality's designated Building Official can direct the owner to make the necessary repairs or improvements to the blighted structure. If the owner fails to comply with the Building Official's directive within 30 days, the Building Official can secure, repair, vacate, condemn or demolish the blighted structure and recover the cost of abatement from the owner

Part III of the Virginia Uniform Statewide Building Code

If a locality has adopted Part III of the Virginia Uniform Statewide Building Code (the "Property Maintenance Code" or "PMC"), that locality's designated property maintenance building official (the "Building Official") has the authority to:

1. Obtain an administrative inspection warrant and enter and inspect blighted structures
2. Declare the blighted structure to be unsafe or unfit for human habitation if it does not comply with the provisions in the Property Maintenance Code
3. Provide the Owner of the structure and all lien holders, if any, a statutorily required Notice of Unsafe or Unfit property and 30 days to make the necessary repairs, improvements or demolition within receipt of the statutorily required Notice
4. Secure, repair, vacate, condemn and even demolish the blighted structure if the necessary repairs, improvements or demolition have not been made by the Owner or lien holders within the require timeframe

The Property Maintenance Code contains a comprehensive scheme for dealing with blighted structures – e.g. the PMC sets maintenance standards; gives the right to enter and inspect; provides a procedure for administrative inspection warrants; allows a rental inspection program; describes how to give notice; has procedures to secure, repair, vacate or demolish unsafe/unfit structures; and contains an enforcement procedures.

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community





City of Hopewell – July 18, 2011

TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

The provisions of the Property Maintenance Code are NOT self-executing and do require the enactment of an Ordinance by the locality adopting the PMC.

Tool #2 The locality can utilize §15.2-906 of the Code of Virginia and direct the owner to remove, repair, or secure the blighted structure. If the owner fails to comply the locality's directive, the locality can remove, repair, secure or provide exterior maintenance to the blighted structure and recover the cost of abatement from the owner

Section 15.2-906 of the Code of Virginia allows a locality to adopt an ordinance requiring a property owner to remove, repair, or secure any building, wall or other structure which might endanger public health or safety. The locality can abate such nuisance after giving the property owner written notice to do so and after publishing such notice in a newspaper of general circulation in the community. This section also allows a locality to make exterior maintenance to a building in order to prevent deterioration and can be helpful in preserving historic properties.

The property owner can be billed for the cost of the abatement and a lien can be placed on the property to recover the unpaid costs. Such lien has the same priority as liens for unpaid local taxes. In addition, a locality may prescribe civil penalties, not to exceed a total of \$1,000, for violations of any ordinance adopted pursuant to this section.

The provisions of §15.2-906 are NOT self-executing and do require the enactment of an Ordinance by the locality.

Tool #3 Cities and Towns (not Counties) can utilize §15.2-1115 of the Code of Virginia and compel the abatement or removal of all nuisances, including unsafe or dangerous blighted structures. If the owner fails to comply the locality's directive, the locality can abate the nuisance and recover the cost of abatement from the owner

Section 15.2-1115 of the Code of Virginia allows cities and towns to compel the abatement or removal of all nuisances, including, but not limited to, the razing or repair of all unsafe, dangerous or unsanitary public or private buildings, walls or structures which constitute a menace to the health and safety of the occupants thereof or the public. If after reasonable notice the owner(s) or occupant(s) of the property or

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community



City of Hopewell – July 18, 2011

TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

premises fail to abate the condition or nuisance, the city or town may do so and charge and collect the cost thereof from the owner(s) or occupant(s) of the property affected.

Every charge authorized by this section in excess of \$200 which has been assessed against the owner of any such property and which remains unpaid shall constitute a lien against such property and shall have the same priority as other unpaid local taxes.

The provisions of §15.2-1115 are self-executing and do not require the enactment of an Ordinance by the locality.

Please note that §15.2-1115 only applies to towns and cities, not counties.

Tool #4 The locality can utilize the Spot Blight provisions in §§36-49.1:1 and 36-19.5 of the Code of Virginia to acquire blighted properties through purchase or eminent domain

Sections 36-49.1:1 and 36-19.5 of the Code of Virginia allows localities to acquire “blighted properties” through purchase or eminent domain if their owners fail to property maintain them. One of the reasons a spot blight program is an effective tool that cities and towns can use to combat blight is that it allows localities to take meaningful action against the absentee owners of blighted properties. Another reason spot blight is a valuable tool is that it gives localities a way to protect historic properties and existing housing stock by getting blighted properties out of the hands of neglectful owners and into the hands of new owners that will maintain the property before they deteriorate to the extent they cannot be restored.

Under this Article, a “blighted property” is defined in part as “any individual, commercial, industrial, or residential structure or improvement that endangers the public’s health, safety or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards.”

§36-49.1:1

Section 36-49.1:1 of the Code of Virginia allows a locality to acquire or repair “blighted properties” anywhere within the locality. The Owner(s) of the blighted property must be given notice and an opportunity to prepare a plan to correct the blight. If the owner fails to prepare an adequate plan the local governing body holds a public hearing on the condition of the property. The locality can then proceed to repair or

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community

City of Hopewell – July 18, 2011

TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

acquire the blighted property by eminent domain. The owner of the property can be billed for the costs of any repair or disposal of the property.

A locality cannot use Section 36-49.1:1 to acquire occupied property unless the property has been declared unfit for human habitation for more than one year.

§36-19.5

Section 36-19.5 of the Code of Virginia allows a locality to partner with the local redevelopment and housing authority to acquire a blighted single-family or multi-family dwelling through the purchase or eminent domain. The authority must give the owner written notice and 60 days to correct the blight or to prepare a satisfactory plan to do so. If the owner fails to correct the blight or prepare an adequate plan the authority asks the local governing body to adopt a resolution authorizing the acquisition of the property.

The procedure authorized by Section 36-19.5 does not contain the prohibition against acquiring occupied properties. However, this procedure is limited to a local redevelopment and housing authority's area of operation and can only be used for residential properties

Tool #5 The locality can utilize §§ 58.1-3965 and 58.1-3970.1 of the Code of Virginia to sell blighted properties in order to recover delinquent real estate taxes and nuisance abatement

Delinquent real estate tax sales also gives localities another tool to get blighted properties out of the hands of neglectful owners and into the hands of new owners who will maintain them.

§58.1-3965

Section 58.1-3965 of the Code of Virginia allows a locality to file a petition to have a property sold for the purpose of collecting all delinquent taxes on such property if:

- (i) The taxes on the property are delinquent for two or more years, OR
- (ii) The taxes on the property are delinquent for one year and either:
 - (a) any structure on the property has been condemned by the local Building Official pursuant to applicable law or ordinance,

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community



City of Hopewell – July 18, 2011

TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

- (b) any nuisance, as that term is defined in § 15.2-900 of the Code of Virginia, exists on the property,
- (c) any derelict building, as that term is defined in § 15.2-907.1 of the Code of Virginia, is located on the property, or
- (d) the property that has been declared to be blighted, as that term is defined in § 36-49.1:1 of the Code of Virginia; or
- (e) the city adopts an ordinance to initiate proceedings per § 58.1-3965.1 for delinquent real estate taxes; or
- (f) the city calls for delinquent tax sales on the one-year anniversary of due date of special taxes or assessments in the ordinance creating these special taxes or assessments, per § 58.1-3965.2; OR
- (iii) The property has an assessed value of \$100,000 or less and
 - (a) the taxes on the property are delinquent for one year; or
 - (b) there exists a nuisance abatement lien on the property for one year.

§58.1-3970.1

In lieu of a sale at public auction, Section 58.1-3970.1 of the Code of Virginia allows for title of a property with delinquent taxes to transfer to a locality where:

- (i) The parcel has an assessed value of \$50,000 or less,
- (ii) The parcel has delinquent taxes or nuisance abatement liens, and
- (iii) Such delinquent taxes and nuisance abatement liens, together (including penalty and accumulated interest) exceed 50 percent of the assessed value of the parcel or such delinquent taxes alone exceed 25 percent of the assessed value of the parcel.

No deficiency shall be charged against the owner after conveyance to the locality.

If the locality later sells the parcel, any surplusage must be paid to lien holders and the previous owner.

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community





City of Hopewell – July 18, 2011
TOOLS TO ADDRESS BLIGHTED OR DERELICT PROPERTY

**III. TOOLS AVAILABLE TO ABATE
A BLIGHTED STRUCTURE THAT MIGHT ENDANGER THE PUBLIC'S
HEALTH, SAFETY OR WELFARE,
WHICH FOR A CONTINUOUS PERIOD IN EXCESS OF SIX MONTHS HAS
BEEN VACANT AND BOARDED UP IN ACCORDANCE WITH
THE BUILDING CODE AND HAS NOT HAD ANY UTILITY SERVICE
(i.e. a "DERELICT BUILDING")**

Tool #1 The locality can utilize §15.2-907.1 of the Code of Virginia and establish a tax abatement program to encourage the owners of "Derelict Buildings" to demolish or renovate such buildings

Section 15.2-907.1 of the Code of Virginia was adopted by the General Assembly in 2009 as part of the so-called "Derelict Building Legislation" and allows a locality to establish a real estate tax abatement program to encourage the owners of "derelict buildings" to demolish or renovate them. Under a real estate tax abatement program, the locality is permitted to:

- (i) Require the owner of a "derelict building" to submit a plan to demolish or renovate the derelict building;
- (ii) Expedite the issuance of a demolition or building permit;
- (ii) Refund the building and demolition permit fees when a derelict building is demolished;
- (iii) Refund the site plan and building permit fees up to \$5,000 when a derelict building is renovated;
- (iv) Abate the demolition costs or the increase in real estate taxes resulting from the renovation for a period of not less than 15 years.

Andrew McRoberts, Esquire, 804-783-7211, amcroberts@sandsanderson.com

Sands Anderson PC, 1111 East Main Street, P.O. Box 1998, Richmond, VA 23218-1998

Tools cities and towns can utilize to turn vacant or blighted properties back into properties that contribute to the community



A RESOLUTION WAIVING SIGNATURE

WHEREAS, the employment contract for Sandra Robinson as the Hopewell City Attorney provided in form for the “approval as to form” signature of the then-contracted City Attorney, who did not sign the employment contract prior to the expiration of his firm’s legal services contract with the City; and

WHEREAS, the City Council deems that the inclusion of such “approval to form” was neither circumstantially or legally necessary, and that it would be inappropriate for the current City Attorney, who is a party of the employment contract, to provide such “approval as to form: therefore

BE IT RESOLVED that on this 10th day of September, 2019, the Hopewell City Council hereby waives the attorney “approval to form” signature on the employment contract for Sandra R. Robinson.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Ronnieye Arrington, City Clerk

**REPORTS
OF THE
CITY
MANAGER**

R-1

Homeless Shelter Proposal

The City has provided funding the past 5 years to support the operation of the City's Seasonal Shelter for individual who are homeless or at risk of homelessness. During the first year of operation, the Shelter was staffed using a private contractor (Commonwealth Catholic Charities), complemented by community volunteers. In the four subsequent years of operation, the Shelter has been staffed solely by community volunteers. Since 2016, leased space at 712 W. Broadway has been used to operate the Shelter. The lease for this property expires on October 20, 2019.

The current plan is to relocate the Shelter to the recently vacated EMS Crew Building located at 10th Street South and City Point Road. This matter has been discussed with City Council and staff was requested to evaluate the following two decision points:

1. Operate the Shelter by creating City staff positions vs. employing the services of a private contractor; and
2. Explore the cost of funding for year-round vs. seasonal sheltering.

Based on the information provided below, it is recommended that a contractor be used to operate and staff the Shelter; or create a City Facility/Shelter Manager's position who would oversee contracted shelter monitors.

Operating the Shelter using City staff vs. a Contractor	
City Staff	Pros: <ul style="list-style-type: none"> • Greater span of control regarding day-to-day operation of the Shelter
	Cons: <ul style="list-style-type: none"> • More expensive – see chart immediately below • The City has no direct expertise in shelter operations
Contractor	Pros <ul style="list-style-type: none"> • Less expensive than City – see chart immediately below • Since non-governmental, presumably nonprofit entity may increase likelihood for community donations and volunteerism • More expertise – city has experience in funding and supporting a shelter, but not to operate it • Would conceivable have a pool of shelter staff to draw from; City has no such labor pool
	Cons: <ul style="list-style-type: none"> • May not have equivalent educational and/or work experience standards as the City

Operating Costs – City staff vs. a Contractor				
Facility/Shelter Manager	City		Contractor	
	Salary	\$60,425	Salary	\$39,000
	Benefits	<u>26,695</u>	Benefits	10,920
	TOTAL	\$87,120	Admin fee	<u>7,488</u>
		TOTAL	\$57,408	
Shelter Monitors	City		Contractor*	
	Salary	\$12.83 per hr.	Salary	\$10.50 per hr.
	Benefits	<u>.99</u>	Benefits	.80
	TOTAL	\$13.82	Admin fee	<u>1.69</u>
		TOTAL	\$12.99	

* (estimates based on figures furnished by Catholic Charities)

Based on the information provide below, it is recommended that the City continues to fund a seasonal shelter program.

Seasonal vs. Year Round Program	
Seasonal	Pros: <ul style="list-style-type: none"> • Less expensive to operate– see chart immediately below • Better balance/approach in promoting self sufficiency • Less likely to draw individuals who are homeless from outside the City • Despite being seasonal, would have capacity to respond to situational shelter needs, such as hypothermal shelter, without incurring the cost of year round program
	Cons: <ul style="list-style-type: none"> • May not garner same level of community support because of intermittent nature
Year-Round	Pros <ul style="list-style-type: none"> • Provides a greater safety net for those in need
	Cons: <ul style="list-style-type: none"> • Costs • Would likely draw individuals from outside the City

Operating Costs - Seasonal vs. Year Round program		
Seasonal	City	Contractor*
1 Manager and 1 Monitor	\$120,188	\$88,500
Year-Round		
1 Manager and 1 Monitor	\$153,256	\$119,594

*(estimates based on figures furnished by Catholic Charities)

Summary – Primarily based on costs, program expertise, and organizational capacity, it is recommended that a contractor is sought to operate and staff the Shelter. It is recommended that the Shelter continue to operate on a seasonal basis, also based on costs and current need for homeless services with the City.

Consideration – as a matter of timing, use of a contractor may be required as a transitional plan if Council decides to utilize City staff to operate the Shelter.

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

City Council Boards, Commissions and Authorities Annual Report

ISSUE: City boards, commissions and authorities are required to report back to City Council annually. For years, not all boards report back to the Governing Body or submit meeting minutes.

RECOMMENDATION: Request City Council approve the City Clerk incorporating at least one City board, commission or authority report out at each Regularly Scheduled Meeting of City Council. This will include representatives that solely represent the City on Regional Boards as to provide City Council with an update of the services provided to the City from the specified outside organization. If the selected entity is unable to provide a report or has nothing to contribute, their lack of report will be included in the agenda packet. If the lack of a report is known well in advance, the City Clerk will add that statement, and also reach out to the next entity to have a group still report out during that same City Council Meeting. This will be done to maximize City Council being debrief by its appointees and to keep the follow of reports going.

TIMING: To being at the next Regularly Scheduled City Council Meeting.

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

N/A

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Chief Elected Official Consortium Agreement

ISSUE: The City needs to pass a resolution for the Execution of the Crater Regional Workforce Development Board.

RECOMMENDATION: Request City Council to approved the resolution and approve the Mayor to sign the agreement.

TIMING: Before the next Workforce Meeting. Tentative date to have final response by is 9/16/2019.

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

N/A

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

Resolution

Execution of the Crater Regional Workforce Development Board

Local Workforce Area 15

Chief Elected Official Consortium Agreement

WHEREAS, the City of Hopewell, Virginia is a member of the Crater Region, Local Workforce Area 15;

WHEREAS, through federal funding, the Workforce Innovation & Opportunity Act (WIOA) provides workforce training and other services to the City of Hopewell, Virginia area; and

WHEREAS, the Crater WIOA member jurisdictions wish to jointly perform the responsibilities prescribed under the Act; and

WHEREAS, the Crater Region CEO’s Consortium Agreement describes the responsibilities and Operational Powers of the locality.

NOW, THEREFORE, BE IT RESOLVED that the City of Hopewell, Virginia Board of Supervisors/City Council authorize the execution of the Crater Region Chief Elected Official Consortium Agreement.

Mayor/Board Chair

Locality

ATTEST:

Clerk

Locality

Adopted this ____ day of _____, 2019

PROCUREMENT POLICY AND PROCEDURES

PURPOSE

A contract is a legal obligation of the City of Hopewell (“City”) and, therefore, must be on terms acceptable to the Hopewell City Council (“City Council”). Therefore, pursuant to the power vested in it by Art. IV, §2 of the Hopewell City Charter and Va. Code Ann. §§15.2-1100, *et seq.*, the City Council reserves to itself all authority to bind the City by contract, unless such authority is expressly delegated. Consequently, all contracts shall be submitted to the City Council for approval before such contracts can be effective and enforceable against the City.

In recognition of the City’s need to make purchases and enter into contracts in order to ensure operational efficiency, and deliver timely and critical services, the City Council, pursuant to the authority vested in it by Va. Code Ann. §2.2-4303(G), hereby adopts the following small purchase policy and procedures for the City.

This small purchase policy should be read in conjunction with the Virginia Public Procurement Act Va. Code Ann. §2.2-4300, *et seq.*, as amended, (“the Act”) and shall apply to all public purchasing regardless of its source. This policy shall operate to delegate the power to City employees to contract or make purchases for the City without first seeking its approval by City Council. Any contract not approved by City Council, and not otherwise falling within the applicable provisions specified herein, shall be deemed void and unenforceable.

Except as expressly provided herein, the provisions of the Act shall govern all procurement by the City.

DEFINITIONS

Contract means all types of agreements (e.g., purchase, purchase order, contract, change order), regardless of what they may be called for the procurement of goods, services, insurance, or construction.

Emergency shall exist when a breakdown in essential service occurs or under any circumstances when supplies are needed for immediate use in work which may affect the safety, health or welfare of the public. Within 30 days of emergency, the City Manager or designee shall submit to City Council a written report detailing the nature of the emergency as well as full fiscal and budgetary impact of the emergency including, if necessary, the potential for a supplemental budget appropriation necessitated by the emergency.

VALIDITY OF CONTRACTS

No public contract exceeding the value of \$20,000 shall be valid and enforceable against the City unless it is signed and approved as to form by the city attorney or designee, as well as signed and approved as to substance (terms of the deal) by the city manager or designee. In consultation with the city manager or designee, the city attorney may develop standard terms and conditions, forms, or other checklists for use with or in administration of public contracts.

UNAUTHORIZED CONTRACTS

Contracts may not be artificially divided so as to constitute a small purchase.

GENERAL PROVISIONS

Employees are responsible for soliciting quotes for purchases as outlined below. Purchase orders submitted without the required quotes or a satisfactory explanation as to why quotes were not obtained (i.e., sole source, emergency, approved vendor) shall not be approved.

<u>Up to \$500</u>	One verbal quote is required.
<u>\$501-\$3000</u>	Three verbal quotes must be obtained. The quote summary must be attached to the invoice. Physical records regarding the dates, contacts, and quotes received shall be retained in the department's file for auditing purposes.
<u>\$3,001-\$5,000</u>	Three <u>written</u> quotes are required. The actual written quotes shall be retained in the department's file for auditing purposes Physical records regarding the dates, contacts, and quotes received shall be retained in the department's file for auditing purposes.
<u>\$5,001-\$20,000</u>	Three <u>written</u> quotes are required. Hard copies shall be attached to the purchase order.
<u>\$20,001 & Above</u>	Must be competitively bid in accordance with the Act. City Council approval is required for all purchases in this category, except as provided for an emergency.

Items purchased more than once during a fiscal year (e.g. office supplies) do not need quotes every time a purchase is made. However, unless such purchases are made from an approved vendor list, competitive quotes for repeated purchases shall be sought at least once each year to ensure the

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WORKING PAPERS

vendors are competitive. Inasmuch as possible or feasible, employees should obtain goods and services through cooperative procurement with other local governments or units or by utilizing the Commonwealth of Virginia e-Marketplace.

SOLE SOURCE PROCUREMENT

Contracts for parts, supplies, or equipment that are available only from a single source shall be referred to as sole source purchases. Sole source purchase shall not be used for any type of service contracts. Sole source procurement may arise from the following instances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier;
2. A part for which there is not commercially available substitute, and which can be obtained only from the manufacturer;
3. An item where 'compatibility' is the overriding consideration, e.g., computer software or hardware.

Purchases satisfying one or more of these requirements shall not be subject to competitive bidding; however, purchases exceeding \$20,000 shall still be presented to City Council for approval. For all purchases submitted to City Council as a sole source procurement shall be accompanied by a written request to waive bids which shall also set forth the reason(s) for the request.

EMERGENCY PURCHASES

Emergency shall be defined as set forth herein. Whenever, in the judgment of the City Manager, an emergency situation requires the make of any purchase in excess of \$20,000 but less

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WORKING PAPERS

than \$35,000 prior to the next regular meeting of the City Council, the City Manager may make such purchase without waiting for the formal approval of the specific purchase by City Council but shall make a report thereof to the City Council at the next regular meeting of the City Council. If the emergency purchase is over \$35,000, approval of the City Council is required and request therefor shall be accompanied by a written request to approve the emergency purchase which shall also set forth the reason(s) for the request.

CHANGE ORDERS

Subsequent to entering into a contract, change orders may become necessary. The City Manager shall have the authority to approve all change orders up to \$35,000. Any change order, singularly *or in the aggregate*, that exceeds \$35,000 must be approved by the City Council.

RECONCILIATION REQUIRED

Each department that utilizes this small purchase policy during any given month shall be required to reconcile all purchases executed during that month. To comply with this requirement, each department must designate the person/position who will be tasked with responsibility of reconciling the transactions of the department, and be responsible for investigating, resolving, and reporting out to the Finance Department (copy to City Manager) discrepancies, should such occur. The person/position designated for reconciling the transaction shall *not* under any circumstances be the person/position who initiated or authorized the underlying purchase. This requirement shall not be waived.

For purchases over \$3,000, reconciliation shall require that the expense of the purchase match up and is verified by all documentation required by this policy. Reconciliation should be

FOR DISCUSSION PURPOSES ONLY
DO NOT DISSEMINATE/ATTORNEY WORK PRODUCT
WORKING PAPERS

completed monthly. Reconciliation reports required for any month shall be due to the Finance Department (copy to City Manager) by no later than the 15th day of the following month. Department reconciliation reports shall be retained by Finance Department in accordance with general accounting principles and with all applicable provisions of state and federal law. Under no circumstances shall a department reconciliation report be destroyed prior to the completion of the comprehensive annual financial audit the fiscal year that covers the month for which the reconciliation report was generated.

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Review and approval of financial policies, resolutions, etc.

ISSUE: City Council reviewed the Resolution Adopting Hopewell City Policy Statements, the Resolution Reducing the Spending Limit to \$3,000 and the Budget Document at its August 20, 2019 meeting in Closed Session. Council is asked to review the documents again prior to adoption.

RECOMMENDATION:

TIMING: Action is requested at the September 10, 2019 meeting

BACKGROUND:**ENCLOSED DOCUMENTS:**

- Resolution Adopting Hopewell City Policy Statements
- Resolution Reducing Spending Limit to \$3,000
- Budget Document

STAFF:

Sandra R. Robinson, City Attorney

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7

**A RESOLUTION ADOPTING
HOPEWELL CITY POLICY STATEMENTS**

WHEREAS, pursuant to Va. Code Ann. §2.2-4303 the City of Hopewell is authorized to establish purchase procedures that do not require competitive bidding or negotiation under specified circumstances; and

WHEREAS, the City's Policy and Procedures Purchasing Goods, Services, and Non-Transportation Costing less than \$55,000.00 (referenced as Number Z-2), and Formal Purchasing Procedures - \$55,000+ (referenced as Z-1) were prepared and implemented in good faith by staff, pursuant to this said authority; and

WHEREAS for these said policies and procedures, attached hereto and incorporated by reference, to be properly implemented they must be adopted in writing by the local governing body; now therefore, pursuant to its authority under Va. Code Ann. §§2-2-4303 and 15.2-1100, *et seq.*

BE IT RESOLVED that on this 20th day of August, 2019, the Hopewell City Council hereby adopts the policies incorporated herein, effective August 2, 2017, and also approves and ratifies all contracts/purchases made pursuant to and in strict compliance with these said policies from August 2, 2017 to date. Contracts or purchases having not been made in compliance with these policies or competitive bidding or negotiation, and which were not expressly approved the Hopewell City Council shall not be ratified.

BE IT FURTHER RESOLVED that effective _____, relative to the purchasing policy referenced as Number Z-2, shall be amended to limit department director/employee authorization to purchase goods or services without the expressed approval of City Council to an amount no greater than \$3,000.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Ronnieye Arrington, City Clerk

DRAFT

ESOLUTION ESTABLISHING GUIDELINES FOR BUDGET DOCUMENTS

WHEREAS, pursuant Art. IV, § 2 of the Hopewell City Charter all of the powers of the City of Hopewell (“City”) are vested in and to be exercised by the Hopewell City Council unless expressly conferred on another position of government; and

WHEREAS, in accordance with state law, the City of Hopewell must adopt a budget each year by no later than July 1; and

WHEREAS, notwithstanding the fact that pursuant to Art. V, §4 of the Hopewell City Charter, the City Manager has the responsibility of preparing and submitting the budget to the City Council for adoption, and administering it thereafter, the information contained in the budget is as determined by the City Council, except as otherwise required by general law. (Art XVII, §2); and

WHEREAS, one of the most recent audit performed and completed on the City’s financial records found that, among other deficiencies, year-end expenditures exceeded the final appropriated budget for one City fund; and

WHEREAS, coupled with all of the other noted material weaknesses, the City’s outside auditors recommended that the City more closely monitors expenditures to ensure that no money is paid out until the governing body has made an appropriation for it, in compliance with Va. Code §15.2-2506; and

WHEREAS, the City does not comprehensive stand-alone policies and procedures relative to the preparation and administration of the budgets submitted to and approved by the City Council; and the City Council has determined that the existence of such policies and procedures

would aid the City in avoiding the errors and omissions that led or contributed to the negative findings reported as part and parcel of recent audit reports relative to the City's financial condition. Pursuant to its authority under Art. VII, §7 Virginia Constitution, Art. XVII, § 2 of the Hopewell City Charter, and Va. Code Ann. §§15.2-1106 and 15.2-2500 et seq. the City Council acts and therefore

BE IT RESOLVED on this _____ day of _____, 2019, the Hopewell City Council hereby establishes the following policies and procedures for the budget(s) submitted to the City Council by the City Manager, and which shall take effect immediately upon approval by the City Council:

1. The City Manager shall submit the annual budget to the City Council no less than 90 days prior to the end of the fiscal year.
2. To ensure the timely submission of the annual budget to the City Council, City departments shall be required to submit their annual budget estimates to the City Manager by no later than December 1.
3. After a public hearing on the budget, prior to adoption thereof, the City Council may insert new items of expenditure or may increase, decrease, or strike out an item of expenditure recommended by the City Manager's budget, except that no item or expenditure related to debt service or required by general law or the instructions/restrictions related to a grant award shall be reduced or stricken. In no event shall City Council adopt a budget in which the total amount of expenditures exceeds the estimated receipts of the City, unless at the same time the City Council adopts measures for providing additional revenue in the ensuing fiscal year sufficient to make up this difference.

4. As the power to appropriate funds has been vested in the local governing body, the City Council hereby reserves to itself all power to appropriate funds received by the City of Hopewell, regardless of its source. No budget submitted to the City Council shall contain any statement or reference that authorizes the City Manager or Finance Director or any other City Staff to appropriate funds (whatever the source). Any appropriation made contrary to and in violation of this provision shall be deemed void as a matter of law. Any appropriation knowingly made in violation of this provision may result in disciplinary action, up to and including termination from City employment.

5. No payment shall be made and nor any expense incurred except in accordance with an appropriation duly made by the City Council unless the City Manager shall first certify that there is sufficient unexpended and unencumbered balance in an appropriated category, and that the payment of such expenses is not expected to cause the appropriated department budget to be exceeded. Any expenditure or obligation authorized or incurred in violation of these provisions shall be deemed void as a matter of law. Any payment or expense knowing made or incurred, as the case may be, in violation of this provision may result in disciplinary action, up to and including termination from City employment.

6. An appropriation for a capital expenditure shall carry forward to the following fiscal year(s) until the City Council changes or eliminates the appropriation. The project or purpose for a capital appropriation shall be deemed abandoned if three year pass from the initial appropriation without any disbursement or encumbrance of the appropriation.

7. Appropriations tied to or resulting from a grant award shall first be restricted based on the instructions or requirement. To ensure that the City's expenses are aligned with the

priorities of the City, whether imposed by general law or as established by the City Council, no grant requiring any matching funds shall be applied for by any City staff without the expressed approval of the City Council.

8. A transfer shall mean the movement of all or a portion of an existing appropriation between one budget item (i.e., budget line) to another budget item. The City Manager shall have one-time transfer authority up to \$25,000 between appropriated budget items for any one department, provided that the budget item from which the transfer is being made is unencumbered and so long as the total budget appropriated for that department will not be exceeded. Nothing contained herein shall be construed to give the City Manager the expressed or implicit authority to transfer funds between City departments without the expressed approval of City Council, as such shall be construed as an appropriation to the recipient department.

9. All prior grants of authority delegated by the City Council to the City Manager or Finance Director that are conflict with these provisions are hereby withdrawn.

10. These policies may be amended, from time to time, until comprehensive policies and procedures are established.

11. These provisions shall be effective immediately upon approval/adoption by the Hopewell City Council.

**REPORTS
OF THE
CITY CLERK**

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	4	5
Board of Building Code and Fire Prevention Code Appeals	2	4
Board of Zoning Appeal	5	0
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	8	3
Dock Commission	3	2
Economic Development Authority	5	2
Historic Preservation Committee	5	7
Keep Hopewell Beautiful	9	1
Planning Commission/Wetlands Board	4	1
Recreation Commission	6	2 (students)
Social Services Advisory Board	2	5
Youth Services Commission	10	5
Water Renewal Commission	6	1
Virginia Gateway Region	1	1

John Bain Erades

08-13-19

I Will be resigning from
Keep Hopewell Beautiful.



REPORTS OF THE CITY COUNCIL

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Randolph – Limiting IR and CCR items

ISSUE: Requesting that a work session be set to discuss limiting Council IR and CCR items on the agenda

RECOMMENDATION:

TIMING: Action is requested at the 9-10-19 meeting

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

R-2 Partin - New Curb and Gutter Program - Due to the age of the City of Hopewell, neighborhoods were built with little regard to best management practices in managing storm water. One of the biggest issues facing our neighborhoods, besides the deteriorating roads, is stagnant water and flooding. Because of the neighborhood flooding, our roads are worsening faster and foundations on many houses are currently deteriorating. In order to protect our infrastructure investments and homeowner investments, we are seeking council's approval to charge the city manager and the city engineer to develop a full plan to install curb and gutter on all streets within the next 15 years, where it is physically practical, and to present a plan back to city council within 90-120 days.

IR-1 Gore - Request that boards, commissions, committees of council report annually to Council.

MOTION: _____

Roll Call

IR-2 Gore - Local historic marker program

MOTION: _____

Roll Call



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

IR item – Randolph 0 8-5-19

ISSUE: Discussion of Historic Preservation Committee

RECOMMENDATION:

TIMING: Request council action tonight

BACKGROUND:

ENCLOSED DOCUMENTS:

- Historic Preservation Committee page from Boards and Commissions

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |



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COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Request to eliminate 3-hour time rule for all Council meetings (new item)

ISSUE:**RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |



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- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

ISSUE:**RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
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CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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COUNCIL AGENDA ITEM TITLE:

Creation of Ashford Kent Ad-Hoc Committee

ISSUE: The Mayor of Hopewell was invited to attend a celebration of the twinning of Ashford Kent, UK and the City of Hopewell, Virginia. There were several suggestions made by members of this Council and the Twinning Committee. Ashford Kent has moved the celebration to next year. The Mayor would like to create an Ad-Hoc Committee consisting of the Mayor, Vice Mayor, Mr. Bragg, and two members of the Twinning Association, to work with the Mayor's office and Ashford Kent to plan a celebration.

RECOMMENDATION:

TIMING: Action is requested at this meeting

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

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- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Denton – Office keys

ISSUE:

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

ADJOURN