

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

CITY COUNCIL

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

AGENDA

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John M. Altman, Jr., City Manager
Stefan M. Calos, City Attorney
Ronnieye L. Arrington, City Clerk

Date: May 28, 2019

MUNICIPAL BUILDING

Closed Meeting: 5:30 p.m.
Work Sessions: 6:30 p.m.
Regular Meeting: 7:30 p.m.

OPEN MEETING

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

SUGGESTED MOTION: To go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion, consideration or interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (Shiloh Lodge); (4) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the community (Bamboo); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel (Francisco Landing), in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], 3, 5, and (8), respectively.

Roll Call

CLOSED MEETING

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

SUGGESTED MOTION: To amend/adopt agenda

Roll Call

WORK SESSION

WS-1 Warming/Homeless Shelter

REGULAR MEETING

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

Prayer by Rev. Leroy Mashore, of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton.

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:**
- C-2 Pending List:** Attached
- C-3 Routine Approval of Work Sessions:** 6-4-19 – Budget work session; 6-11-19 spot blight, train station, and two conditional use permit work sessions
- C-4 Personnel Change Report & Financial Report:** Both attached
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:** 6-25-19 rezoning request and two conditional use permits
- C-8 Information for Council Review: Minutes:** HRHA 3-11-19; Recreation Commission 1-9-19, 2-13-19, 3-13-19, 4-10-19; CPMT 4-23-19; Planning Commission 2-28-19; **Report:** City of Refuge Hopewell Recovery Center information
- C-9 Resolutions/Proclamations/Presentations:** Census proclamation; EMS Week proclamation
- C-10 Additional Announcements:**

Public Hearings

CITY CLERK: *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **five minutes**. No person shall be permitted to address Council a second time until all others have been heard and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to 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)*

PH-1 Conditional Use Permit

ISSUE: Public hearing to receive and consider citizen input on the request for a conditional use permit to conduct a single family home on 219 N 15th Avenue

MOTION: _____

Roll Call

PH-2 FY20 Hopewell City Operating Budget and FY20 Hopewell School Budget

ISSUE: Council is required to approve and adopt a budget annually.

MOTION: _____

Roll Call

UNFINISHED BUSINESS

UB-1 Request to place Rev. Harris bust in Ashford Civic Plaza

ISSUE: In honor of the late Rev. Dr. Curtis West Harris, Sr., the Martin Luther King, Jr., Memorial Foundation would like to erect a monument in Ashford Civic Plaza. The sculptor that created the bust of Martin Luther King, Jr. currently in the Plaza is available and willing to do one for Rev. Dr. Curtis W. Harris. The Foundation will raise the money for the project, but seeks Council’s approval to place the bust in Ashford Civic Plaza.

MOTION: _____

Roll Call

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 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.)*

Regular Business

Reports of City Manager:

R-1 Request to accept State Grant to fund I Love Hopewell Youth Summer Workforce Opportunity Program.

ISSUE: The Commonwealth of Virginia is granting \$300,000.00 for the City’s Youth Employment Program which will commence on June 17, thru August 15, 2019. The grant will serve 60 city youths.

MOTION: _____

Roll Call

R-2 Economic Development Incentive Grant for Project Bamboo

ISSUE: In a competitive process, in attempting to secure a major expansion to one of our existing Industries (Advansix), City Staff has negotiated a potential additional incentive grant in order to win the project for the City rather than one of two other sites apparently under consideration. This grant is in the form of a partial rebate of taxes actually paid, not in cash payment from City funds. The efforts have been successful in that it now appears the project will be built at the Hopewell site beginning later this year.

MOTION: _____

Roll Call

R-3 Francisco Landing Agreement Extension

ISSUE: A request to extend the closing date for the Francisco Landing Project from the June date to November 1, 2019.

MOTION: _____

Roll Call

R-4 Warming/Homeless Shelter

ISSUE: The lease Agreement for the current Shelter expires in October 2019. Council is asked to consider the options provided in the work session regarding future facility rent and use.

MOTION: _____

Roll Call

R-5 VDOT Revenue Sharing

ISSUE: The current Programmatic Project Administration Agreement (PPAA) between the City of Hopewell and VDOT expires on June 30, 2019. The current PAAA was effective from June 1, 2013 until June 30, 2019. The City is required to enter into a new agreement every three to six fiscal years in order to participate in the VDOT Revenue Sharing Program.

MOTION: _____

Roll Call

R-6 Riverside Regional Jail – Budget and Appropriate Funding

ISSUE: To amend the General Fund for Fiscal Year beginning July 1, 2018 and ending June 30, 2019 by increasing the appropriations by \$300,723 to appropriate a distribution of funds from Riverside Regional Jail Authority (RRJA) back to RRJA in compliance with bond requirements.

MOTION: _____

Roll Call

R-7 Virginia Department of Health Funding Agreement

ISSUE: The Crater Health Department submitted the annual renewal of the Hopewell Health Department Local Government Agreement Contract for 2019. This is time-sensitive as the current agreement expires June 30, 2019.

MOTION: _____

Roll Call

Reports of the City Attorney: Council rules

Reports of the City Clerk: Boards, Committees, Commissions Vacancies

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
Board of Building Code and Fire Prevention Code Appeals	2	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	7
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	6	4
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	4
Virginia Gateway Region	1	1

Reports of City Council:

Committees

Individual Councilors

Item No.	Councilor	Item Description
IR-1	Denton	Council requested figures from the City Manager for the entire renovation budget for all departments (return item)
IR-2	Randolph	Set work sessions to discuss Limiting agenda IR and CCR's for each council meeting

Citizen/Councilor Requests

Presentations from Boards and Commissions

Other Council Communications

Adjournment

**CLOSED
MEETING**

Work Session

WS-1



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:

Work Session on Future Homeless Shelter and Other services

ISSUE: The lease Agreement we have had for the Facility utilized the past three years for a Homeless Warming Shelter expires in October 2019. The facility was leased in desperation as the site we were using the year prior (St James School) had water infiltration issues in the basement space we were utilizing as a shelter. The facility was not ideally suited for the use, and it provided no expansion capacity for other needs that we have currently, due to the expanded efforts we are making in regards to the Opioid Crisis.

RECOMMENDATION: To consider options for future facility rent and use.

TIMING: This Issue needs to be resolved in time to be able to operate the shelter this fall. Further, other services such as District 19 services and counseling, Peer counseling services from various providers, potential classes for parenting and personal home finances, and other services as may be defined.

BACKGROUND: See attached analysis from Mr. Ray Spicer

ENCLOSED DOCUMENTS:

- Analysis From Mr. Spicer

STAFF:

Ray Spicer, Charles Dane,

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 |

Proposal:

To enter into a trial 1-year lease agreement to use the former school at St. James Church (510 W Poythress Street) to establish a multifaceted human services resource facility which will serve adult individuals who are homeless or are at risk of becoming homeless, and/or adult individuals affected by chemical/prescription addictions.

Background:

For the past 5 years, the City has closely collaborated with the faith community to support the operation of a seasonal cold weather shelter (Nov-March), serving adult individuals who are homeless. The shelter was first opened in the Fall/Winter of 2014 using the Mallonee School. It was contractually staffed by Commonwealth Catholic Charities and augmented by community volunteers. In anticipation of alternative use of the Mallonee School, the shelter location was moved to the former school at St. James Church for the second season of operation.

It was in this second season that the volunteer community assumed sole responsibility for staffing the shelter and has done so ever since. Unfortunately water infiltration issues made it problematic for the shelter to be operated at the St. James School beyond the one season it was located there. To ensure the continued operation of the shelter, the City entered into a 3-year term lease for the use of the property at 712 W. Broadway (formerly serving as a doctor's office). The shelter has been operated at this location from 2016 to present. The lease for this property is due to expire October 2019, and consequently the shelter program is once again at a crossroads regarding where in the City it will operate.

Concurrent with the City's investment to address homelessness, the City this past year also formed a Taskforce to confront the ill effects that the nationwide Opioid epidemic is having on our community. This Taskforce is composed of City staff; Health Department and District 19 staff; other professional and paraprofessional staff in the field of substance abuse/opioid addiction; and concerned citizens.

The Taskforce has met with the objective to understand the nature and magnitude of the Opioid addiction problem challenging our community; to assess the availability of resources to address the problem; and to determine priority action items necessary to affect positive, meaningful results to combat the problem.

The Taskforce has concluded that the 2 most immediate resources needed (within the scope of what is reasonably available and attainable) are: 1) the actual physical presence of District 19 in the City to conduct timely and accessible psychosocial assessments, and to help individuals connect with treatment services; and 2) the development of residential treatment resources. City staff have met with the District 19 leadership and an agreement has been reached that they will deploy staff to the City if adequate office space can be secured at no costs to District 19.

Concept:

St. James Church is making available up to 5,750 square feet of building space for lease. [This might be a place to refer to attachments or to actually insert pictures of the building Floyd took and the floor plan that Father Joe included with the cost proposal – Floyd did not send me the pics]. The Church has remedied the water infiltration issue in the ground floor that resulted in the shelter having to be relocated.

The floorplan and the total amount of available space at St James School offers an excellent opportunity to efficiently collocate a number of key resources to address homelessness and/or chemical dependencies within the City. It is conceived that the ground floor classrooms would serve as a shelter for individuals who are homeless, while housing staff from District 19 in classroom space on the second floor of the building.

Additionally, there would be classroom space to host an array of other supportive services to benefit individuals who are homeless and/or suffering with chemical dependencies. It is conceived that this space might be used to offer courses in life-skills training, budgeting, job skills; counseling; and health services. [Did we want to mention needle exchange]. Space would also be available to organizations such as the City of Refuge Recovery Center.

There are significant economies of scale to this proposal which collocates these abovementioned services. Additionally, collocating the services would facilitate greater opportunities to coordinate services between helping entities, and would provide easier and quicker access to services for the target populations. Having the services available at the time and place where and when individual are open to receiving help often is a key determining factor for starting down the path to recovery; the timely access to intervention and services can also be the difference between life and death.

Decision Points and Associated Costs:

Heretofore, the City's shelter has operated seasonally from mid-November to mid-March. As previously mentioned, the shelter has been staffed solely by community volunteers. During this past shelter season, there were a number of occasions where the shelter could not open because of the lack of volunteers. Going forward, contractual arrangements to staff the shelter will need to be put into place. As in the past, community volunteers could be used to help augment the staffing of the shelter. Commonwealth Catholic Charities has been consulted and they have expressed a willingness to staff the shelter again if requested. They have quoted a price of \$185 per hour for a temporary part-time shelter manager. Based on the shelter operating on a daily bases from mid-November thru mid-March, the cost of this service would \$55,200. If the shelter was operated on a year-round bases, a full-time permanent shelter manager would be required and CCC has estimated the cost of this position would be \$240 per night x 365 days = \$87,600.

Regarding the leasing of St. James School, the church is proposing a monthly fee of \$2,750, utilities included. This would include the use of 2 second floor classrooms and 5 ground level classrooms, plus separate male/female bathrooms on both floors. The ground level classrooms would serve as shelter space; and the 2 classrooms on the second floor would serve as space for District 19 staff, recovery peer-to-peer support groups, and other public and community service providers.

In summary, the costs associated with this proposal would be as follows, based on 2 separate scenarios (seasonal shelter opening vs. year round shelter opening) – in either scenario, Community Services space would be available year round:

Monthly lease fees @ \$2,750 x 12 months*	=	\$33,000
Shelter management fees assuming Nov-March Seasonal opening	=	<u>\$22,200</u>
Total for Seasonal Shelter and Year Round space for Community Services	=	\$55,200

Monthly lease fees @ \$2,750 x 12 months	=	\$33,000
Shelter management fees assuming Year-round opening	=	<u>\$87,600</u>
Total for Year Round Shelter and space For Community Services	=	\$120,600

*St James Church is not open to a lease agreement for less than a full year's commitment.

REGULAR MEETING

CONSENT AGENDA

MINUTES

NONE

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</p> <p>2-19-18 - Council to provide next steps.</p> <p>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
<p>4 Cost update on City taking control of Mallonee Gym</p>	<p>6-19-17 2-23-17</p>	<p>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.</p>	<p>March Altman Ed Watson</p>	<p>PENDING 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</p> <p>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</p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p>No RFP needed.</p> <p>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p>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</p> <p>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>5-19 – Per Travel Policy, City Manager has adjusted the mileage reimbursement to be consistent with IRS policy effective July 1, 2019.</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</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> <p>3-19-18 – Altman will provide regular project updates</p> <p>9-19-18 – Phase I Complete; Phase I – funding included in CIP</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	<p>PENDING</p> <p>Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.</p> <p>1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.</p> <p>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</p>

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	<p>COMPLETE</p> <p>3-18-18 – Superintendent Hackney and Altman have discussed re-establishing School Board City Council Facilities Committee</p> <p>8-14-18 – Council appointed two members of the school board to the School Facilities Committee (Joyner and Cuffey).</p>
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Councilor Pelham Councilor Gore	March Altman	<p>PENDING</p> <p>3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes</p> <p>9-19-18 – Awaiting hiring of New HR Director</p> <p>10-20-18 – City Manager and HR Director will schedule work session next calendar year.</p>
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
Rental Inspection Program	5-20-19	Jasmine Gore/Council	March Altman	Recommend Staff conduct a review of the program and provide City Council a revised program for discussion and consideration at a work session.

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
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	5-20-19	Jasmine Gore/ Council	Joan Gosier	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.
Neighborhood Watch - Recommendation from Chief to bring back City Council's Neighborhood Watch Advisory Board, Plan to update police stats to include shootings, overdoses, and major issues in City, Chief recommendation to create a Citizen Oversight Committee, Chief recommendation to create a resident driven Ant-Shooting Taskforce	5-20-19	Jasmine Gore/Council	Chief Afzal	Need to set up meeting with Mayor and Chief to discuss. Chief is recommending a Citizen Oversight Committee rather than an Anti-Shooting Taskforce. Schedule within 30 days.
Chesapeake Bay Clean Water Blueprint – Recommendation by staff	5-20-19	Jasmine Gore/Johnny Partin	March Altman	Staff has reviewed. Need to consolidate individual reviews into a single City Administration position on the issue. June 25, 2019 City Council meeting
Small Business Procurement Policy – Recommendation by staff	5-20-19	Jasmine Gore/Council	March Altman Michael Terry	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. Target- August 2019 to meet

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Veteran Support- Recommendations by staff	5-20-19	Jasmine Gore/Council	March Altman	
Vendor Procurement Policy- Policy to address bulk ordering of like products, review of major expenditures by the same/frequent vendors	5-20-19	Jasmine Gore/Council	March Altman Michael Terry April Cone	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. Target – August 2019 to meet
Loud Music Ordinance- Review by staff	5-20-19	Council	March Altman Stefan Calos Chief Afzal	
Employee Day to Serve - Recommendations by staff	4-23-19	John Partin	March Altman Jennifer Sears	Assigned to HR to form an employee committee to review and develop a recommendation. June 25, 2019
Access to Munis – Set up training	5-20-19	Jasmine Gore/Council	March Altman Concetta Manker	
Polco- Installation of polco polling app, after City Attorney review	5-20-19	Jasmine Gore	March Altman Stefan Calos	Pending City Attorney review. Will have Staff develop an implementation play to include training.
Conflict of Interest - New policy with sanctions	5-20-19	Council	City Attorney	

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Declaration of Personal Conflict of Interests- Policy	5-20-19	Council	City Attorney	
5 Year Finance Plan- Davenport presentation	5-20-19	Council	March Altman Michael Terry	
Littering- signs, fines, waste buckets around City, CVWMA new contract terms	5-20-19	Council		
Ashford Civic Plaza Committee - Place on agenda for Work Session for Council	5-20-19	Council		
FERAL Cats- Plan to address stray cat issue	5-20-19	Council		

H:\City Council\Pending List\Pending List - Revised May 20, 2019.docx

ROUTINE APPROVAL OF WORK SESSIONS

6- 4-19 - Budget work session

**6-11-19 - Spot blight, train station, and two
Conditional Use Permit work
sessions**

**PERSONNEL
CHANGE
REPORT**

DATE: May 16, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – May 16, 2019

APPOINTMENTS

NAME	DEPARTMENT	POSITION	DATE
HENDRIX, ALEXANDER	PUBLIC WORKS	PW MAINT SPEC	04/24/2019
BARRICKS, BRENDA	WATER RENEWAL	PT TEMP HIRE	05/06/2019
DAVIS, LAVONDA	SOCIAL SERVICES	HUMAN SERV ASST III	05/08/2019
JACKSON, BRIANNA	POLICE	PT POL	05/08/2019
HATTON, CHRISTINA	GEN DISTRICT COURT	ADMIN ASST	05/09/2019

SUSPENSIONS

REMOVALS

NAME	DEPARTMENT	POSITION	DATE
BOWMAN-WILLIAMS, AYANNAH	RECREATION	PT SPEC EVENTS ASST	04/24/2019
RICHARDSON, AMETHYST	POLICE	PT ANIM CONT CUST	05/03/2019
SIPPLE, BRANDON	POLICE	POLICE OFFICER	05/06/2019

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

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.30.2019

Implementation Plan

- **External Reporting**
 - **CAFR (FY16, FY17, FY18)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (FY16, FY17, FY18)**
 - **APA, DEQ, Single Audit, FAC (FY15)**

- **Budget Development FY20**

- **Internal Reporting**
 - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
 - **Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.30.2019**

- **External Reporting**
 - **CAFR (FY16, FY17, FY18)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (FY16, FY17, FY18)**
 - **APA, DEQ, Single Audit, FAC (FY15)**

City of Hopewell, VA April 30, 2019				
External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
Communicate Implementation Plan: to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2016 Audit & CAFR Preparation	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
Schools: Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion (100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2016 Audit	04.01.18	04.30.18		Task completion (80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			85%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 04.30.19

FY 2017 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2017 Audit & CAFR Preparation	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools (07.09.18 to 07.13.18 Field Work Period)	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools (postpone to 08.06.18)
			40%	Schools (estimated as of 09.30.18)
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools (08.06.18 to 08.17.18 Field Work Period)	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on return date to continue audit field work & testing process for both City & Schools (09.10.18 to 09.14.18 Continued Field Work Period)	09.04.18	09.05.18	100%	Task completed
Schools: To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.	1.24.19	2.28.19	3.29.19	Task work in process (100%) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			3.29.19	Task work in process (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2017 Audit	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued			90%	Review and finalization in process: (City, Schools & PBM)
FY 2017 APA Report(s) Issued			0%	Pending FY17 CAFR opinion issuance
FY 2017 Single Audit Issued			0%	Postponed until FY16 & FY17 audit completed and FY15 issues resolved.
FY 2018 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2018 Audit & CAFR Preparation	08.01.18	10.31.18		
FY 2018 Audit	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, Virginia								
Closing, Reporting and Audit Workflow (CRAW)								
				Date Start	Date Due	% Completion Status	Comment(s)	
Project Planning				12.01.17	12.31.17	100%		
Fiscal Year Ended June 30, 2016				01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18	
Phase:								
Comprehensive Annual Financial Report (CAFR)								
Cash reconciliations						100%	Task completed	
Beginning general ledger balance reconciliation						100%	Task completed	
Year end closing process						100%	Task completed	
Fund Balance classifications						100%	Task completed	
Pension (GASB 68)						100%	Task completed	
Other postemployment benefits (GASB 45)						100%	Task completed	
Government Wide Reconciliations						100%	Task completed	
Financial Statement Preparation						100%	Task completed	
Auditor of Public Accounts (APA) Report						100%	Actual Completion date 10.30.18	
Single Audit Report						85%	Task work in process 04.30.19	
				Date Start	Date Due	% Completion Status	Comment(s)	
Project Planning				12.01.17	12.31.17	100%		
Fiscal Year Ended June 30, 2017				05.01.18	08.31.18	100%	Overall estimated % of completion as of 03.29.19	
Phase:								
Comprehensive Annual Financial Report (CAFR)								
Cash reconciliations						100%	Task Completed	
Beginning general ledger balance reconciliation						100%	Task Completed	
Year end closing process						100%	Task Completed	
Fund Balance classifications						100%	Task Completed	
Pension (GASB 68)						100%	Task Completed	
Other postemployment benefits (GASB 45)						100%	Task Completed	
Government Wide Reconciliations						100%	Task Completed	
Financial Statement Preparation						100%	Task Completed	
Auditor of Public Accounts (APA) Report						0%		
Single Audit Report						0%		

City of Hopewell, VA April 30, 2019				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for 2018:	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2018:	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting	07.01.18	06.30.19	95%	Overall estimated % of completion
State Compensation Board Reimbursement -- SCB				as of 04.30.19
(July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
(October 2018)			100%	Actual completion date 11.15.18
(November 2018)			100%	Actual completion date 12.12.18
(December 2018)			100%	Actual completion date 01.11.19
(January 2019)			100%	Actual completion date 02.12.19
(February 2019)			100%	Actual completion date 03.13.19
(March 2019)			100%	Actual completion date 04.13.19
Department of Criminal Justice System -- DCJS (FY18 4th Quarter)			100%	Actual completion date 07.25.18
Healthy Families Grant (FY18 4th Quarter)			100%	Actual completion date 07.16.18
Community Based Child Abuse Program (CBCAP) Grant (FY18 4rd Quarter)			100%	Actual completion date 07.16.18
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)			15%	Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)			15%	Inquiry of City submission in process
Rating Agency requested the City to provide written responses to information inquiry.	7.23.18	7.31.18	100%	Actual completion date 07.31.18
(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)	8.3.18	8.17.18	100%	Actual completion date 08.15.18
Residential Sewer Rates Cost of Service Study				Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit	7.24.18	7.24.18	100%	Actual completion date 07.24.18
City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire & Associates of Va. site visit)	8.15.18	8.28.18	100%	Actual completion date 08.28.18

City of Hopewell, VA April 30, 2019				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
Implementation Plan:				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14. The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18) APA advised on 02.05.18 it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17. DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on 03.30.18 . Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for 05.31.19

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.30.2019**

- **Budget Development FY20**

City of Hopewell, VA				
April 30, 2019				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2019 - 2020 Budget Development:	12.01.18	12.31.18	100%	
Annual Operating Capital Project Capital Improvement Plan (CIP)				
<u>Draft Proposed City Budget Calendar for FY 2019 - 2020</u>	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<u>Communicate Draft to Stake Holders:</u>	01.31.19	02.22.19	100%	Task completion 02.21.19
<u>Finalize City Budget Calendar for FY 2019 - 2020</u>	02.22.19	02.28.19	100%	Task completion 04.08.19
<u>Implement City Budget Calendar for FY 2019 - 2020</u>	03.01.19	05.31.19	50%	Task work in process
<u>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system (MUNIS)</u>	6.17.19	6.28.19		
<u>Review & verify the loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)</u>	6.24.19	6.28.19		
<u>Confirm & verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)</u>	6.27.19	6.28.19		
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19		

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
04.30.2019

- **Internal Reporting**

- Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
- Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan

City Manager's Report on Transfers 07.01.2018 to 4.30.2019					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
08/1/2018	Contingency/Litigation Regional Med-Flight (Chesterfield County)	General Fund General Fund	\$ 300	\$ 300	Transfer for Med-Flight (invoice for \$1,000 only \$700 included in FY19 budget)
08/20/2018	Disaster Recovery Exchange Email Server	Capital Fund Capital Fund	\$ 70,000	\$ 70,000	Transfer for Email Server Upgrade
10/18/2018	Contingency/Litigation CSA Litigation/Repayment	General Fund General Fund	\$ 90,000	\$ 90,000	Transfer for CSA Repayment
10/22/2018	Contingency/Litigation IT Disaster Recovery	General Fund General Fund	\$ 70,000	\$ 70,000	Transfer for Disaster Recovery (offsite data storage)
12/26/2018	Police Full-time Salaries (salary savings) IT EDP Equipment-VOIP	General Fund General Fund	\$ 35,000	\$ 35,000	Transfer for VOIP (Phone System)-City Hall
1/23/2019	Police Full-time Salaries (salary savings) Council Add Furniture/Fixtures/Equip	General Fund General Fund	\$ 32,803	\$ 32,803	Transfer for Council Chambers Rehab-FY 19
1/29/2019	Police Full-time Salaries (salary savings) Police Management Consulting Services	General Fund General Fund	\$ 4,298	\$ 4,298	Transfer for VA Assoc of Chiefs of Police Consultation
1/29/2019	HR Full-time Salaries (salary savings) IT Management Info System	General Fund General Fund	\$ 16,639	\$ 16,639	Transfer for Tyler Training Costs
2/28/2019	City Point Rd Drainage Project-Construction HHS/Mathis Park Project-Design/Engineering City Point Rd Drainage Project-Design/Engineering	Stormwater Fund Stormwater Fund Stormwater Fund	\$ 55,000	\$ 30,000 \$ 25,000	Transfer for Design/Engineering Stormwater Projects
3/27/2019	Contingency/Litigation Retiree Health Insurance	General Fund General Fund	\$ 50,000	\$ 50,000	Transfer for Retiree Health Insurance
4/2/2019	Police-Add Vehicles Police-Add Furniture/Fixtures/Equip	Capital Fund Capital Fund	\$ 63,902	\$ 63,902	Transfer for Dispatch Furniture
4/15/2019	Contingency/Litigation Riverside Criminal Justice Agency	General Fund General Fund	\$ 5,390	\$ 5,390	Transfer for Riverside Criminal Justice Agency (Pre-trial/Probation)
4/15/2019	Contingency/Litigation Circuit Court	General Fund General Fund	\$ 23,000	\$ 23,000	Transfer for Circuit Court Expenses

PUBLIC HEARING ANNOUNCEMENTS

**6-25-19 - rezoning request and two Conditional
Use Permits**

**INFORMATION
FOR COUNCIL
REVIEW**

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, March 11, 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: | Shelia Flowers, Chairman
Johnny Jones, Vice-Chairman
Ruth Johnson, Commissioner
Wendy Gant, Commissioner
Shamika Lewis, Commissioner |
| Absent: | Sherman Cross, Commissioner
John Tunstall, Commissioner |
| Also Present: | Steven A. Benham, Executive Director
Sherry Henderson, Executive Secretary
Madelyn Peay, Deputy Executive Director
Taravis McCoy, Community Revitalization Director |

CONSENT AGENDA

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

Upon roll call, the vote resulted:

- | | |
|----------------------|----------------------|
| - Yes | Chairman Flowers |
| - Yes | Vice-Chairman Jones |
| - Yes | Commissioner Johnson |
| - Yes | Commissioner Gant |
| - Yes | Commissioner Lewis |
| 5 Yes; Motion Passed | |

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Discussion of Pending List.

Mr. Benham added two items to the Pending List for the next Board of Commissioners meeting: 1. Schedule a budget presentation for the Board members; and 2. The amount that was written off for the vacated tenant accounts from last year and what percentage did HRHA receive in collections last year?

Ms. Peay informed the Board of Commissioners of the Utility Allowance Training for residents is scheduled for: 1. April 4, 2019 @ 5:30 p.m. in the Piper Square community center; 2. April 11, 2019 @ 5:30 p.m. in the Davisville community center; and 3. April 18, 2019 @ 5:30 p.m. in the Thomas Rolfe Court community center.

R-2 Financial Statement Review

Mr. Benham presented the Board of Commissioners with a review of the Financial Statements.

R-3 Request approval of Resolution No. 856, writing off vacated tenant accounts receivables in the amount of \$28,870.96.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Johnson with all Commissioners present responding, the Board of Commissioners approved Resolution No. 856, writing off vacated tenant accounts receivables in the amount of \$28,870.96.

The Board of Commissioners discussed information of interest to each of them. Listed below is a summarization of the discussion points and other matters:

- R-7 Discussion/Other Matters.
 4 Yes; Motion Passed
 Chairman Flowers - Yes
 Vice-Chairman Jones - Yes
 Commissioner Gant - Yes
 Commissioner Lewis - Yes
 Upon roll call, the vote resulted:

- R-6 Request approval of Resolution No. 859, the 2019-2020 Operating Budget.
 5 Yes; Motion Passed
 Chairman Flowers - Yes
 Vice-Chairman Jones - Yes
 Commissioner Johnson - Yes
 Commissioner Gant - Yes
 Commissioner Lewis - Yes
 Upon roll call, the vote resulted:

- R-5 Request approval of Resolution No. 858, the 2019-2023 5-Year and the 2019 Annual Plan.
 5 Yes; Motion Passed
 Chairman Flowers - Yes
 Vice-Chairman Jones - Yes
 Commissioner Johnson - Yes
 Commissioner Gant - Yes
 Commissioner Lewis - Yes
 Upon roll call, the vote resulted:

- R-4 Request approval of Resolution No. 857, the revised Admissions and Continued Occupancy (ACOP) to conform with the Housing Opportunity through Modernization Act of 2016 (HOTMA) requirements.
 5 Yes; Motion Passed
 Chairman Flowers - Yes
 Vice-Chairman Jones - Yes
 Commissioner Johnson - Yes
 Commissioner Gant - Yes
 Commissioner Lewis - Yes
 Upon roll call, the vote resulted:

Upon motion made by Commissioner Gant and seconded by Commissioner Lewis with all Commissioners present responding, the Board of Commissioners approved Resolution No. 857, the revised Admissions and Continued Occupancy (ACOP) to conform with the Housing Opportunity through Modernization Act of 2016 (HOTMA) requirements.

Request approval of Resolution No. 857, the revised Admissions and Continued Occupancy (ACOP) to conform with the Housing Opportunity through Modernization Act of 2016 (HOTMA) requirements.

5 Yes; Motion Passed

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Johnson - Yes
- Commissioner Gant - Yes
- Commissioner Lewis - Yes

Upon roll call, the vote resulted:

852

1. Mold on the playground in Davisville was found to be dirt. The area is mildew resistant.
2. A summary sheet of cost for Piper Square redevelopment was provided by Mr. McCoy.
3. Provide a statistical report (turnaround) on work orders opened, closed and status per development.
4. Have the FSS Coordinator encourage families, of over the income limits, to get information on the FSS program.
5. Check to see how other Housing Authorities are managing their Resident Services programs.

The Executive Director discussed the following:

1. Mr. McCoy informed the Board of the City Council quarterly tour provided by HRHA. The Commissioners will be invited to the next tour in May.

ADJOURNMENT

Upon motion made Commissioner Lewis seconded by Commissioner Gant with all Commissioners present responding affirmatively, the meeting was adjourned at 6:57 p.m.

Sheila Flowers, Chairman
Sheila Flowers

Steven A. Benham, Secretary-Treasurer
Steven A. Benham

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

350 East Poythress Street

Hopewell, VA 23860

REGULAR MEETING OF March 11, 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, March 11, 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
Johnny Jones, Vice-Chairman
Ruth Johnson, Commissioner
Wendy Gant, Commissioner
Shamika Lewis, Commissioner

Absent: Sherman Cross, Commissioner
John Tunstall, Commissioner

Also Present: Steven A. Benham, Executive Director
Sherry Henderson, Executive Secretary
Madelyn Peay, Deputy Executive Director
Tarvaris McCoy, Community Revitalization Director

CONSENT AGENDA

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

Upon roll call, the vote resulted:

Chairman Flowers - Yes
Vice-Chairman Jones - Yes
Commissioner Johnson - Yes
Commissioner Gant - Yes
Commissioner Lewis - Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Discussion of Pending List.

Mr. Benham added two items to the Pending List for the next Board of Commissioners meeting: 1. Schedule a budget presentation for the Board members; and 2. The amount that was written off for the vacated tenant accounts from last year and what percentage did HRHA receive in collections last year?

Ms. Peay informed the Board of Commissioners of the Utility Allowance Training for residents is scheduled for: 1. April 4, 2019 @ 5:30 p.m. in the Piper Square community center; 2. April 11, 2019 @ 5:30 p.m. in the Davisville community center; and 3. April 18, 2019 @ 5:30 p.m. in the Thomas Rolfe Court community center.

R-2 Financial Statement Review

Mr. Benham presented the Board of Commissioners with a review of the Financial Statements.

R-3 Request approval of Resolution No. 856, writing off vacated tenant accounts receivables in the amount of \$28,870.96.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Johnson with all Commissioners present responding, the Board of Commissioners approved Resolution No. 856, writing off vacated tenant accounts receivables in the amount of \$28,870.96.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Johnson - Yes
- Commissioner Gant - Yes
- Commissioner Lewis - Yes

5 Yes; Motion Passed

R-4 Request approval of Resolution No. 857, the revised Admissions and Continued Occupancy (ACOP) to conform with the Housing Opportunity through Modernization Act of 2016 (HOTMA) requirements.

Upon motion made by Commissioner Gant and seconded by Commissioner Lewis with all Commissioners present responding, the Board of Commissioners approved Resolution No. 857, the revised Admissions and Continued Occupancy (ACOP) to conform with the Housing Opportunity through Modernization Act of 2016 (HOTMA) requirements.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Johnson - Yes
- Commissioner Gant - Yes
- Commissioner Lewis - Yes

5 Yes; Motion Passed

R-5 Request approval of Resolution No. 858, the 2019-2023 5-Year and the 2019 Annual Plan.
Upon motion made by Commissioner Gant and seconded by Commissioner Lewis with all Commissioners present responding, the Board of Commissioners approved Resolution No. 858, the 2019-2023 5-Year and the 2019 Annual Plan.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Johnson - Yes
- Commissioner Gant - Yes
- Commissioner Lewis - Yes

5 Yes; Motion Passed

R-6 Request approval of Resolution No. 859, the 2019-2020 Operating Budget.

Upon motion made by Commissioner Gant and seconded by Vice-Chairman Jones with all Commissioners present responding, the Board of Commissioners approved Resolution No. 859, the 2019-2020 Operating Budget.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice-Chairman Jones - Yes
- Commissioner Gant - Yes
- Commissioner Lewis - Yes

4 Yes; Motion Passed

R-7 Discussion/Other Matters.

The Board of Commissioners discussed information of interest to each of them. Listed below is a summarization of the discussion points and other matters:

853

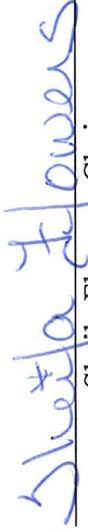
1. Mold on the playground in Davisville was found to be dirt. The area is mildew resistant.
2. A summary sheet of cost for Piper Square redevelopment was provided by Mr. McCoy.
3. Provide a statistical report (turnaround) on work orders opened, closed and status per development.
4. Have the FSS Coordinator encourage families, of over the income limits, to get information on the FSS program.
5. Check to see how other Housing Authorities are managing their Resident Services programs.

The Executive Director discussed the following:

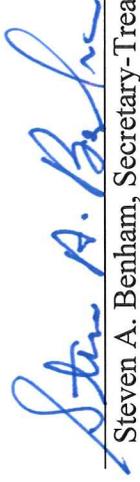
1. Mr. McCoy informed the Board of the City Council quarterly tour provided by HRHA. The Commissioners will be invited to the next tour in May.

ADJOURNMENT

Upon motion made Commissioner Lewis seconded by Commissioner Gant with all Commissioners present responding affirmatively, the meeting was adjourned at 6:57 p.m.



Sheila Flowers, Chairman



Steven A. Benham, Secretary-Treasurer



Recreation and Parks

***100 W. City Point Road
Hopewell, VA 23860***

***(804) 541-2353
(804) 541-2464 (fax)***

www.hopewellva.gov

RECREATION COMMISSION AGENDA JANUARY 9, 2019

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Introduction of Guests

Old Business

- Reports of Staff
 - Programs
 - Capital Projects
 - Special Recognition

New Business

- Spring Programs
- New Website
- Budget Update
- Annual Report and Presentation
- Chair and Vice Chair Appointments

Further Discussion

Adjournment



Recreation and Parks

***100 W. City Point Road
Hopewell, VA 23860***

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(804) 541-2464 (fax)***

www.hopewellva.gov

RECREATION COMMISSION AGENDA February 13, 2019

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Introduction of Guests

Old Business

- Reports of Staff
 - Programs
 - Capital Projects
 - Special Recognition

New Business

- Annual Report Presentation
- Marina Discussion

Further Discussion

- Strategic Plan Discussion

Adjournment



Recreation and Parks

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Hopewell, VA 23860***

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www.hopewellva.gov

RECREATION COMMISSION AGENDA March 13, 2019

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Introduction of Guests

Old Business

- Reports of Staff
- Bylaws
- Marina Discussion

New Business

- FY 2020 Budget Presentation
- Department Recognition
- Riverwalk Grand Opening

Further Discussion

Adjournment



Recreation and Parks

***100 W. City Point Road
Hopewell, VA 23860***

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(804) 541-2464 (fax)***

www.hopewellva.gov

RECREATION COMMISSION AGENDA APRIL 10, 2019

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Introduction of Guests
- 4) Approval of meeting minutes from February 13, 2019

Old Business

- Reports of Staff
- Marina Roof Discussion
- Riverwalk Grand Opening
- Spring Break Programs

New Business

- Summer Camps
- Rockin' on the River
- Butts to Broadway

Further Discussion

Adjournment



***Hopewell Community Policy & Management Team
Minutes of the Meeting
April 23, 2019***

Present: Diana Barnes, District 19; Joseph Bizzell, Treasurer’s Office; Janice Denton, City Council; Joan Gosier, Fiscal Agent; Jermaine Harris, Hopewell Public Schools; Woodrow Harris, Court Services; and Raymond Spicer, Social Services Director

Absent: Chris Wright, Health Department

Others Present: Wanda Brown, CSA Manager; Christene Teasley, CSA Senior Administrative Assistant

- I. **Call to Order** - Chairman Barnes called the meeting to order at 2:07 p.m.
- II. **Adoption of Agenda** – A motion was made by Ray Spicer and seconded by Janice Denton to adopt the April 23, 2019 meeting agenda, with all members voting “aye.”
- III. **Public Comments** - None
- IV. **Approval of Minutes** – A motion was made by Jermaine Harris and seconded by Joseph Bizzell to approve the March 25, 2019 minutes as submitted, with all members voting “aye.”
- V. **Financial Report** – Wanda Brown reported that 70.5% has been expended of the FY19 CSA budget from July 1, 2018 – March 31, 2019. She explained that a request was made last year to the State for a \$15,000 supplement. Ms. Brown stated that she cannot tell at this time if a supplement will be needed until all outstanding invoices have been received.

Joseph Bizzell presented the CSA Financial Review and Update Report for July 1, 2018 thru March 31, 2019. He stated that for account 505712, the 2019 Actual Program Income was \$1,649,775.61, Program Expenses of 2,097,813.53, CSA Refunds of \$23,345.58, and Administrative Expenses of \$83,427.88. Joan Gosier reviewed the YTD Pool Funds Expenditures that totaled \$2,097,813.53. The report reflected the amount paid to twenty-six vendors with 116 clients served as of 3/31/19. Joseph Bizzell asked if members wanted to receive the vendor report each month. Diana Barnes and Woody Harris suggested providing the report quarterly.

CMPT Minutes
April 23, 2019

Diana Barnes asked if school divisions are under pressure from the VDOE to reduce school placements and to do something different. Jermaine Harris replied that discussions are being held by the legislature regarding the authority parents have in placements. He stated that this puts the burden on school personnel to verify their placement decisions on ways to serve the students.

VI. Old Business

A. Policy & Procedures – Diana Barnes reminded members of the policy work session scheduled for Wednesday, April; 24th from 1:30 – 3:30 p.m.

VII. New Business

A. Hopewell/Petersburg CPMT Joint Training with OCS – Diana Barnes said she felt the work session could be a useful tool. However, she expected the training to have been about policy and procedures.

VIII. Closed Meeting – Chairman Barnes declared at 2:28 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

IX. Open Session

Chairman Barnes reconvened the open session at 4:15 p.m.

Certification of Closed Meeting

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened, heard, discussed, or considered. Diana Barnes, Joseph Bizzell, Wanda Brown, Janice Denton, Joan Gosier, Jermaine Harris, Woody Harris, and Ray Spicer voting “yes.”

A. Approval of Purchase Order Request

A motion was made by Woody Harris, and seconded by Janice Denton to approve and authorize payment of the April 2019 total expenditures of \$187,866.00, as discussed in closed session. The motion passed, with Diana Barnes, Joseph Bizzell, Janice Denton, Joan Gosier, Jermaine Harris, Woody Harris, and Ray Spicer, voting “aye.”

X. Items of Interest

Wanda Brown stated that she will be attending the CSA State Conference in Roanoke, Virginia in May.

CMPT Minutes
April 23, 2019

XI. The next meeting is scheduled for May 20, 2019 @ 2:00 p.m.

XII. Chairman Barnes adjourned the meeting at 4:20 p.m.

Approval of the April 23, 2019 Minutes

Motion by:

Seconded by:

All members voting

Minutes of the Crater Planning District Commission meeting held on Thursday evening, February 28, 2019, at the Planning District Commission's conference room.

MEMBERS PRESENT: Mark Moore, Kevin Massengill, Dinwiddie County; Steve Elswick, Chris Winslow, Dorothy Jaeckle, Chesterfield County; Woodrow Harris, William Johnson, Emporia; Jasmine Gore, Hopewell; Sam Parham, Aretha Ferrell-Benavides, Bernard Howard, Petersburg; Marlene Waymack, Steve McDonough, Prince George County; John Seward, Sandy Wanner, Surry County; John Wood, Douglas Smith, Colonial Heights; Raymond Bryant, Greenville County.

MEMBERS ABSENT: Michelle Johnson, William Coad, Charles City County; Kevin Massengill, Calvin Cunningham, Dinwiddie County; Linwood Pope, Greenville County; Eric Fly, Vandy Jones, Sussex County; March Altman, Hopewell; Floyd Brown, Sr., Prince George County; Art Warren, Chesterfield County.

GUEST PRESENT: Tony Zevgolis

STAFF PRESENT: Denny Morris, Martha Burton, Judith Smith.

The meeting was called to order by the Chairman, Dr. Moore, who welcomed Raymond Bryant, a member of the Greenville County Board of Supervisors.

MINUTES

Upon motion of Mr. Harris, seconded by Mr. Seward and carried, the minutes of the Commission meeting held on October 28, 2018, were approved as presented.

AFFIRMING ACTIONS OF THE EXECUTIVE COMMITTEE

Upon motion of Ms. Jaeckle, seconded by Mr. Howard and carried, the Commission affirmed all actions taken by the Executive Committee at its meetings held on November 8, 2018, and January 10, 2019.

CHAIRMAN'S REPORT

On behalf of the Commission, Dr. Moore presented a framed Resolution of Appreciation to Mr. Tony Zevgolis in recognition of his service as a commissioner representing the City of Hopewell.

EXECUTIVE DIRECTOR'S REPORT

Mr. Morris announced that earlier in the day the Hopewell-Prince George Chamber of Commerce presented the Volunteer of the Year award to Judy Smith for her numerous volunteer efforts in the City of Hopewell.

Defense Spending Report – Mr. Morris distributed copies of an overview on Defense Spending in the U. S. He said Virginia ranks #2 in total Defense spending in the U. S. (\$46.1 billion), and #1 in Defense personnel spending (\$15.6 billion). He said Defense spending is 8.9 percent of Virginia's GDP.

CRATER COMMISSION MINUTES

February 28, 2019

Page Two

Fort Lee – Mr. Morris distributed copies of the updated (January 30, 2019) Fort Lee data cards and said that Fort Lee continues to grow. He added that Fort Lee continues to move forward on the Museum enclave project that will allow visitors to visit the museums without having to go through the security procedures.

Buy Fresh Buy Local Brochures – Mr. Morris reported that Commission staff is currently working on the 2019 Buy Fresh Buy Local brochures and will be distributing them this spring.

New Employee – Mr. Morris reported that Mr. Jay Ruffa has been hired as the new Director of Planning. He will attend the June Commission meeting.

Building Roof – Mr. Morris reported that work on the new roof will commence on Monday.

FINANCIAL REPORT

Mr. Morris referred to the Financial Report for the period July 1, 2018-December 31, 2018. He said that 37 percent of the budgeted revenue has been received, reminding members that much of the Commission's revenue comes as reimbursements for work completed. He said that there are no financial issues to report. Referring to page 6, Mr. Morris pointed out that the real cash balance on December 31 was \$383,121.56; however, State BRAC funds that came to the Commission for BRAC-related Fort Lee transportation improvement projects were received and disbursed to VDOT in January.

OLD BUSINESS

Chesapeake Bay Phase III Watershed Implementation Plan (WIP-III Participation) - Mr. Morris reported that work on the WIP III Plan will continue into 2019. DEQ has agreed to provide \$21,500 to the Commission to provide additional support to the effort and no match is required.

Upon motion of Mr. Parham, seconded by Mr. Howard and carried, the Commission agreed to continue its participation in the additional work with DEQ and the soil and water conservation districts on the Chesapeake Bay Phase III Watershed Implementation Plan.

2020 Virginia Rural Transportation Planning Program – Mr. Morris said that moving forward with the Commission's rural transportation planning effort next year, the Virginia Department of Transportation (VDOT) requires the Commission to execute a resolution accepting responsibility for administering the state funds. VDOT will provide \$58,000 for FY 2020, to be matched with \$14,500 in Commission funds.

Upon motion of Mr. Seward, seconded by Mr. Parham and carried, the Commission adopted a resolution (copy attached to the minutes) accepting responsibility for administering the State Planning & Research funds to provide rural transportation planning assistance to the applicable localities in the planning district.

CRATER COMMISSION MINUTES

February 28, 2019

Page Three

GO Virginia Initiative - Dr. Moore reported that the next meeting will be on March 20. He said that while there may have been uncertainty about this program initially, to date three projects in this region have been approved for funding: the Mid-Atlantic Advanced Manufacturing Center for Infrastructure, the Commonwealth Center for Advanced Manufacturing, and Virginia's Gateway Region for the industrial site certification project.

Crater Comprehensive Economic Development Strategy (CEDS) – Mr. Morris recalled that the Crater District is a designated economic development district under the U. S. Department of Commerce, Economic Development Administration. He said the Commission has adopted its 2018-2019 Comprehensive Economic Development Strategy Update (CEDS), with five major focus areas: technology, workforce development, entrepreneurial/small business growth, infrastructure improvement and GO Virginia. The need for a higher-skilled, well-trained and motivated workforce for the 21st century workplace is particularly highlighted. He explained that the work is accomplished working with a CEDS committee composed of broad representation from local government staff along with the private sector, higher education, tourism, public utilities, and economic development. Chmura Economics & Analytics in Richmond provides the cluster analysis and staff compiles and updates data using a variety of sources including the Virginia Employment Commission's regional profiles. He then reported that in late October, the Commission's CEDS Committee held a meeting to discuss adjustments to the CEDS to ensure alignment with the GO Virginia initiatives, as well as the Virginia Chamber of Commerce's Blueprint Virginia 2025. In addition, the CEDS' Project Priority List needs to be revised to include new local/regional projects.

Mr. Morris than reported that on December 7th he was notified by EDA that the Commission's request to expand the geographic lending area of the Revolving Loan Fund (RLF) was approved to include the entire Crater Economic Development District. Now, staff can proceed to take the necessary steps to ensure the RLF is fully integrated into local economic development initiatives. He said that there is currently \$800,000 in the RLF Fund and it is possible to fund a project of up to \$250,000. He said the rates are below market. He also said the program cannot exceed \$35,000 for each job.

NEW BUSINESS

2019 Virginia Community Development Block Grant Program Regional Priorities – Since 1981, the Virginia Department of Housing and Community Development has been managing the HUD Non-Entitlement Community Development Block Grant Program. Included as part of the program is the establishment of regional priorities each year, which are used in the process of rating applications submitted by eligible jurisdictions. He said staff has contacted the eligible localities and Greensville County appears to be the only locality applying.

Upon motion of Mr. Harris, seconded by Mr. McDonough and carried the Commission agreed to submit the regional priorities to DHCD, as presented by staff.

Application for Virginia Department of Rail and Public Transportation Transit Grant – Mr. Morris explained that each year the Commission authorizes the executive director to

CRATER COMMISSION MINUTES

February 28, 2019

Page Four

submit an application to the Virginia Department of Rail and Public Transportation for funding to assist in its transit planning activities (assisting Petersburg Area Transit, Fort Lee, etc.) through the Tri-Cities MPO.

Upon motion of Mr. Howard, seconded by Mr. Parham and carried, the Commission adopted a resolution (copy attached to these minutes) directing the executive director to apply for annual transit planning funds to support the MPO staff's support to Petersburg Area Transit.

2019-2020 Local Member Contribution – Dr. Moore reported that the Executive Committee, at its November 8 meeting agreed to recommend that the Commission retain its current local member contribution rates for 2019-2020, which it has done every year for the past eighteen years.

Upon motion of Mr. Smith, seconded by Mr. Parham and carried, the Commission agreed to retain the current per capita member contribution rates for 2019-2020.

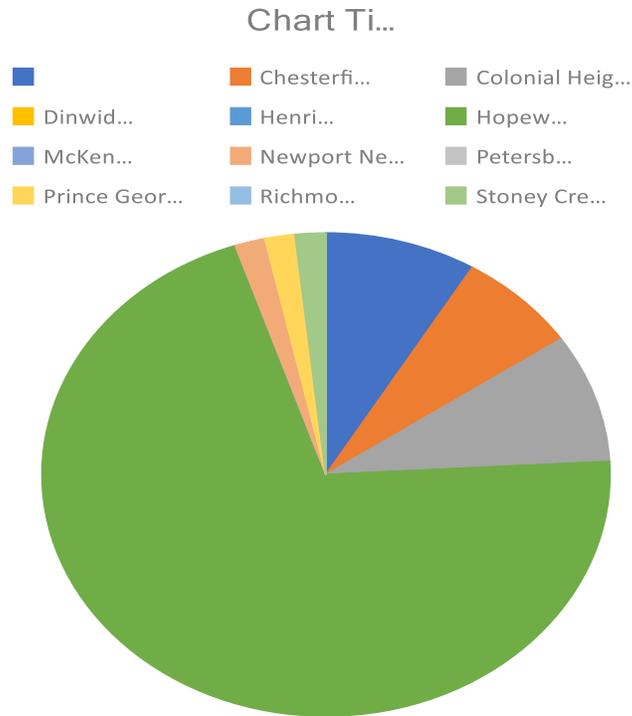
Appointment of a Nominating Committee – Dr. Moore named Mr. Harris Nominating Committee chair and appointed the following persons to serve on the committee: Ms. Johnson, Mr. Elswick, Mr. Wood, Mr. Massengill, Mr. Pope, Mr. Altman, Mr. Howard, Mr. Brown, Mr. Seward and Mr. Jones. He asked the committee to be prepared to report on June 27.

ADJOURNMENT

The meeting was adjourned at 7:55 p.m.

City of Refuge Hopewell Recovery Center

Chart Shows Breakdown by Location



1 Year Program Breakdown:

Savings for Hopewell

Total Participants Accepted: 111

Total Days NOT Spent in Riverside: **6,690 x \$44.00 per day = \$294,360 overall**

Total Hopewell Participants: 75 **\$44.00 per day**

Total Hopewell Participant Days NOT Spent in Riverside: **3,973 x \$44.00 = \$174,812**

Proclamation

OFFICE OF MAYOR JASMINE E. GORE

City of Hopewell, Virginia



EMS Week

Whereas emergency medical services is a vital public service; and

Whereas the members of Hopewell Fire & Rescue and Hopewell Volunteer Emergency Crew are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; answering 3,886 calls for service in 2018 and

Whereas access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

Whereas the men and women of the law enforcement agencies of Hopewell unceasingly provide vital public services;

emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;
now

NOW, THEREFORE, in recognition of this event do hereby proclaim the week of May 19-25, 2019 as **EMERGENCY MEDICAL SERVICES WEEK**. With the theme, **EMS Strong: Stronger Together**, we call upon all citizens of the City of Hopewell to observe this occasion by showing their support for local EMS professionals through appropriate programs, ceremonies, and activities.

IN 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 28TH day of May, 2019.

Jasmine E. Gore
Mayor of the City of Hopewell

PROCLAMATION
CENSUS AWARENESS DAY
APRIL 1, 2019

WHEREAS, Every ten years, Article 1, Section 2 of the United States Constitution mandates a count of all the people living in the United States and its territories; and

WHEREAS, The 2020 Census will address every household in the nation with a simple questionnaire with the goal of counting everyone once, only once, and in the right place; and

WHEREAS, Data obtained by the survey will be used to help determine how approximately \$675 billion will be distributed from the federal government to state, local, and tribal governments annually; and

WHEREAS, Up to \$2,000 of federal funding will be lost for each person not counted; as well as upwards of \$20,000 of federal funding lost every ten years; and

WHEREAS, A complete count requires that we bring together leaders from all communities of the Commonwealth, so that every Virginian regardless of racial, social, or economic background is counted; and

WHEREAS, Governor Ralph S. Northam has established the Virginia Complete Count Commission, which is comprised of 40 members to collaborate with community partners and local Complete Count Committees to ensure an accurate 2020 Census count;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Supervisors of the County of Montgomery, Virginia does hereby proclaim *April 1st, 2019, as Census Awareness Day.*

PUBLIC HEARINGS

PH-1



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:

Hold a public hearing to consider citizen comments regarding a request for a Conditional Use Permit to construct a single family detached home at 219 N. 15th Avenue.

ISSUE: In order to construct a permitted use on a non-conforming lot of record, an applicant must receive approval from City Council, with a recommendation from the Planning Commission.

RECOMMENDATION: Consider citizen comments regarding a request for a Conditional Use Permit on May 28, 2019. Vote to approve the permit with conditions.

TIMING: Public Hearing – May 28, 2019

BACKGROUND: The applicant, Barber Construction Company, has a contract to purchase property at 219 North 15th Avenue, to build a single family detached home on a non-conforming lot of record. The property is located in Ward 1.

ENCLOSED DOCUMENTS:

- Staff Report
- Conditional use permit application
- Neighborhood Housing Inventory
- Map of property and pictures of surrounding houses
- Recommended home for construction

STAFF: Tevya Williams Griffin, Director of Development

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			

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 |



Agent: Barber Construction Company
219 North 15th Avenue
Conditional Use Permit
Staff Report prepared for the City Council Meeting

May 28, 2019

This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.

I. PUBLIC HEARINGS & WORKSESSIONS:

Planning Commission	May 2, 2019	Approval with conditions
City Council Work Session	May 14, 2019	No action necessary
City Council Public Hearing	May 28, 2019	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	7,500 square feet
Owner:	Mary Kijambu
Location of Property:	Approximately 200 feet from intersection of West Broadway and North 15 th Avenue
Election Ward:	Ward 1
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 030-0820 Lots 20-21, Block 20, Day Subdivision
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Barber Construction for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for

Nonconforming Lots and Article XVII, Nonconforming Uses, Section F., Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Medium Density, R-2, Zoning District.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

Article IV, Section I, Special Conditions for Non-conforming Lots

For property consisting of less than seven thousand five hundred (7,500) square feet but five thousand (5,000) or more square feet and/or less than seventy (75) feet but fifty (50) feet or more of frontage, an applicant may appeal to City Council for a Conditional Use Permit as allowed in Section XVIII of the Zoning Ordinance for approval to construct a single family dwelling on such lot in accordance with the procedures given in Section XVIII of the Zoning Ordinance.

Article XXI, Amendments, Section D, Conditional and Special Use Permits, Sub-Section c. 1-3:

1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.
2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.
3. Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

Article XXI, Section D, Conditional and Special Use Permits, subsection (4)

4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:
 - i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic,

circulation, noise, lighting, hours of operation and similar characteristics; and

- ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.

Article XXI, Amendments, Section D, Sub-Section d.

d. Approval Criteria

As may be specified within each zoning district, the Planning Commission and approval by the City Council shall permit uses permitted subject to conditional use review criteria only after review only if the applicant demonstrates that:

1. The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.
2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.
4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.
5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.

6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests, which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

V. SUBJECT PROPERTY:

The minimum square footage required to construct a single family detached home in the R-2 Zoning District is 7,500 square feet. The required lot width at the front yard setback line is 75 linear feet. The subject property meets the minimum square footage requirement but only has 50 feet of frontage and a non-conforming lot and is therefore required to obtain a Conditional Use Permit from City Council.

The subject property is a vacant lot located in the Day Subdivision at 219 North 15th Avenue, also identified as Sub-Parcel #038-0820. In 2016 the home on the lot was damaged during a fire. There have been attempts to rebuild the home. The property was sold three times during a span of just two years. After concluding that the home could not be salvaged, contractors in 2018 attempted to demolish the home but keep the previous foundation. However, this effort was soon abandoned, as an engineer would not certify its safety.

Last year, the City demolished the remainder of the home and cleared the site. The owner is selling the lot to Barber Construction to build a single family detached home contingent upon the approval of this request.

VI. ZONING/STAFF ANALYSIS:

As of March 26, 2019, in order to construct a permitted use on a non-conforming lot of record, applicants must receive a Conditional Use Permit regardless of the zoning district.

When considering a conditional use permit, the City Council must consider the seven conditions outlined in Article XXI of the Zoning Ordinance, cited on page 3. The Council may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

Staff contends that a single family detached home remains a suitable use on this property. The required side yard setback in the R-2 District is 10 feet. With a 50 foot wide lot, the maximum width of the home can be 30 feet.

An inventory of thirteen (13) homes in the immediate vicinity of the lot in question is attached to this report. It shows the average square footage of homes is approximately 1,400 square feet. Nine (9) of the thirteen (13) homes have basements. Four (4) of the homes are two stories, and two (2) are 1 ½ stories; the remaining are 1 story. Eleven of

the thirteen homes were built prior to 1950. The average number of bedrooms is three (3) and the average number of bathrooms is 1. Twelve (12) of the thirteen homes have porches.

On the eastern side of North 15th Avenue, the majority of the homes are bungalow style with Craftsman features, such as a broad porch, dormers, 1 story, or bedrooms set in the roof, and tapered columns. The majority of homes on the western side of North 15th Avenue are two story. Most are Foursquare with pyramidal hip roofs. The front porches span the full width of the house, with two, three or four simple columns supporting the porch roof.

During the work session, Staff and the applicant presented the construction of a one story Craftsman Bungalow at 1,440 square feet with the following conditions.

1. The home shall be no smaller than 1,350 square feet;
2. The home shall have 3-4 bedrooms and at least 2 full bathrooms;
3. The architecture style of the home shall be Craftsman Bungalow;
4. The exterior material of the proposed single-family dwelling shall be vinyl with textured accents such as shake;
5. The proposed single-family dwelling shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer;
6. Consistent with the majority of homes on 15th Avenue from West Broadway to City Point, the home shall have a front porch. The porch shall have tapered columns;
7. The single-family dwelling shall be one or 1 ½ story's; and
8. Home shall have windows on both sides of front door.

Update since the May 14, 2019 Work Session

After the work session, the Building Official and the Director of Development held two additional meetings with the applicant to discuss building layout. After analyzing the rear slope of the property it was concluded that if a single family story home was built the family would not have a backyard sufficient enough to place accessory structures or for open space. The Building Official suggested the applicant build a two story home.

After discussion of the pros and cons the applicant agreed to build a two story Four Square Craftsman style home, similar to the three homes across the street from the subject lot. Instead of 1,440 square feet, the home will be 1,664 square feet, an increase of 224 square feet with three bedrooms and two full baths.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request submitted by Barber Construction for a Conditional Use Permit to build a single family detached home at 219 North 15th Avenue. The requests meets the criteria outlined in Article XXI, Amendments, Section D.

VIII. PLANNING COMMISSION RECOMMENDATION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, at their May 2, 2019 meeting, the Hopewell Planning Commission voted 3-0 to approve, with conditions, the request submitted by Barber Construction Company, Inc. for a Conditional Use Permit to build a single family detached home at 219 North 15th Avenue, also identified as Lot 20 -21, Block 20, Day Subdivision. The Planning Commission imposed conditions 1-8 listed above in Section VI.

IX. CITY COUNCIL RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the City Council votes to deny, approve or approve with conditions, the request submitted by Barber Construction Company, Inc. for a Conditional Use Permit to build a single family detached home at 219 North 15th Avenue, also identified as Lot 20 -21, Block 20, Day Subdivision. The following are the conditions:

1. The home shall be no smaller than 1,664 square feet;
2. The home shall have 3 bedrooms and at least 2 full bathrooms;
3. Thee architecture style of the home shall be Craftsman;
4. The exterior material of the proposed single-family dwelling shall be vinyl with textured accents such as shake;
5. The proposed single-family dwelling shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer;
6. Consistent with the majority of homes on 15th Avenue from West Broadway to City Point, the home shall have a front porch the width of the home. The porch shall have tapered columns;
7. The single-family dwelling shall be 2 story's; and the
8. Home shall have windows on both sides of front door.

Attachment(s):

1. Application for Conditional Use Permit
2. Location map (Arc Explorer Map)
3. Neighborhood housing inventory table
4. Power Point presentation

May PC



The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspect... - 20190206|CUP - 2019
009291-0001 Melissa ... 03/13/2019 11:45AM
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 001494

300 N. Main Street · Department of Development · (804) 541-2220 · Fax: (804) 541-2318

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20190206

APPLICANT: Borber Construction Co. inc.
ADDRESS: 101 Queen Anne Dr.
Hopewell, VA 23860
PHONE #: 804-731-1051 FAX #: N/A
EMAIL ADDRESS: Donnieb@vt.edu

INTEREST IN PROPERTY: OWNER OR AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Mary Kijamba
ADDRESS: _____
PHONE #: (804)-787-3212 FAX #: N/A

PROPERTY ADDRESS / LOCATION:
219 N. 15th Hopewell, VA 23860
PARCEL #: 0300820 ACREAGE: 0.1722 ZONING: R2

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. X
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. X

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION _____ OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Empty Lot / house just torn down

THE CONDITIONAL USE PERMIT WILL ALLOW:

single family dwelling / house

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

Lot resides in a sub-division where single family houses exist.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The new house will add value to surrounding properties and add tax value to lot.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

The new house will be 1350 sq ft with all requirements required on previous conditional single family permits.

AS OWNER OF THIS PROPERTY OR THE AUTHORIZED AGENT THEREFOR, I HEREBY CERTIFY THAT THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS ARE COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.



APPLICANT SIGNATURE

2/22/14

DATE

Donald S. Barber

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____ DENIED _____

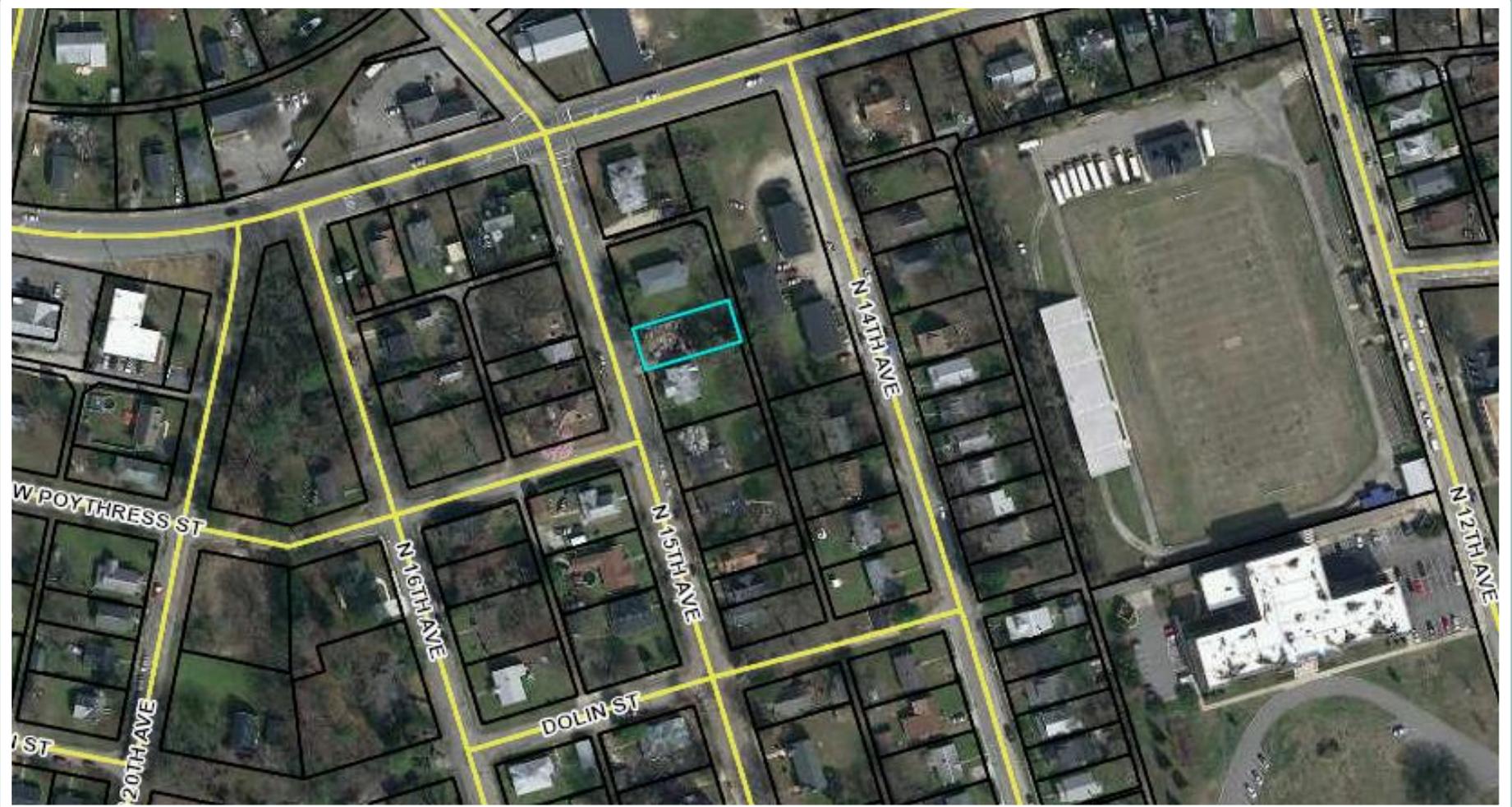
APPROVED WITH THE FOLLOWING CONDITIONS:

Parcel #	Year Constructed	Exterior Material	Sq. Ft. of Lot	Sq. Ft. of Main Living Area	Basement	Total Square Footage	# of Story's	# of bedrooms	# of bathrooms	Porch	Assessed Value of Home	Assessed Value of Land	Total Assessment
030-0825	1914	Aluminum Siding	11,500	1,227	0	1,227	1	3	1	YES	\$ 31,200.00	\$ 27,200.00	\$ 58,400.00
030-0390	1918	Brick	8,280	958	0	958	1	2	1	YES	\$ 70,300.00	\$ 20,400.00	\$ 90,700.00
030-0410	1918	Brick	11,040	1,843	576	2,419	1.5	4	1	YES	\$ 131,000.00	\$ 27,200.00	\$ 158,200.00
030-0485	1918	Aluminum Siding	8,395	912	456	1,368	1	3	1	YES	\$ 46,200.00	\$ 20,400.00	\$ 66,600.00
030-0480	1918	Aluminum Siding	8,280	1,093	1,093	2,186	1	3	1	YES	\$ 40,000.00	\$ 20,400.00	\$ 60,400.00
030-0765	1928	Stucco	9,545	1,592	398	1,990	2	4	1	YES	\$ 8,300.00	\$ 23,800.00	\$ 32,100.00
030-0770	1928	Stucco	3,795	1,592	398	1,990	2	3	1	YES	\$ 14,700.00	\$ 10,200.00	\$ 24,900.00
030-0780	1928	Stucco	5,750	1,804	451	2,255	2	3	1.5	YES	\$ 60,900.00	\$ 13,600.00	\$ 74,500.00
030-0800	1929	Vinyl	11,128	1,704	0	1,704	1	3	2	YES	\$ 94,300.00	\$ 27,200.00	\$ 121,500.00
030-0815	1946	Masonite	8,625	930	930	1,860	1	3	1	YES	\$ 46,500.00	\$ 20,400.00	\$ 66,900.00
030-0775	1946	Stucco	3,795	1,755	382	2,137	2	4	1.5	YES	\$ 74,000.00	\$ 10,200.00	\$ 84,200.00
030-0395	1969	Brick	8,280	1,542	385	1,927	1	3	1.5	NO	\$ 115,400.00	\$ 20,400.00	\$ 135,800.00
030-0754	2005	Vinyl Siding	10,272	1,396	0	1,396	1.5	3	2	YES	\$ 117,100.00	\$ 25,500.00	\$ 142,600.00
				1,411	390	1,801	1.384615385	3.153846154	1.269230769		\$ 65,376.92	\$ 20,530.77	

219 N. 15TH AVENUE

May 14, 2019

AERIAL MAP



OVERVIEW OF ZONING DISTRICT

R-2 Zoning District

Requires 7,500 square feet

Requires 75 feet of frontage

If not met – non conforming lot

Lot in Question

7,500 square feet

50 feet of frontage

10 feet side yard setback

Maximum home width 30 feet

CONDITIONAL USE PERMIT

HOUSING INVENTORY

Year Constructed	Exterior Material	Square foot of lot	Square ft. Main Building	Basement	Total Square feet	# of Story's	1.# of bedrooms	# of bathrooms
1914	Aluminum Siding	11,500	1,227	0	1,227	1	3	1
1918	Brick	8,280	958	0	958	1	2	1
1918	Brick	11,040	1,843	576	2,419	1.5	4	1
1918	Aluminum Siding	8,395	912	456	1,368	1	3	1
1918	Aluminum Siding	8,280	1,093	1,093	2,186	1	3	1
1928	Stucco	9,545	1,592	398	1,990	2	4	1
1928	Stucco	3,795	1,592	398	1,990	2	3	1
1928	Stucco	5,750	1,804	451	2,255	2	3	1.5
1929	Vinyl	11,128	1,704	0	1,704	1	3	2
1946	Masonite	8,625	930	930	1,860	1	3	1
1946	Stucco	3,795	1,755	382	2,137	2	4	1.5
1969	Brick	8,280	1,542	385	1,927	1	3	1.5
2005	Vinyl Siding	10,272	1,396	0	1,396	1.5	3	2
AVERAGE			1,411	390	1,801		3	1

HOUSING INVENTORY

Assessed Value of Home	Assessed Value of Home	Total Assessment
\$ 31,200.00	\$ 27,200.00	\$ 58,400.00
\$ 70,300.00	\$ 20,400.00	\$ 90,700.00
\$ 131,000.00	\$ 27,200.00	\$ 158,200.00
\$ 46,200.00	\$ 20,400.00	\$ 66,600.00
\$ 40,000.00	\$ 20,400.00	\$ 60,400.00
\$ 8,300.00	\$ 23,800.00	\$ 32,100.00
\$ 14,700.00	\$ 10,200.00	\$ 24,900.00
\$ 60,900.00	\$ 13,600.00	\$ 74,500.00
\$ 94,300.00	\$ 27,200.00	\$ 121,500.00
\$ 46,500.00	\$ 20,400.00	\$ 66,900.00
\$ 74,000.00	\$ 10,200.00	\$ 84,200.00

203 N. 15TH AVENUE



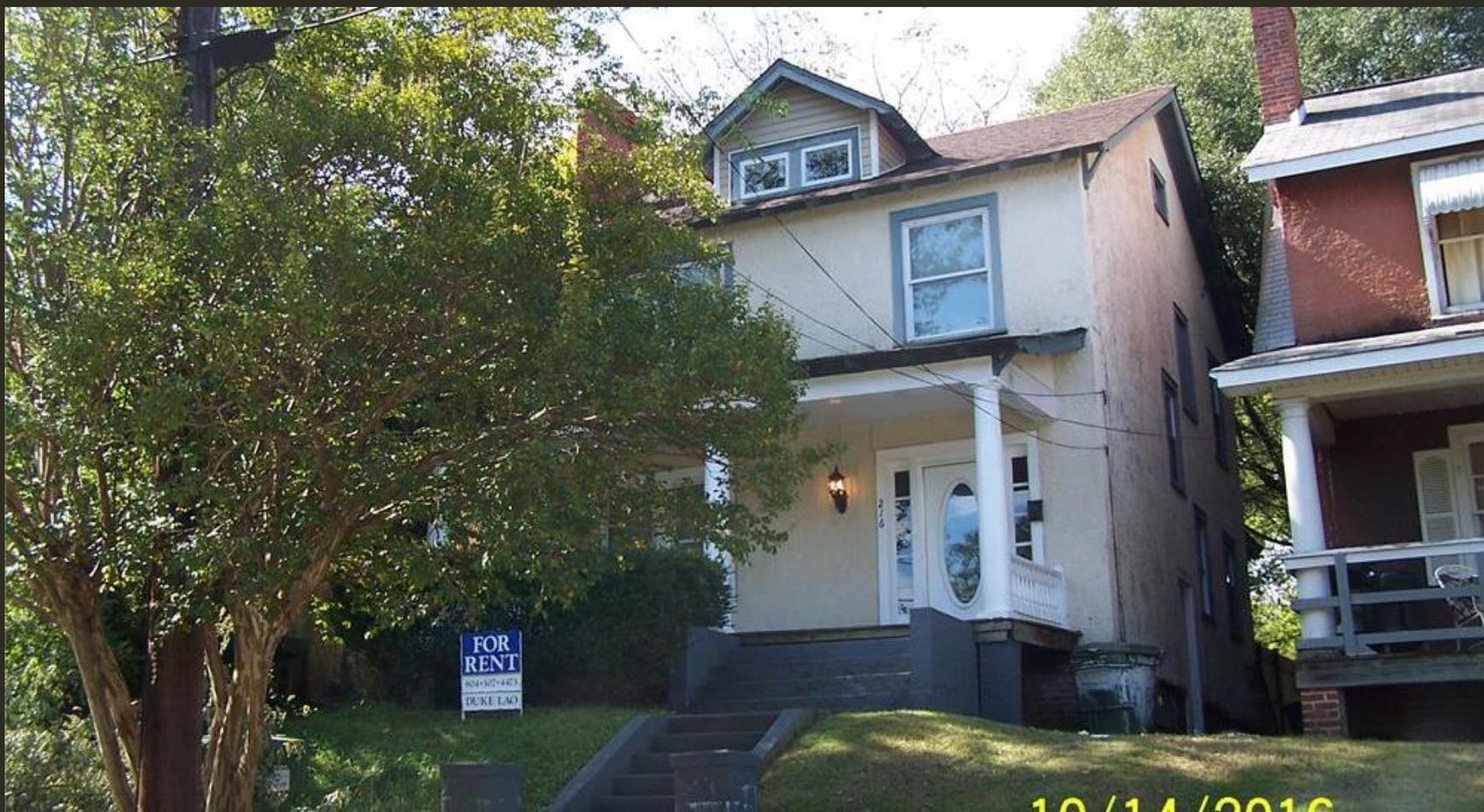
220 N 15TH AVENUE



218 N. 15TH AVENUE



214 N. 15TH AVENUE



217 N. 15TH AVENUE



212 N. 15TH AVENUE



207 N. 15TH AVENUE



213 N. 15TH AVENUE



204 N. 15TH AVENUE



CRAFTSMAN BUNGALOW



1 STORY VS. 2 STORY HOME



- 10 feet drop from front to rear yard.
- Front and rear yard setback is 25 feet for a total of 50 feet.
- 2 story home will decrease footprint. Allow for larger backyard open area.
- The applicant will build a 2 story 1,664 square foot Craftsman style Foursquare home.

CRAFTSMAN FOURSQUARE



CRAFTSMAN FOURSQUARE



CONDITIONS

- The home shall be no smaller than 1,664 square feet;
- The home shall have 3 bedrooms and at least 2 full bathrooms;
- The architecture style of the home shall be Craftsman Foursquare;
- The exterior material of the proposed single-family dwelling shall be vinyl with textured accents such as shake;
- The proposed single-family dwelling shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer;
- Consistent with the majority of homes on 15th Avenue from West Broadway to City Point, the home shall have a front porch. The porch shall have tapered columns;
- The single-family dwelling shall be 2 story's
- Home shall have windows on both sides of front door.

PH-2

Proposed FY 20 Operating & Capital Budget



Overview and Highlights

**Hopewell, VA
City Council Meeting
May 14, 2019**

Proposed FY 20 Operating & Capital Budget



The framework of the proposed FY 20 Operating & Capital Budget is:

- Neither aggressive – tax rate increase driven
- Nor passive – saying yes to budgetary inclusion that exceeds FY 19 levels (i.e. 42 new position requests that total approximately \$2.2M and capital requests of approximately \$18.3M)
- Fiscally responsible – providing adequate funding that will enable City Departments to fulfill their mission in rendering of service to the citizens of Hopewell, VA

Proposed FY 20 Operating & Capital Budget



The development of the proposed FY 20 Operating & Capital Budget deployed the four (4) pillar approach:

1. Assessment – Are we budget sound?
2. Analysis – Reviewed prior budget practices & trends.
3. Preservation – Will proposed revenues meet costs?
4. Status – Are we able to handle matters that may arise during FY 20 that are not budgeted for?

Proposed FY 20 Operating & Capital Budget



The outcome of deploying this fiscal stewardship approach :

1. **Proposed Operational & Capital Budget– \$164,643,811**
 - Total of 31 funds required for operation of City services
 - An increase of \$2,807,712 or 1.73% over FY 19
2. **Proposed General Operating Fund recommended funding – \$52,303,029**
 - A decrease of \$615,043 or -1.16% under FY 19
3. **Established a Debt Service Fund to demonstrate the City’s long-term obligation that requires funding annually**
 - Eliminate the practice of budgeting certain operating costs as capital.
 - Debt Service cost increased \$750,000

Proposed FY 20 Operating & Capital Budget



The outcome of deploying this fiscal stewardship approach :

4. NO tax rate adjustment for FY 20.
5. NO draw from Unassigned Fund Balance (UAFB) to balance the budget
 - Continuation of maintaining a structurally balanced budget
6. Remain within the baseline budget equal to the amount of the department adopted FY 19.

Proposed FY 20 Operating & Capital Budget



Other highlights of the proposed budget FY 20 are:

- Health care cost – NO increase to Employees
- Mandated Services Funding (Social Services, CSA, etc.)
- New Solid Waste Contract
- Cap on new positions – 42 requested, Totaling \$2 million in Total Cost
 - Only 2 Part-Time Positions to FTE recommended

Position Title		Salary	Benefits	Total	Net Impact
IT Support Specialist	PT to FT	\$50,000	\$17,915	\$67,915	\$16,814
Treasurer - Cashier	PT to FT	\$27,277	\$9,530	\$36,757	\$15,601
	Totals	\$77,277	\$17,445	\$104,672	\$32,415

Proposed FY 20 Operating & Capital Budget



Other highlights of the proposed budget FY 20 are:

- Cap on new projects – \$18.3 million requested, \$1.3 million funded
- NO new debt
- School Board Total Budget – \$60,156,926
 - **Local Funding Request - \$14,495,466**

Proposed FY 20 Operating & Capital Budget



Notable Changes:

City Manager	\$(252,500)	Efficiency and Technology Study and Office on Youth
Finance	\$(50,622)	Anticipated Audit Cost Reduction
Information Technology	\$231,406	Operating Costs Previously Budgeted as Capital and Increases in Service Contracts
Sheriff	\$97,741	Operating Costs Previously Budgeted as Capital and Increases in Service Contracts

Proposed FY 20 Operating & Capital Budget



Notable Changes:

Police	\$166,028	Operating Costs Previously Budgeted as Capital and Increase in Service Contracts
Public Works	\$38,224	Increase in CVWMA Waste Disposal & Recycling Contract
Development	\$74,823	Operating Costs Previously Budgeted as Capital and Increases in Service Contracts
Riverside Regional Jail	\$343,592	Increase in Service Contract resulting from Chesterfield County Decreased Jail Population
Non-Departmental	\$116,534	Increase in Contingency and Litigation

Proposed FY 20 Operating & Capital Budget



Financial Management Update:

- **FY 2016 CAFR – Completed**
- **FY 2017 CAFR – Audit work concluding, Pending Auditor Opinion**
- **FY 2018 CAFR – City has initiated field work; Projected Completion June 2019**

Proposed FY 20 Operating & Capital Budget



Questions?

**BUDGET RESOLUTION
FISCAL YEAR 2019-20**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on May 28, 2019, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2019, and ending June 30, 2020, showing the expenditures of the preceding year, the amount appropriated for the current year, and the proposed expenditures for the ensuing twelve months was introduced in its complete form; of which \$137,691,433 is estimated to be received from sources other than property tax levies, leaving a balance to be raised by levies on property segregated to the City for local taxes of \$33,688,989 and,

WHEREAS, a tax rate sufficient to raise the last mentioned sum has been levied by ordinance of the City Council of the City of Hopewell; and,

WHEREAS, in this budget approved by City Council there are estimates of revenues used for appropriated expenditures to pay for said city services, and when said estimated revenues are projected by the City Manager to be less than the amount of appropriated expenditures, the City Manager shall initiate action to adjust appropriated expenditures to agree with revised estimated revenues. The City Manager is directed to advise City Council, at the next scheduled meeting, of the adjustments made and City Council may amend said adjustments or offer alternatives as the appropriating body; and,

BE IT, HEREBY, RESOLVED by the City Council of the City of Hopewell:

Sec. 1 The following funds and accounts shall be appropriated from the designated revenues to operate City services and to provide a capital improvement program for the City:

General Fund-011:

Estimated Revenues:

From Local Sources

General Property Taxes.....	\$33,688,989
Other Local Taxes.....	6,100,000
Licenses, Permits, Fees.....	881,000
Fines & Forfeitures.....	1,630,000
Use of Money/Property.....	55,000
In-Lieu of Taxes.....	930,000
Other Local Revenues.....	330,500

From Other Agencies

State Sources.....	7,000,000
Federal Sources.....	200,000

Cost Recovery & Reserves	
Cost Recovery from Social Services-012	507,000
Cost Recovery from Solid Waste-030	598,040
Cost Recovery from Sewer Services-031	382,500
Use of Reserve Funds	<u>0</u>
Total Revenues.....	\$52,303,029

Appropriations:

General Government:

City Council	282,689
City Clerk.....	165,947
City Attorney	352,287
City Manager	1,087,760
Information Technology	1,218,513
Human Resources	428,109
Finance Department	1,548,991
Development Department	1,021,392
Non-Departmental.....	541,500

Courts:

Circuit Court	111,116
General District Court.....	138,666
Court Services	7,000
VJCCCA Grant	157,515
Crater Detention Facility.....	363,000
Regional Jail.....	2,278,840

Constitutional Offices:

Clerk of Circuit Court	461,150
Commonwealth Attorney.....	630,745
Commissioner of Revenue.....	483,618
Sheriff	1,569,410
Treasurer	549,344

Voter Registrar.....	230,269
Police Department.....	7,949,752
Fire Department	4,973,939
Public Works Department.....	5,160,034
Health Department	229,183
Outside Agencies	1,712,375
Operating Transfers	18,238,991
Contingency/Litigation	<u>410,894</u>
Total General Fund	\$52,303,029

Social Services Fund-012:

Estimated Revenues:	
From State Sources	\$2,276,430
From Federal Sources	3,066,620
Transfer from General Fund-011	<u>982,243</u>
Total Revenues	\$6,325,293

Appropriations:	
Administration	1,244,815
Eligibility	<u>5,080,478</u>
Total Social Services Fund	\$6,325,293

Children's Services Act Fund-015:

Estimated Revenues:	
From State Sources	\$2,500,913
Transfer from General Fund-011	<u>608,227</u>
Total Revenues	\$3,109,140

Appropriations:	
Administration	157,121
Direct Services	<u>2,952,019</u>
Total Children's Services Act Fund.....	\$3,109,140

Recreation Fund-035:

Estimated Revenues:	
Fees & Charges	\$173,050
Transfer from General Fund-011	<u>1,715,560</u>
Total Revenues.....	\$1,888,610

Appropriations:	
Recreation Center Div.....	642,295
Community Div	158,353
Athletics Div	137,733
Seniors Div.....	147,079
Pool Div	229,525
Parks Div.....	553,203
Grants	<u>20,422</u>
Total Recreation Fund.....	\$1,888,610

Marina Fund-038:

Estimated Revenues:	
Rentals.....	<u>\$25,000</u>
Total Revenues.....	\$25,000

Appropriations:	
Insurance	3,250
Operating Expenses	<u>21,750</u>
Total Marina Fund	\$25,000

Self-Insurance Fund-076:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$500,000</u>
Total Revenues.....	\$500,000

Appropriations:	
Property/Liability Insurance Premiums	<u>500,000</u>
Total Self Insurance Fund.....	\$500,000

Anti-Litter Fund-053:

Estimated Revenues:	
From State Sources	<u>\$6,063</u>
Total Revenues.....	\$6,063

Appropriations:	
Operating Expenses	<u>6,063</u>
Total Anti-Litter Fund.....	\$6,063

Cemetery Fund-003:

Estimated Revenues:	
Interest Income.....	\$8,000
Grave Site Sales	<u>39,000</u>
Total Revenues.....	\$47,000

Appropriations:	
Repairs	14,000
Grass Cutting	27,000
Miscellaneous	<u>6,000</u>
Total Cemetery Fund	\$47,000

School Operating Fund-014:

Estimated Revenues:	
From State Sources	33,713,123
From Federal Sources	5,006,149
Other Revenues.....	502,953

Transfer from General Fund-011	<u>12,242,921</u>
Total Revenues.....	\$51,465,146
Appropriations:	
Non-Categorical.....	<u>51,465,146</u>
Total School Operating Fund.....	\$51,465,146
<u>School Textbook Fund-056:</u>	
Estimated Revenues:	
From State Sources	<u>\$500,000</u>
Total Revenues.....	\$500,000
Appropriations:	
Textbook Purchases	<u>500,000</u>
Total School Textbook Fund	\$500,000
<u>School Cafeteria Fund-057:</u>	
Estimated Revenues:	
From State Sources	\$62,007
From Federal Sources	2,350,000
Other Revenues	<u>1,219,844</u>
Total Revenues.....	\$3,631,851
Appropriations:	
Operating Expenses	<u>3,631,851</u>
Total School Cafeteria Fund	\$3,631,851
<u>School Bldg/Bus Replacement Fund-063:</u>	
Estimated Revenues:	
Transfer from School Operating Fund-014.....	
Total Revenues.....	
Appropriations:	
Appropriations	
Total School Bldg/Bus Replacement Fund.....	
<u>Solid Waste Fund-030:</u>	
Estimated Revenues:	
Fees & Charges	<u>\$2,593,598</u>
Total Revenues.....	\$2,593,598
Appropriations:	
Curb-Side Pickup.....	2,409,521

Convenience Center	<u>184,077</u>
Total Solid Waste Fund	\$2,593,598
 <u>Sewer Operations Fund-040:</u>	
Estimated Revenues:	
Charges for Services	\$9,828,340
Total Revenues.....	\$9,828,340
 Appropriations:	
Transfer to Sewer Maintenance Fund-041	8,191,969
Transfer to Sewer Bond Fund-043.....	<u>1,636,371</u>
Total Sewer Operations Fund	\$9,828,340
 <u>Sewer Maintenance Fund-041:</u>	
Estimated Revenues:	
Transfer from Sewer Operations Fund-040	\$8,191,969
Interest Income.....	<u>225,000</u>
Total Revenues.....	\$8,416,969
 Appropriations:	
Maintenance & Inspections.....	1,503,233
City Pump Stations	4,883,736
Capital	<u>2,030,000</u>
Total Sewer Maintenance Fund	\$8,416,969
 <u>Sewer Bond Fund-043:</u>	
Estimated Revenues:	
Transfer from Sewer Operations Fund-040	<u>\$1,636,371</u>
Total Revenues.....	\$1,636,371
 Appropriations:	
Bond Principal	550,000
Bond Interest.....	<u>1,086,371</u>
Total Sewer Bond Fund	\$1,636,371
 <u>Storm Water Fund #1-048:</u>	
Estimated Revenues:	
Storm Water Fees.....	\$856,500
From State Sources	<u>462,400</u>
Total Revenues.....	\$1,318,900

Appropriations:	
Operating Expenses	<u>1,318,900</u>
Total Storm Water Fund #1	\$1,318,900

Storm Water Fund #2-049:

Estimated Revenues:	
Storm Water Fees.....	<u>\$10,000</u>
Total Revenues.....	\$10,000

Appropriations:	
Operating Expenses	<u>10,000</u>
Total Storm Water Fund #2	\$10,000

Hopewell Water Renewal Fund-032:

Estimated Revenues:	
Industrial User Charges.....	<u>\$19,868,767</u>
Total Revenues.....	\$19,868,767

Appropriations:	
Operating Expenses	<u>19,868,767</u>
Total Hopewell Water Renewal Fund.....	\$19,868,767

Debt Service Fund-070:

Estimated Revenues:	
Food Tax	\$2,300,000
Lodging Tax.....	900,000
Fund 070 Revenue	1,283,806
Transfer from General Fund-011	<u>751,758</u>
Total Revenues.....	\$5,235,564

Appropriations:	
Debt Service.....	<u>5,235,564</u>
Total Debt Service Fund	\$5,235,564

Capital Projects Fund-071:

Estimated Revenues:	
From State Sources	\$1,000,000
Grant Fund	100,000
Transfer from General Fund-011	248,242
Transfer from General Fund I-295.....	<u>996,758</u>
Total Revenues.....	\$2,345,000

Appropriations:	
Capital Projects	
IT-Fiber Connections-2 nd Payment	\$165,000
Sheriff-2 Vehicles	60,452
Engineering-VDOT Projects.....	2,014,548
Public Works-Americans with Disabilities Masterplan.....	25,000
Marina-Riverwalk Phase II Construction	<u>80,000</u>
Total Capital Projects Fund	\$2,345,000

Economic Development Fund-075:

Estimated Revenues:	
Transfer from General Fund-011	<u>\$38,440</u>
Total Revenues.....	\$38,440

Appropriations:	
Operating Expenses	<u>38,440</u>
Total Economic Development Fund	\$38,440

Healthy Families Fund-090:

Estimated Revenues:	
Donations	\$157,500
Transfer from General Fund-011	<u>129,841</u>
Total Revenues.....	\$287,341

Appropriations:	
Operating Expenses	<u>287,341</u>
Total Healthy Families Fund	\$287,341

Sec. 2 Constitutional Officers and respective Constitutional Office employees shall receive the position salary approved by the Virginia Compensation Board or granted by the Virginia General Assembly. No Constitutional Officer shall be compensated for any vacation, sick, holiday, jury service, military leave, funeral leave or other paid time-off granted to city employees.

Sec. 3 Appropriations in addition to those contained in the general appropriation resolution may be made by the City Council only if there is available in the fund an unencumbered and unappropriated sum sufficient to meet such appropriation.

Sec. 4 Except as set forth in Sections 7, 14, 16, 17, 18, and 19 the City Manager may, as provided herein, authorize the transfer of any unencumbered balance or portion thereof from one classification of expenditure to another within the same department or appropriation function/category. The City Manager may transfer up to \$25,000 from the unencumbered balance of the appropriation of one appropriation

function/category to another appropriation function/category. No more than one transfer may be made for the same item causing the need for a transfer.

Sec. 5 The City Manager may increase appropriations for the following items of non-budgetary revenue that may occur during the fiscal year:

- a. Insurance recoveries received for damage to City vehicles or other property for which City funds have been expended to make repairs.
- b. Refunds or reimbursements made to the City for which the City has expended funds directly related to that refund or reimbursement.
- c. Any revenue source not to exceed \$25,000.

Sec. 6 All outstanding encumbrances, both operating and capital, at June 30, 2019 shall be re-appropriated to the 2019-20 fiscal year to the same department and account for which they are encumbered in the previous year.

Sec. 7 At the close of the fiscal year, all unencumbered appropriations lapse for budget items other than Capital Projects, reserves, grants, and donations restricted to specific purposes.

Sec. 8 Appropriations for capital projects will not lapse at the end of the fiscal year but shall remain appropriations until the completion of the projects or until the City Council, by appropriate ordinance or resolution, changes or eliminates the appropriation. The City Manager may approve necessary accounting transfers between funds to enable the capital projects to be accounted for in the correct manner. Upon completion of a capital project, staff is authorized to close out the projects and transfer to the funding source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2019 and appropriations in the 2019-20 budget year. The City Manager may approve construction change orders to contracts up to an increase of \$25,000 and approve all change orders for reductions to contracts.

Sec. 9 The City Manager may authorize the transfer of Sewer Services Capital Projects funds that are 20% or up to \$100,000 of the original project cost, whichever is less, from any Sewer Services Capital Project to any other Sewer Services Capital Project or to the original funding source. Should the actual contract price for a project be significantly (over \$100,000) less than the appropriation, the City Manager may approve transfer of excess funds to the funding source prior to completion of the project.

Sec. 10 The City Manager is hereby authorized and directed to apply for and accept all city eligible grants which require no local match money to receive without further City Council action.

City Manager is further authorized to apply for and accept eligible grants of \$50,000 or less and with up to fifty (50) percent or less of the total dollar grant amount match requirement. City Manager is authorized to use current budget appropriated funds

towards any local match required. Any grant application/award greater than \$50,000 must be approved by Council prior to the city administration making application.

The City Manager is hereby authorized to sign and execute all necessary documents for the acceptance of any city grant approved by Council.

Sec. 11 City Council approval of any grant of funds to the City constitutes the appropriation of both the revenue to be received from the grant and the city's expenditure required by the terms of the grant, if any. The appropriation of grant funds will not lapse at the end of the fiscal year, but shall remain appropriated until completion of the project or until Council, by appropriate resolution, changes or eliminates the appropriation.

The City Manager may reduce any grant appropriation to the level approved by the granting agency during the fiscal year. The City Manager may approve necessary accounting transfers between accounts to enable the grant to be accounted for in the correct manner. Upon completion of a grant project, staff is authorized to close out the grant and transfer back to the funding source any unspent remaining balances. This applies to appropriations for grants outstanding at June 30, 2019 and appropriations in the 2019-20s budget year.

Sec. 12 The City Manager may appropriate both revenue and expenditure for donations made by citizens or citizen groups in support of city programs. Any remaining unencumbered balance of a restricted donation at the end of the fiscal year will be re-appropriated into the subsequent fiscal year for the same purpose.

Sec. 13 The City Manager may reduce revenue and expenditure appropriations related to programs funded all or in part by the Commonwealth of Virginia and/or the federal government to the level approved by the responsible state or federal agency.

Sec. 14 The Director of Finance is authorized to make transfers to the various funds for which there are transfers budgeted. The Director shall transfer funds only as needed up to amounts budgeted, or in accordance with any existing bond resolutions that specify the manner in which transfers are to be made.

Sec. 15 The City Treasurer may advance monies to and from the various funds of the City to allow maximum cash flow efficiency. The advances must not violate city bond covenants or other legal restrictions that would prohibit an advance.

Sec. 16 The City Manager is authorized to make expenditures from Trust & Agency Funds for the specified reasons for which the funds were established. In no case shall the expenditure exceed the available balance in the fund.

Sec. 17 The City Manager may appropriate revenues and increase expenditures for funds received by the City from asset forfeitures for operating expenditures directly related to drug enforcement. This applies to funds currently on-hand at June 30, 2019, and

all funds received in the 2019-20 budget year, shall not lapse but be carried forward into the next fiscal year.

Sec. 18 After completion of all necessary audit transactions for the General Fund, the City Manager may increase appropriations or authorize transfers of existing appropriation at June 30 as follows:

a. Subsequent to all audit adjustments and the ending general fund balance is maintained at maximum of 10% of general fund expenditures, transfer all available current year operation funds to the unassigned fund balance of the Capital Projects Fund for future capital projects.

b. At year-end, any budgeted Fire Department appropriations in excess of actual expenditures for the year shall be transferred to a reserve account for future fire equipment purchases. This applies to funds on-hand at June 30, 2019, and all funds received in the 2019-20 budget year.

Sec. 19 The City Manager is authorized to reallocate funding sources for Capital Projects, arbitrage rebates/penalties, and debt services payments and to appropriate bond interest earning to minimize arbitrage rebates/penalties. This authority would include the appropriation of transfers among funds to accomplish such reallocation. Budgets for specific Capital Projects will not be increased beyond the level authorized by sections 4 and 5. This applies to funds currently on-hand in at June 30, 2019 and all funds received in the FY 2019-20 budget year.

Sec. 20 The City Manager is authorized to transfer among appropriation categories any amount of funds associated with implementation of the VJCCCA Grant to record transactions.

Sec. 21 The City Manager is authorized to transfer among appropriation categories any amount of monies associated with implementation of the Children's Services Act for at-risk youth and families, but the local city match appropriation shall be reduced to the amount required to match the original state approved budget. Any supplemental budget request for funding shall be presented to Council for appropriation.

Sec. 22 The City Manager is authorized to disburse state Four-For-Life Program funding to the Hopewell Emergency Crew for authorized expenditures or to disburse funds between the Hopewell Emergency Crew and the Hopewell Bureau of Fire, all in the best interest of providing emergency services to Hopewell. Amount of funds authorized to be disbursed shall not exceed the state funding award.

Sec. 23 The City Manager is authorized, upon approval of Council, to transfer among appropriation categories any amount of monies associated with implementation of the Department of Social Services budget for services, but the local city match appropriation shall be reduced to the amount required to match the original state

approved budget. Any supplemental budget request for funding shall be presented to city council for appropriation.

Sec. 24 Effective upon adoption of this resolution, the City Manager is authorized to approve transfers within operating funds as long as total net spending is not exceeded, and all transfer activity is to be reported to Council on a monthly basis.

Sec. 25 The City Manager is hereby authorized, upon approval of Council, to reassign or reallocate any full-time authorized position within the authorized fund complement of positions to a lower or higher grade after the City Classification and Compensation Study Committee has approved the job evaluation and made its recommendation to the City Manager. This authority is not to be construed as giving the City Manager authority to create or increase the authorized full-time City work force. Council reserves to itself the authority to increase or decrease the authorized full-time employee positions.

Sec. 26 Effective July 1, 2019, the following will be the City share of health care cost from The Local Choice (Anthem):

Active Employees:

Active Employee Health Insurance (TLC) Rates for 19-20

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$391.73	\$463.00
Employee + Spouse	\$100.95	\$201.89	\$655.11	\$857.00
Employee + Child	\$83.40	\$166.80	\$690.20	\$857.00
Employee + Children	\$83.46	\$166.93	\$1,083.07	\$1,250.00
Employee + Family	\$166.80	\$333.59	\$916.41	\$1,250.00
Key Advantage 250	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$533.00	\$634.00
Employee + Spouse	\$151.31	\$302.62	\$870.38	\$1,173.00
Employee + Child	\$121.04	\$242.08	\$930.92	\$1,173.00
Employee + Children	\$120.98	\$241.95	\$1,470.05	\$1,712.00
Employee + Family	\$256.11	\$512.22	\$1,199.78	\$1,712.00
Key Advantage Expanded	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$78.70	\$157.40	\$527.60	\$685.00
Employee + Spouse	\$204.31	\$408.62	\$858.38	\$1,267.00
Employee + Child	\$174.04	\$348.08	\$918.92	\$1,267.00
Employee + Children	\$197.98	\$395.95	\$1,454.05	\$1,850.00
Employee + Family	\$333.11	\$666.22	\$1,183.78	\$1,850.00

Retirees:

Non-Medicare/Early Retiree Health Insurance (TLC) Rates for 19-20

20+ Years of Service (City Pays 30% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$479.50	\$205.50	\$685.00
TLC Key Advantage 250	\$443.80	\$190.20	\$634.00
TLC HDHP	\$324.10	\$138.90	\$463.00

15-19 Years of Service (City Pays 20% of the total premium)			
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$548.00	\$137.00	\$685.00
TLC Key Advantage 250	\$507.20	\$126.80	\$634.00
TLC HDHP	\$370.40	\$92.60	\$463.00

Retirees hired before 7/1/03 retiring after 1/1/04:

Council authorizes and directs a policy change, effective July 1, 2017, that the City will continue to pay health insurance for the three spouses currently under the age of 65 until those spouses turn 65. The City will then cease payment of their health insurance. Also effective July 1, 2017, the City will continue to pay for the health care for the spouses of retirees until July 2018. Effective July 1, 2018, the City will pay 50% of the spousal coverage until June 30, 2019. Council authorizes and directs that effective July 1, 2019; the City will no longer pay any portion of health insurance costs for the spouses of any retirees.

Any city retiree eligible for Virginia Retirement System health insurance credit shall have the city health insurance contribution reduced by a dollar amount equal to the VRS eligible health insurance credit amount. The VRS health insurance credit shall be calculated by an amount equal to \$1.50, or current rate approved by VRS, times the years of service with a maximum reduction amount of \$45.00 dollars, or the maximum amount authorized by VRS.

City Manager is authorized and directed to terminate the health insurance coverage for any retiree who fails to pay the city their respective share of the health insurance premium and who is sixty (60) days delinquent on premium payments. Any retiree who has their insurance coverage terminated for failure to pay their respective share of premium shall not be eligible for re-enrollment until the delinquent premiums are paid to the city and only at the next open enrollment period.

Sec. 27 Council authorizes and directs that the City shall only pay such amount equal to the City contribution share of the premium cost as authorized in Sec. 26, above, and any additional insurance coverage costs selected by employee shall be paid by employee by payroll deduction in the month prior to the premium due date.

For any employee electing to enroll in the HSA plan of record, the city shall contribute the sum of \$1,400.00 for single coverage and \$2,700.00 for family coverage, to be paid monthly into employee HSA account; to include employee and child or employee and spouse, paid the second pay period of each month on the basis of 24 pays per year. If employee is hired before 15th of month credit for that month is given, after 15th of month credit and contribution payments shall begin the following month, to the employee HSA established at the city bank of record for HSA accounts.

Sec. 28 City Council authorizes and directs the employee contribution share (5%) of VRS pension contribution rate to be paid by all employees as of July 1, 2019 Employee share of VRS pension contribution shall be deducted on a bi-weekly basis on the assumption of 24 pays per year. Contribution will be effective for the month in which it is deducted. Prior to the 15th of the month, credit shall be given for the month and the monthly employee contribution shall be deducted. After the 15th of the month VRS deduction and credit shall begin 1st day the following month. Elected Constitutional Officers shall pay the VRS 5% employee contribution on the same basis as city employee.

Sec. 29 City Council authorizes the VRS retirement multiplier for Hopewell Public Safety positions to change from 1.7% to 1.85%.

--oo0oo--

I, Ronnieye L Arrington, City Clerk of the City of Hopewell, Virginia, do certify that the foregoing is a true and correct copy of a resolution of the City of Hopewell duly adopted on the 28th day of May, 2019.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 7th day of June, 2019.

/s/ Ronnieye L Arrington
Ronnieye L Arrington
City Clerk

S E A L



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: Consideration of proposed bust honoring the late Rev. Dr. Curtis West Harris, Sr.

ISSUE: The Ashford Civic Plaza Commission has received a request to place a bust of the late Rev. Dr. Curtis West Harris, Sr., in the Ashford Civic Plaza. The Commission must determine if the application has met all criteria outlined in the Ashford Civic Plaza Public Art Guidelines to move forward in the approval process.

RECOMMENDATION: Staff recommends City Council receive and review the application packet from The Martin Luther King, Jr. Memorial Foundation, Inc., confirm that the application meets criteria for consideration to be placed in the Ashford Civic Plaza, and approved the initial feasibility of the proposal.

TIMING: Staff request action be taken at the May 28, 2019 meeting.

BACKGROUND: The Martin Luther King, Jr. Memorial Foundation, Inc. has submitted an application to the City Manager in accordance with the Ashford Civic Plaza Public Art Guidelines. Currently, a Commission is not in place. Since the City Council is the final approval any art placed in the plaza, Staff is requesting City Council move forward to consider this application.

ENCLOSED DOCUMENTS:

- Letter from The Martin Luther King, Jr. Foundation
- Events in the Life of Curtis West Harris
- State Senate
- Letter of support from sculpture Paul Dispasquale
- Letter of support from the Harris family
- Image of Rev. Harris for the bust

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 |

STAFF: Tevya Williams Griffin, Director of Development, Staff member of Ashford Civic Plaza Commission

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 |

UNFINISHED BUSINESS

UB-1



City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

MEMORANDUM

TO: Honorable Mayor Jasmine Gore and All Members of City Council

FROM: Tevya W. Griffin, *Staff, Ashford Civic Plaza Commission*
Director of Development 

DATE: May 23, 2019

RE: Consideration of the proposed bust honoring Rev. Dr. Curtis W. Harris, Sr.

In accordance with the Ashford Civic Plaza Public Art Guidelines, the Martin Luther King Jr., Memorial Foundation, Inc., referred to as the Foundation, has submitted a request to the City Manager to place a bust of the late Rev. Dr. Curtis West Harris, Sr., in the Ashford Civic Plaza. The letter and supplemental documents detail the main purpose and concept of the proposal, including letters of support and a picture of the image that would be used to create the bust.

There are criteria that must be used to determine if art work/memorials meet the minimal criteria to be considered for placement in the plaza. Staff has reviewed the material provided and conclude that the request is appropriate for advancement in the process based on the criteria outlined in the guidelines. The criteria can be found on page 2 and 3 of the guidelines included in this packet.

The next step in the review process is for the Commission (in this case, the City Council) to review the information presented and offer agreement or disagreement with Staff. If Council concludes that the submittal meets the basic criteria for consideration, the Foundation must submit a written proposal with the following information:

- The design of the artwork;
- Size and materials;
- Plaque wording, as appropriate;
- Sketches and scaled drawings;
- Location of artwork in the plaza;
- Artists renderings and /or models, and
- A maintenance plan.



The Martin Luther King, Jr., Memorial Foundation, Inc.
534 East Cawson Street
Hopewell, Virginia 23860

May 22, 2019

City of Hopewell, Virginia
Department of Development
Attn: Ms. Tevya Griffin, Director
Municipal Building (City Hall)
300 N. Main Street
Hopewell, Virginia 23860

RE: Request consideration and approval of the proposed monument (bust) honoring the late Rev. Dr. Curtis West Harris, Sr.

Dear Ms. Griffin:

The Martin Luther King, Jr., Memorial Foundation, Inc., and Mr. Paul DiPasquale, Master Sculptor, with the concurrence of the Harris Family, do hereby request consideration and approval to erect a permanent monument in the likeness of the late Rev. Dr. Curtis West Harris, Sr. in the City of Hopewell Ashford Civic Plaza. This request is in accordance with the proposed Ashford Civic Plaza Public Art guidelines developed by the Ashford Civic Plaza Commission. The Martin Luther King, Jr., Memorial Foundation, Inc. will bear all costs associated with the project, including design cost, payment to the sculptor, installation and maintenance.

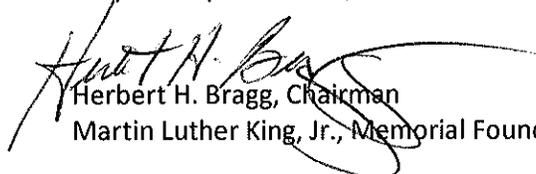
It is my honor to bring this proposal before the City on behalf of the Foundation. The Foundation strongly believes that Dr. Harris's many accomplishments, and their historical significance make him a worthy candidate for admission into the Ashford Civic Plaza. We have read the proposed Ashford Civic Plaza guidelines, and believe that Dr. Harris greatly personifies the phrase, "The person or event being memorialized is deemed significant enough by the City to merit such honor." While we have attached a document detailing some of Dr. Harris' many achievements, please find a few of those listed below for emphasis.

- Dr. Harris marched for Civil Rights, not only here in Hopewell and throughout Virginia, but was also in Selma, Alabama with the late Rev. Dr. Martin Luther King, Jr., and so many others who participated in the March of 1965, better known as "Bloody Sunday". It was this march which led to the landmark Voting Rights Act of 1965. There are not many others, especially not here in Hopewell, who can claim to be a part of such an historic event.

- Dr. Harris was named to the Board of Directors of the National Southern Christian Leadership Conference (SCLC) in 1961, while Rev. Dr. Martin Luther King, Jr., was its president. Rev. Harris himself served as President of the Virginia Unit of the SCLC from 1963-1998.
- In 1987, Dr. Harris led a march against discrimination in Colonial Heights, Virginia.
- In 1996 he filed a discrimination complaint against a Fort Lee, Virginia military unit, forcing them to change their practices regarding the hiring of high ranking African-Americans and other minorities.
- In 1998, Dr. Harris was sworn in as the first African-American Mayor of the City of Hopewell, Virginia.
- In 2011 Dr. Harris was honored by the General Assembly in a Bill entitled *House Joint Resolution 716* which noted him as being "one of Virginia's most celebrated religious, social, civic, and political leaders for his unselfish and unrelenting efforts over the years to pursue and defend the rights of others."
- In 2018, Dr. Harris was honored by the General Assembly again, this time at the request of state Senator Rosalyn Dance, (16th Senatorial District), Chief Patron of Senate Joint Resolution 105, which celebrated Dr. Harris' life (Chief Patrons were Delegates Lashrecse D. Aird (63rd House District) and Riley Ingram (62nd House District). This bill was unanimously approved by the General Assembly.
- Dr. Harris pastored Union Baptist Church in Hopewell, Virginia for over forty-five years.
- In June of 2014, Rev. Dr. Curtis Harris, Sr., and his wife Dr. Ruth Harris were both honored by the City of Hopewell, Virginia with the renaming of two streets: Terminal Street was renamed Rev C W Harris Street and Booker Street was renamed Ruth Harris Way.
- Dr. Harris also founded and chaired the Martin Luther King Jr., Memorial Foundation, Inc., for approximately 10 years.
- Dr. Harris retired March 1, 2012, after 26 years of public service on Hopewell City Council representing Ward 2 (another historical record),

These are just a few of so many examples of how Rev. Dr. Curtis West Harris' life and body of work clearly demonstrate his worthiness to be placed in Ashford Civic Plaza. It is in keeping with the words and spirit of the proposed guidelines of the prior Ashford Civic Plaza Commission to include someone of this magnitude in the Plaza. The Martin Luther King, Jr., Memorial Foundation, Inc. appreciates the opportunity to make this request, and prays it will be well received.

Respectfully submitted,


 Herbert H. Bragg, Chairman
 Martin Luther King, Jr., Memorial Foundation, Inc.

Attachments:

- A: Events in the Life of Rev. Dr. Curtis W. Harris, Sr.
- B: Senate Joint Resolution No. 105, offered January 31, 2018 Celebrating the life of the Reverend Dr. Curtis West Harris.
- C: A letter of endorsement by Mr. Paul DiPasquale, Master Sculpture.
- D. A Memo from Dr. Joanne Lucas and family (daughter and children of Re. Dr. Curtis W. Harris, Sr.
- E: A black and white photo of Rev. Dr. Curtis W. Harris, Sr., submitted by his family.

cc: City Manager, City of Hopewell, Virginia

Events in the Life of Curtis West Harris

1945

- Student at Virginia Union University in Richmond, VA

1946

- **February 20:** Married Ruth Jones of Hopewell, VA

1950

- Elected president of the Hopewell chapter of the National Association for the Advancement of Colored People (NAACP)

1954

- Served as president of the Carter G. Woodson School Parent Teacher Association (PTA) in Hopewell; Dr. Harris and the association were involved in recruiting Black teachers for Woodson

1956

- **July 13:** Licensed as a minister at Union Baptist Church, Hopewell, VA by Dr. G. W. King, Pastor
- Became Worshipful Master of Shiloh Masonic Lodge #33 (Prince Hall Affiliated) in Hopewell
- Became a member of the Grand United Order of Moses, Inc. - Hopewell No. 674; later elected president

1959

- **April 15:** Ordained as a minister at Union Baptist Church, Hopewell, VA by Dr. G. W. King, Pastor
- Called to pastor at First Baptist Church, Bermuda Hundred in Chesterfield, VA

1960

- Resigned as a janitor at Allied Chemical in Hopewell to pursue his career in the gospel ministry
- Organized the Hopewell Improvement Association, an affiliate of the Southern Christian Leadership Conference (SCLC) and was elected vice president
- Arrested along with 75 others and sentenced to 60 days in jail for staging a sit-in at the segregated Georges' Drugstore in Hopewell---the charge was trespassing; Dr. Harris was arrested 13 times for civil disobedience
- Led a protest against the segregated swimming pool and cemetery in Hopewell---the swimming pool was closed and later filled in and cemented

1961

- Became a member of the National Board of SCLC while Dr. Martin Luther King, Jr., was president; and accepted Dr. King's nonviolent approach to fight racial and social injustice with the use passive resistance
- Cited for contempt by the Boatwright Committee of the Virginia General Assembly for not revealing the names of other SCLC members nor responding to the questions asked by the committee
- Called to pastor at the Union Baptist Church in Hopewell, VA and the Gilfield Baptist Church in Ivor, VA

1962

- **March 29:** Dr. King along with more than 100 Virginia ministers and laymen accompanied Dr. Harris to his contempt trial in Hopewell

1963

- Elected president of the Virginia State Unit of SCLC, and served until 1998
- Became Worthy Patron in the Lily of the Valley Chapter #44 of the Order of Eastern Star (Prince Hall Affiliated) in Hopewell
- Led a march against discrimination and was arrested in Danville, VA---the charge was inciting people to riot
- **Summer:** Dr. Harris' two sons, Curtis, Jr. and Kenneth, integrated Hopewell City Public Schools as the first Black students to attend Hopewell High School
- **August 28:** Marched with Dr. King in the March on Washington and witnessed the delivery of the "I Have A Dream" speech that inspired the passing of the 1964 Civil Rights Act--- and was accompanied by his sons, Curtis, Jr. and Kenneth
- **September 24 - 27:** As president of the VA State Unit of SCLC, hosted the Seventh Annual SCLC Conference at Virginia Union University in Richmond, VA

1964

- **May 10:** Announced his candidacy for a seat on the Hopewell City Council
- Became the director of the Virginia Council on Human Relations

1965

- **March 7 - 25:** Marched with Dr. King from Selma to Montgomery (a 54 mile trek) in support of the passing of the 1965 Voting Rights Act; acted as a human shield for Dr. King during the march
- **July 2 - 3:** The VA State Unit of SCLC hosted its first annual convention in Petersburg, VA with Dr. King as the keynote speaker

1966

- **August:** A confrontation with the Ku Klux Klan on the steps of Hopewell's city hall during a peaceful demonstration led by Rev. Harris to prevent the building of a landfill in the Black community

1967

- Cross erected in Rev. Harris' yard, but it did not burn
- A bottle bomb thrown through the picture window of Dr. Harris' home, and through the window of his restaurant, Harris' Snack Bar---neither bomb exploded
- Sent a telegram to Gov. Mills E. Godwin requesting protection after three terrorist attacks on his home

1968

- Assisted with the coordination of the Poor People's Campaign in Washington D.C. as a means of uniting people who have a common plight, regardless of race
- Promoted a self-help program, with the support of SCLC, in the Wye area of Waverly, VA; the Wye was an impoverished Black area with no water, no gas, no indoor toilets, makeshift electrical lines, and many illiterate residents
- Selected to serve on the Virginia Advisory Committee to the U.S. Commission on Civil Rights which addressed the federal role in the desegregation of public schools

- **April 4:** Dr. King assassinated in Memphis, TN
- **April 9:** Attended Dr. King's funeral in Atlanta, GA

1969

- Testified before a Congressional Committee on Hunger in Virginia
- Arrested after being beaten in Suffolk, VA during a protest demonstration
- Resigned as pastor of First Baptist Church, Bermuda Hundred in Chesterfield, VA after 10 years of service
- President of the Hopewell Ministerial Association

1971

- *Outstanding Citizenship Award* (Virginia Council on Social Welfare)
- *Citizen of the Year Award* (Alpha Kappa Alpha Sorority, Delta Omega Chapter)
- *Outstanding Services and Deeds to Mankind* (Gilfield Baptist Church, Ivor, VA)
- *Outstanding Services Rendered* (Union Baptist Church, Hopewell, VA)
- *Man of the Year Award* (National Association of Negro Business and Professional Women, Petersburg, VA Chapter)

1972

- Awarded an *Honorary Doctor of Divinity* degree from the Virginia University of Lynchburg, Lynchburg, VA

1973

- **November:** Joined the staff of Virginia State College as a counselor for non-boarding Virginia State students and establisher of social programs

1978

- *Dedicated Service Award* (President, Board of Visitors, and Faculty of Virginia State University)
- Parade Marshall for the Hopewell Christmas parade

1979

- Reorganized the Virginia State Unit of the SCLC
- **August 14 - 17:** Hosted the 22nd National SCLC Convention at New Calvary Baptist Church in Norfolk, VA

1981

- *Rosa Parks Award* (SCLC, National Board)
- *Inspirational Award* (SCLC, Virginia State Unit)
- A member of the board of directors for The Community Action Program for Reading, Inc. in Hopewell, VA funded by Reading is Fundamental (RIF), Inc., a national non-profit organization designed to motivate students to read by making inexpensive books available to children

1982

- *Centennial Community Recognition Award* (SCLC, Virginia State Unit)
- *Certificate of Appreciation* (Floyd E. Kellam High School, Virginia Beach, VA)
- *Community Spirit Award* (Tabernacle Baptist Church, Petersburg, VA)
- *Citizen of the Year* (Petersburg Consistory #144, 32 "833" Masons)

1983

- *Martin Luther King, Jr. Community Service Award* (SCLC, Virginia State Unit)
- *Alumni Award* (Carter G. Woodson High School Alumni, Hopewell, VA)
- Forced Hopewell to replace its longstanding at-large system for electing city council members with a ward system
- Awarded an *Honorary Doctor of Law* degree from the Virginia University of Lynchburg, Lynchburg, VA

1984

- *Recognition of Excellence* (U.S. Department of Housing and Urban Development)
- *Majestic Leader Award* (The Lott Carey Baptist Foreign Mission Convention, Landover, MD)

1986

- Elected to the Hopewell City Council after seven attempts due to the establishment of a ward system

1987

- Led a march in Colonial Heights, VA against discrimination

1989

- *Outstanding Achievement Award* (Citizens of Hopewell)

1990

- Marched on Ft. Lee against discriminatory practices in employment
- *Support of Children Award* (Hopewell School Board)
- **August 6:** As president of the Virginia State Unit of SCLC hosted the 33rd National SCLC Convention in Richmond, VA

1992

- *Unmatched Determination Award* (SCLC, National Board)
- *Martin Luther King, Jr. Legacy Award* (Alpha Phi Alpha Fraternity)
- *Appreciation Award* (SCLC, Emporia/Greenville Chapter)

1994

- Elected vice mayor of Hopewell
- Resigned as pastor of Gilfield Baptist Church, Ivor, VA after 33 years of service

1995

- *Certificate of Service* (U.S. Commission on Civil Rights)
- *Lifetime Service to Fellowmen Award* (Surry County Citizens Forum)

1996

- Filed complaint with the TRADOC, the command center for Ft. Lee, and identified the discrimination as an example of "what's going on in the United States Army" across the nation

1998

- **July 7:** Sworn in as the first Black mayor of the City of Hopewell, VA
- *The "Real Dream" Award* (Martin Luther King, Jr. Family Life Institute)

- Resigned as president of the Virginia State Unit of SCLC

2000

- **February 2:** *American Century Award* (The Washington Times Foundation)
- **April:** Released the report, *Unequal Justice: African Americans in the Virginia Criminal Justice System*, as a member of the Virginia Advisory Committee to the U. S. Commission on Civil Rights

2001

- Selected to be one of Dominion's *Strong Men & Women: Excellence in Leadership*

2002

- Commissioned Paul DiPasquale to work with the Martin Luther King Foundation of Hopewell, VA to design and produce a bronze monument in honor of Dr. King's historic civil rights visit to the Hopewell courthouse on March 29, 1962

2003

- **February 27:** Interviewed by Brian Ward for the University of Florida Oral History Program for the Southern Regional Council Project
- **March 20:** Interviewed by Media Consultants Global, Inc. of Richmond to be included in the *Voices of Freedom*, the videotaped oral histories of leaders in the Civil Rights Movement in VA; the oral histories are a part of the Virginia Commonwealth University Digital Library

2004

- **April:** Ceremony to unveil the completed bronze statue erected to Dr. King in Ashford Plaza in front of the courthouse in downtown Hopewell; Martin Luther King III attended the ceremony
- **July 10:** Honored on his 80th birthday at the Marriott in Richmond during which the superintendent of Hopewell Public Schools announced that the Carter G. Woodson Middle School Library would be dedicated to and named for Dr. Harris

2005

- Elected National Vice President of the National SCLC
- **March:** Attended the 40th anniversary celebration of the 1965 Selma to Montgomery March in Alabama

2006

- Secured a \$3000 grant from the R.G. Reynolds Foundation to support a National SCLC membership drive

2007

- **February 20:** *Public Life Unveiled*, a program sponsored by Hopewell Public Schools, to reveal a showcase in the Curtis W. Harris, Sr. Library in Carter G. Woodson Middle School; the showcase highlighted the public life of Rev. Harris
- Marched against a proposed ethanol factory being built in Hopewell, VA; protest was supported by the National SCLC with the presence of its president, Charles K. Steele, Jr.
- **December 16:** Retired as pastor of Union Baptist Church after 46 years of service; Gov. Timothy Kaine was keynote speaker for the retirement banquet, and Rev. Stephen Hewlett officiated the service where Rev. Harris delivered his final sermon

2008

- **April 25 & 26:** Attended the *Civil Rights, Civil Duties in the Pursuit of Family, Happiness & Peace Conference and Prayer Breakfast* at Howard University in Washington D.C.

2009

- **May:** The C. W. Harris Empowerment Center (CWHEC), a non-profit organization, was established to spread the love of God and to meet human need through a series of free workshops on various topics
- **July 25:** CWHEC hosted an empowerment workshop entitled *Know Your Rights on the Job* with Herbert Brown, director of the Norfolk office of the Equal Employment Opportunity Commission, as expert guest
- **September 11:** The Dr. Curtis W. Harris Solidarity Lunch opens the 19th annual *Southeast Community Day Parade and Festival* in Newport News, VA; festivities were organized and implemented by Andrew Shannon
- **September 19:** CWHEC hosted an empowerment workshop entitled *Know Your Rights-Part II* with Rudy McCullom, a Richmond attorney, as expert guest
- **November 7:** CWHEC hosted an empowerment workshop for teenagers entitled *Why Go To College* with an expert panel that included Karen D. Harris, Lavern Myrick-Simms, and Rex Patterson

2010

- **May 4:** Reelected to the Hopewell City Council after 24 years in office

2011

- **January 22:** Lauded during the *Unity Ride and Rally*, organized by Andrew Shannon, that began in Newport News, VA and concluded in Hopewell
- **January 21 & 22:** Virginia General Assembly passed a resolution commending Rev. Harris as one Virginia's most celebrated religious, social, civic, and political leaders
- **May 22:** Ruth Jones Harris, Rev. Harris' wife, passed away after 65 years of marriage
- **July 23:** *Dr. Curtis W. Harris and Ruth Jones Harris Day: Feeding 5000 and Community Celebration* organized by Andrew Shannon honored Dr. Harris and his late wife, Ruth
- **September:** Henry McCoy of Petersburg, James Moore of Hopewell and Iris Walker of Hopewell added to the CWHEC Board of Directors; Dr. Harris remains president of the non-profit organization and Joanne Lucas became secretary-treasurer

2012

- **January 19:** Attended the 2012 *Strong Black Men/Women* festivities at the Marriott in Richmond
- **January 24:** Attended President Obama's State of the Union Address in Washington D.C. on an invitation from Senator Mark Warner (D-VA)
- **February 4:** CWHEC hosted an empowerment workshop entitled *Felony Disfranchisement: Regaining the Right to Vote* with Rick Newman, the Hopewell Commonwealth's Attorney, and Theodore Hawkins, a convicted felon who regained his voting rights, as expert guests
- **February 25 & 26:** Honored at Black History Month programs in Petersburg and Dinwiddie, VA
- **March 1:** Retired from the Hopewell City Council after 26 years of service
- **July 1:** Celebrated his 88th birthday in the home of his son/daughter-in-law, Kenneth/Renate, with family and friends
- **July 27:** Honored by the Bethany Baptist Association and Allied Bodies at Good Shepherd

Baptist Church in Petersburg, VA for 45 years of service to the organization in the roles of secretary, Vice Moderator, Moderator, and Executive Director

- **September:** Dr. Harris dissolves, CWHEC, his non-profit organization

2013

- **January 30:** Attended the 2013 *Strong Men and Women in Virginia History* festivities at the Marriott in Richmond accompanied by Mrs. Iris Walker, a family friend
- **May 17:** Attended the graduation of his daughter, Joanne, who received her PhD from Virginia Tech in Blacksburg, VA
- **May 21:** Attended the May Day Assembly at Hopewell High School to observe the giving of the 2013 Martin Luther King, Jr. Memorial Foundation, Inc. Scholarship
- **July 1:** Celebrated his 89th birthday with family and friends
- **July 6:** Attended the *Wyche, Jones, Tharpe Family Reunion* (Ruth's family) in Hopewell, VA
- **August 28:** Attended the *Let Freedom Ring Ceremony* on the steps of the Lincoln Memorial to commemorate the 50th Anniversary of the *1963 March on Washington for Jobs and Freedom* accompanied by his son, Michael, and his grandsons, Bodie and Loc
- **November 17:** Attended the celebration of the *150th Anniversary of the Gilfield Baptist Church* in Ivor, VA where he pastored for 33 years (1961 to 1994); he was accompanied by his daughter, Joanne

2014

- **January 2:** The papers and other historical materials of Curtis and Ruth Harris were donated to the Earl Gregg Swem Library at The College of William and Mary in Williamsburg, VA by their children
- **February 5:** Attended the 2014 *Strong Men and Women in Virginia History* festivities at the Marriott in Richmond accompanied by Mrs. Iris Walker, a family friend
- **February 6-13:** Was given a Facebook tribute by his son, Michael, in a series entitled: "DR. CURTIS W. HARRIS, SR.: MY Father, MY Hero, MY Friend," in celebration of Black History Month
- **February 11:** The Hopewell City Council voted to rename Terminal Street, Rev. C. W. Harris Street; for 57 years, Curtis and Ruth Harris lived at 209 Terminal Street, a street in Hopewell which now bears his name; the council also voted to rename Booker Street (which intersects Terminal), Ruth Harris Way in honor of Curtis' late wife, Ruth
- **June 15:** The *Street Sign Ceremony* hosted by the Hopewell City Council was held at Union Baptist Church to pay tribute to Rev. Dr. Curtis W. Harris and his late wife, Dr. Ruth J. Harris; Herbert Bragg, Hopewell's Director of Intergovernmental and Public Affairs was master of ceremony, music was rendered by the Harris Connection Singers and statements were made by Dr. Anthony Nutt, Union Baptist pastor, Mayor Michael Bujakowski, Vice Mayor Jasmine Guy, City Manager Michael Haley, Councilor Brenda Pelham, Councilor Jackie Shonak, State Senator Henry Marsh and Dr. Joanne Lucas, Rev. Harris' daughter; letters were read from Governor Terry McAuliffe, U.S. Senator Mark Warner and U.S. Senator Timothy Kaine; and the ceremony concluded with unveiling the new street signs followed by refreshments in the church fellowship hall
- **July 1:** Celebrated his 90th birthday with family and friends

2015

- **January 19:** Spoke at Brighter Living Assisted Living where he is a resident for the celebration of the Martin Luther King, Jr. Day; shared memories of the 54-mile march from Selma to Montgomery for voting rights in 1965

- **March 4:** Highlighted at the Radio One Incorporated *Virginia Legends Luncheon* held in the Virginia War Memorial located at 621 S. Belvidere Street, Richmond, VA 23220 to educate students and the community about Dr. Harris' work of paving the way for a better education system, justice system and civil rights for all people.
- **June 20:** The Harris Connection hosted a *Father's Day Celebration* at the Hampton Inn in Hopewell, VA with food catered by Mr. B's; the celebration paid tribute to Dr. Harris and all of the daddies in the family
- **July 1:** Celebrated his 91st birthday with family and friends

2016

- **January 20:** Presented the *Lifetime Leadership Award* by the Children's Home of Virginia Baptist, Inc.
- **July 1:** Celebrated his 92nd birthday with family and friends
- **August 13:** Attended the *Wyche, Jones, Tharpe "Throw Back Picnic"* (Ruth's Family) at Hadad's Lake in Henrico, VA
- **November 24:** Celebrated Thanksgiving with his family at The Crossings at Ironbridge in Chester, VA where he is a resident; the festive occasion was planned and implemented by his grandchildren, Dee and Crystal

2017

- **February 25:** Attended "*It's A Family Affair*" at Union Baptist Church in celebration of Black History Month the church's 100th Anniversary, and the Flames of Glory reunited to render the music
- **July 1:** Honored at, *Life and Legacy of Rev. Dr. Curtis West Harris*, a program initiated and planned by Dr. Phyllis Byrd and hosted at Union Baptist Church in celebration of his 93rd birthday; the program featured echoes from Felecia Brown Irving, Avon Miles, Henry Marsh, Marlene Goodwyn, Jackie Shornak, Addie Hall Scott, Wendell Wellons, Gloria Hewlett, and William Keen/a poem written and performed by Mae Pettaway/a video tribute entitled "*Curtis Harris: A Man About Town*" styled by Joanne Lucas/and music rendered by the Flames of Glory; the thoughtful occasion concluded with a cookout on the church grounds supervised by Al Gilliam
- **July 2:** Joined his family, the Harris Connection, at the Hampton Inn in Hopewell for a catered breakfast in remembrance of his late wife, Dr. Ruth Jones Harris; 48 members of the Harris Connection were in attendance for fun, laughter, "Ruth Memories," and a video entitled "RUTH: Harris Connection Matriarch" styled by her daughter, Joanne
- **December 10:** Dr. Harris, 93, was granted his wings at approximately 11:10 p.m. in his room at The Crossings at Ironbridge in Chester, VA
- **December 16:** Dr. Harris laid in repose at Carter G. Woodson Middle School in Hopewell, in front of the library named for him, from 8:00 a.m. to 8:00 p.m.
- **December 18:** Dr. Harris' life was celebrated in his homegoing service at First Baptist Church, Hopewell; Chaplain (COL) James Palmer, Jr. officiated and delivered a moving eulogy; music was rendered by the Union Baptist Church Choir, Hopewell; his daughter, Mrs. Karen Bradford, sang a spectacular rendition of Dr. Harris' favorite Negro spiritual, "If I Can Help Somebody;" acknowledgements were expressed by Rev. W. Darrell Boggs, Mr. Jerrail Brown, Bishop Tyrone Harper, Mrs. Jackie Shornak, Senator Rosalyn Dance, Rev. William Keen, Rev. Dr. Ruby Moone, Lt. Col. R. Michelle Pritchett (daughter), and Dr. Joanne Lucas (daughter); the video tribute, "*Curtis Harris: A Man About Town*" was shared; to conclude the homegoing, Dr. Harris' casket was gently lifted onto a horse-driven, uncovered hearse; his funeral procession made a trek down Route 10 in Hopewell to 209 Rev. C. W.

Harris Street where Dr. Harris resided for more than 60 years; Dr. Harris' final resting place is at Appomattox Cemetery on 703 N. 21st Avenue in Hopewell

2018

- **April 20 & 22:** Commemorated during The National Movement for Civil and Human Rights National Convention at the Nyumburu Cultural Center on the campus of the University of Maryland in College Park, MD

If I can help somebody as I pass along, then my living shall not be in vain.

2018 SESSION

INTRODUCED

18103975D

SENATE JOINT RESOLUTION NO. 105

Offered January 31, 2018

Celebrating the life of the Reverend Dr. Curtis West Harris.

Patrons—Dance, Locke, Lucas, McClellan and Ruff; Delegates: Aird, Ingram, Bagby, Heretick, James, McQuinn, Rasoul and Tyler

WHEREAS, the Reverend Dr. Curtis West Harris, a respected religious leader, a dedicated public servant, and a champion for Civil Rights who made many contributions to the Hopewell community, died on December 10, 2017; and

WHEREAS, a native of Dendron, Curtis Harris grew up in Hopewell, where he attended public schools; he furthered his education at Virginia Union University, then pursued a career with Allied Chemical Corporation; and

WHEREAS, Curtis Harris learned the value of compassion and service to others at a young age, and he was guided by his mother's selfless example to answer the call to ministry; he was ordained in 1959 and served as the pastor of First Baptist Church Bermuda Hundred in Chester for 10 years; and

WHEREAS, Curtis Harris later served as pastor of Gilfield Baptist Church in Ivor for 33 years; he retired as pastor of Union Baptist Church in Hopewell, and he was named pastor emeritus after providing close to a half-century of wise spiritual leadership; and

WHEREAS, Curtis Harris began a long association with the Civil Rights movement when he was elected as president of the Hopewell chapter of the NAACP; he attended the March on Washington for Jobs and Freedom and participated in the Selma to Montgomery marches to secure voting rights for African Americans, as well as sit-ins and other peaceful protests; and

WHEREAS, in the 1960s, Curtis Harris also developed an interest in government, and he went on to be elected as the second African American member of the Hopewell City Council; he was sworn in as the city's first African American mayor in 1998 and retired from public office in 2012, after 26 years of exceptional service; and

WHEREAS, Curtis Harris also volunteered his time and wise leadership to many civic and service organizations, including the Hopewell Ministerial Association, the Hopewell Improvement Association, the Southern Christian Leadership Conference, and the Virginia Advisory Committee to the U.S. Commission on Civil Rights; and

WHEREAS, predeceased by his loving wife of 65 years, Ruth, Curtis Harris will be fondly remembered and greatly missed by his children, Curtis, Jr., Kenneth, Michael, Joanne, Karen, and Michelle, and their families and numerous other family members and friends; now, therefore, be it

RESOLVED by the Senate, the House of Delegates concurring, That the General Assembly hereby note with great sadness the loss of the Reverend Dr. Curtis West Harris, a religious leader who devoted his life to the community and the cause of equal rights; and, be it

RESOLVED FURTHER, That the Clerk of the Senate prepare a copy of this resolution for presentation to the family of the Reverend Dr. Curtis West Harris as an expression of the General Assembly's respect for his memory.

INTRODUCED

SI105

2/16/18 16:35

June 1, 2018



DiPasquale
Sculpture, LLC

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To: City Manager Altman and The Ashford Civic Plaza Commission.
From: Paul DiPasquale, Sculptor of the Dr. King Bust for Ashford Plaza

Dear Ladies and Gentlemen,

I am honored to be asked to propose a bronze and granite bust to honor the late Dr. Curtis Harris. I was fortunate to work closely with Dr. Harris on the design and production of the King artwork.

With regards to the creation of Dr. Harris's bronze portrait likeness, it is my opinion at this point in planning that similar specifications of height, scale and decorum as the King bust should dictate the parameters for the presentation of Dr. Harris.

Consensus and choice of the location of this presentation is best reached by considering pedestrian as well as passing traffic site lines and proximity to the King bust. Once the City has accepted the consideration for the presentation of this public artwork depicting Dr. Harris, I will be happy to work with the King Memorial Commission in offering a specific location for City approval.

Thank you,

Herbert Bragg

From: Joanne Lucas <jhlucas110@cox.net>
Sent: Tuesday, January 16, 2018 4:09 PM
To: Herbert Bragg
Cc: Curtis W. Harris, Jr.; Anita Harris; Kenneth C. Harris, Sr.; Renate Harris; Michael B. Harris I; Patricia Harris; Karen Bradford; R. Michelle Pritchett
Subject: Statute of Curtis W. Harris
Attachments: Curtis West Harris.jpg

Mr. Bragg,

My siblings and I are in support of The MLK Foundation raising funds to have a statute sculpted and erected in honor of our father, Curtis West Harris. I have attached a picture of the image we want to be used for the statute.

My entire family is so appreciative of your efforts to memorialize the legacy of our father.

Sincerely,
Joanne





ASHFORD CIVIC PLAZA PUBLIC ART GUIDELINES

*Developed by the
Ashford Civic Plaza Commission*

PURPOSE:

The City Council of the City of Hopewell is proudly committed to developing the City into a focal point for the region. Art, culture and accessibility to our rivers are top priorities, and the placement of public art is an important instrument of this vision. Promoting aesthetic enhancement of the City's downtown and its appeal to visitors, citizens, and our local businesses and providing for the inclusion of public artworks is an essential element.

From time to time requests are received from individuals and organizations for permission to place monuments, memorials or plaques to an individual, organization or event in the Ashford Civic Plaza. When properly designed, planned and displayed, memorials may provide for simplified interpretation and furnish the general public with essential knowledge.

The City of Hopewell is committed to the integrity of the Plaza while providing opportunities for appropriately designed monuments, memorials, and plaques that honor an individual, organization or event beneficial to the greater good of the community.

POLICY STATEMENT:

1. The quality of timelessness should be considered in the significance of the individual, community or event being memorialized. Memorial proposals should represent the values of the community and be mindful of future generations.
2. Memorials may be commemorative in nature honoring individuals or an event, and should be represented in a form that has a broader community interest and moves the viewer to a special experience. Examples include sculpture and art works, plaques about history or the environment, poetry, site furnishings, etc.
3. It is recognized that the Plaza may reach a saturation point and the Commission reserves the right to consider limitations or a moratorium of future memorial installations.
4. Maintenance concerns should be a primary consideration, with adequate provision made for continued future maintenance. In all cases, permanent memorials or artwork should be weather resistant and made from durable material. Such materials include but are not limited to bronze, brass, concrete, or granite.
5. Unless otherwise agreed, the donors of the proposed memorial are required to pay for design, manufacturing, installation, and a maintenance endowment to ensure adequate quality of care for the memorial.

6. The City may consider contributing funds to a community monument only when the memorial is for a broad community purpose that marks an event that has broadly effected the community.
7. Improvements made in the Plaza become the property of the City of Hopewell.

DEFINITIONS:

A distinction is made between simple plaques and more elaborate memorials. The seven basic types of memorials will be categorized as follows:

1. Simple plaques are those mounted flush with the ground or wall. The size should be appropriately designed per the limitations and consideration of the setting.
2. Adorned plaques are those installed as part of a larger, more intrusive setting. These plaques include installations such as those that are pedestal mounted or affixed to a wall.
3. Sculpture and other art works including but not limited to representational, non-objective, contemporary, and abstract pieces in a wide variety of artistic mediums such as metal, glass, bronze, ceramic, wood, etc. that are permanent in nature and require low maintenance. Artworks that are integrated into a placement or setting will be strongly encouraged.
4. Plaza is the Ashford Civic Plaza.
5. Commission is the Ashford Civic Plaza Commission.
6. Chairman is the Chairperson of the Ashford Civic Plaza Commission.
7. Memorial is any monument or plaque that honors an individual, organization, or event beneficial to the greater good of the community.

CRITERIA:

All memorials vary greatly in the impact they have upon the Plaza; the review and process for allowing them to occur in the Plaza should reflect those differences. All memorials, however, should be judged for appropriateness according to the following criteria. These criteria are intended to serve as guidelines for the Ashford Civic Plaza Commission (ACPC).

1. The person or event being memorialized is deemed significant enough by the Commission to merit such honor.
2. The memorial represents broad community values and has been embraced and supported by the community the memorial is intended to honor.
3. The memorial has timeless qualities and makes a statement of significance to future generations.

4. The location under consideration shall be an appropriate setting for the memorial; as determined by the Commission; in general, there should be some specific geographic justification for the memorial being located in that spot within the Plaza.
5. The location of the memorial will not be contrary to any adopted master plans or public policy.
5. The quality, scale, and character of the memorial is at a level commensurate with the setting.
6. The memorial contributes to the Plaza from a functional or design standpoint.
7. The memorial should be designed by a qualified professional in the field appropriate to the size, scale and complexity of the proposal.

BASIC CONDITIONS FOR APPROVAL:

1. All Inclusive Costs: The cost of design, fabrication, plaques, transportation, installation, site preparation work, foundation, lighting, electrical, permits etc. must be financed by the requesting party. The memorial proposal shall include all-inclusive costs and any exclusion shall be stated clearly in the proposal. Additionally, any party hired or employed by the requesting party must provide proof of insurance approved by the City that may include and not limited to: general liability, automobile insurance, professional liability insurance, performance insurance bonds, workman's compensation coverage and others as required by the City of Hopewell.
2. Maintenance: In general, the City may consider maintenance of approved memorials if the memorial meets City standards for construction and materials. However, complex or large memorials that require significant and costly maintenance may require insurance, bond or an endowment fund, and a maintenance schedule by the memorial donor adequate to ensure its care conditions satisfactory to the donor and the City. The posted insurance or bond should also cover costs of installation and /or removal. If an adequate level of maintenance is not continued, the City reserves the right to remove or modify the memorial or a portion of the memorial. If the City commits to maintaining a particular memorial, and the City is not able to maintain the memorial at a level satisfactory to the donor, the donor shall have the opportunity to supplement maintenance as required.
2. Wording on memorial plaques: Individuals and groups may be recognized for their contributions towards a memorial project. All text and design must be approved by the Commission prior to fabrication of plaque.
3. Resiting of memorials or public art: The Commission may consider resiting a specific memorial or artwork for one or more of the following reasons:
 - a. The condition or security of the memorial or public art can no longer be reasonably guaranteed.
 - b. The memorial or public art has become a danger to public safety.

- c. The site has changed so that the memorial or public art is no longer compatible with the site.

Once the Commission has determined that a memorial or artwork meets one or more of the above criteria, the following process is initiated:

- a. The Commission makes a good faith attempt to discuss resiting with the sponsor.
- b. If the sponsor agrees to the proposed resiting, the recommendation will be referred to City Council for approval.
- c. If the sponsor does not agree to the proposed resiting, he/she will have the right to appeal the decision to City Council. The decision of the Council shall be final and binding upon the appellant.

APPROVAL PROCESS:

1. Initial Feasibility Consultation: Before proceeding with the subsequent steps of this process, applicants desiring to place a memorial shall submit a letter to the City Manager that outlines in sufficient detail the main purpose and concept of their proposal. Staff will then schedule a feasibility consultation with the Commission. Every applicant will be advised of the contents of this policy, the appropriateness of the proposed memorial in light of the policy, and the necessary courses of action required to complete the application.
2. Written Proposal: Once the initial feasibility of applicant's proposed memorial has been approved by the Commission, the applicant will be required to submit a written proposal with the following information:
 - a. the design,
 - b. size and materials,
 - c. plaque wording, as appropriate,
 - d. sketches and scaled drawings,
 - e. artists renderings and/or models,

A maintenance plan must also be submitted and approved prior to final project approval.

3. Proposal Review: The Chairman of the Commission shall call a meeting to review all proposals and to make a recommendation to the City Council regarding the quality, validity and significance of the requested memorial to be placed in the Plaza. The Commission shall consider appropriateness of site location, size, shape and design as well as general aesthetics in its review. The Commission shall meet to review the proposal concept within thirty (30) days of submission

4. Conceptual Approval, Modification or Disapproval: Upon completion of the proposal review, the Commission will recommend accepting, rejecting, or modifying the proposal. This recommendation will be forwarded in writing to the City Council. If the Commission recommends rejection of the proposal, unless the City Council requests a review of the proposal, the Commission recommendation is final. Should conceptual approval with or without the recommended modifications be recommended by the Commission, the requesting party will then be required to complete the following steps before presentation to the Council for its approval:
 - a. Prepare any additional submission requests as required by the Commission as part of the conceptual approval.
 - b. Submit proof of insurance requirements for review by the Commission.
 - c. Site plans, detailed design and schematic drawings as may be required.
 - d. Coordinate with staff to finalize any engineering, structural or other similar review of the memorial proposal. If there are questions (utility locations and impacts, etc.) regarding the proposed site, these concerns must be addressed before the proposal can be placed on the Council's agenda for its action.
 - e. As is appropriate, provide documentation concerning the name of the foundry, the type of material, the type of coating and patina, and the artist conceptual idea for the memorial.

Once all the requirements listed above have been completed, the proposal will be placed on the regularly scheduled meeting agenda of the City Council within ninety (90) days after Commission approval. The Council will consider all information, including the Commission recommendation, staff recommendation, the written proposal and concepts, and public testimony in its decision making process. The Council may authorize the placement of the proposed memorial; it may request modification of the proposal; it may reject the proposal, or it may request additional information on the proposal. The decision of the Council is final, unless it chooses to reconsider its decision.

All work on the memorial shall be completed within eighteen (18) months of City Council's final approval.



City of Hopewell
Department of Development

300 North Main Street
Hopewell, VA 23860

MEMORANDUM

TO: Honorable Mayor Jasmine Gore and All Members of City Council

FROM: Tevya W. Griffin, *Staff, Ashford Civic Plaza Commission*
Director of Development 

DATE: May 23, 2019

RE: Consideration of the proposed bust honoring Rev. Dr. Curtis W. Harris, Sr.

In accordance with the Ashford Civic Plaza Public Art Guidelines, the Martin Luther King Jr., Memorial Foundation, Inc., referred to as the Foundation, has submitted a request to the City Manager to place a bust of the late Rev. Dr. Curtis West Harris, Sr., in the Ashford Civic Plaza. The letter and supplemental documents detail the main purpose and concept of the proposal, including letters of support and a picture of the image that would be used to create the bust.

There are criteria that must be used to determine if art work/memorials meet the minimal criteria to be considered for placement in the plaza. Staff has reviewed the material provided and conclude that the request is appropriate for advancement in the process based on the criteria outlined in the guidelines. The criteria can be found on page 2 and 3 of the guidelines included in this packet.

The next step in the review process is for the Commission (in this case, the City Council) to review the information presented and offer agreement or disagreement with Staff. If Council concludes that the submittal meets the basic criteria for consideration, the Foundation must submit a written proposal with the following information:

- The design of the artwork;
- Size and materials;
- Plaque wording, as appropriate;
- Sketches and scaled drawings;
- Location of artwork in the plaza;
- Artists renderings and /or models, and
- A maintenance plan.

**REPORTS
OF THE
CITY
MANAGER**

R-1



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:**Request to accept State Grant to fund I Love Hopewell Youth Summer Workforce Opportunity Program.**

ISSUE: The Commonwealth of Virginia is granting \$300,000.00 for the City’s Youth Employment Program which will commence on June 17, thru August 15, 2019. The grant will serve 60 city youths.

RECOMMENDATION: City Administration recommends that City Council appropriate \$300,000 to I Love Hopewell Youth Summer Workforce Opportunity Program that provides employment opportunities to the participants.

TIMING: City Council action is requested on May 28, 2019

BACKGROUND: Staff along with the Mayor have been working with the Governor’s Workforce Development Team seeking funding for a summer youth employment program. The program has received \$300,000 in funding and it is a 100% reimbursable grant. Therefore we need an allocation of funds to draw against until reimbursement may occur. Attached is the program information presented to the State.

ENCLOSED DOCUMENTS:

Attached is an executive summary of the grant project

STAFF:

Charles E. Dane, Assistant City Manager

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 | | | |

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 |



Problem Statement

The City of Hopewell is in crisis with unemployment and underemployment of our youth and adults. Additionally, our median income levels in every category; per capita, per household, per owner occupied household, per renter occupied household, per male, and per female; are well below state and national averages. Our workforce is in many cases not prepared for today's workplace and employment requirements.

Further, the poverty level in the City of Hopewell is nearly twice the state's average and well above the national level. The city is listed as #8 on the Commission on Local Government Fiscal Stress Index listing. The below chart depicts these concerns:

Hopewell employment information

Index	Hopewell	Virginia	National
Income per capita	\$21,827	\$34,967	\$29,829
Median household income	\$40,814	\$66,149	\$55,322
Median income owner occupied	\$53,325	\$82,180	\$70,586
Median income renter occupied	\$31,540	\$42,481	\$35,192
Median earnings male	\$30,739	\$41,712	\$36,919
Median earnings female	\$26,705	\$29,664	\$26,250
Unemployment rate	6.6%	3.8%	4.7%
Poverty level	20.5%	11.4%	15.1%

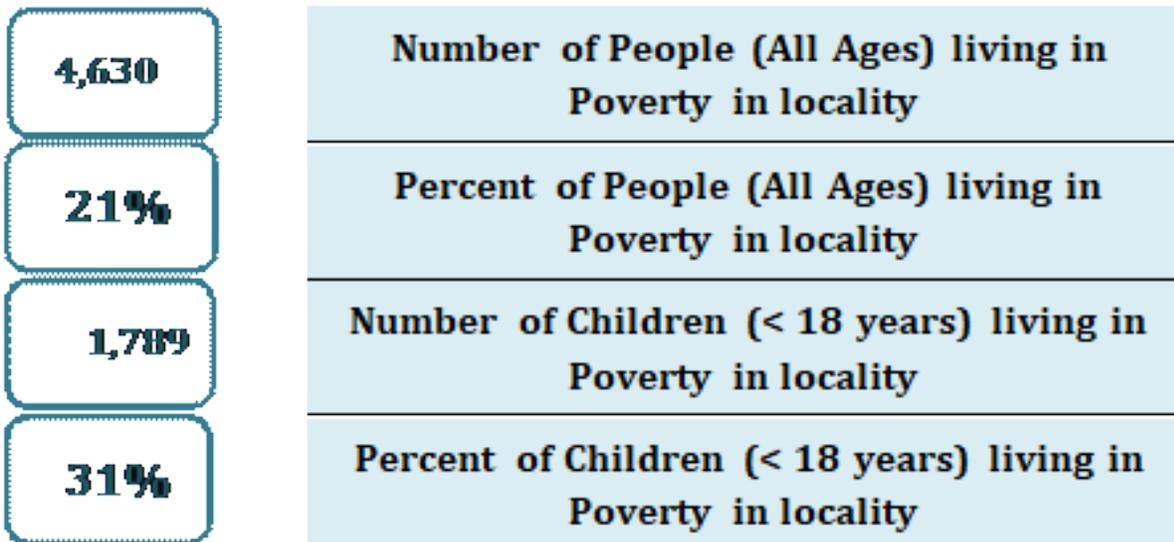
The Hopewell, VA employment and income data can be a key indicator when searching for a new job. A good indicator of the strength of the job market is income per capita and median household income. The income per capita in Hopewell is \$21,827, which is 38% lower than than the Virginia average and 27% lower than than the national average. The median household income is \$40,814, which is 38% lower than the Virginia average and 26% lower than than the national average. The unemployment rate in Hopewell is 7%, which is 41% higher than than the national average. The poverty rate in Hopewell is 21%, which is 36% higher than than the national average.



Hopewell Demographics and Statistical Information

The poverty levels and demographic information from our Department of Social Services is well described and depicted on the following Local Department of Social Services Profile Report, SFY 2017.

Population, 2016	Hopewell		Central	Statewide
	Count	Percent	Percent	Percent
Total Population	22,735			
<i>Male</i>	10,569	46%	48%	49%
<i>Female</i>	12,166	54%	52%	51%
<i>Children (0-17 years)</i>	5,910	26%	22%	22%
<i>Adults 18-64 years</i>	13,282	58%	63%	63%
<i>Adult 65+ years</i>	3,543	16%	16%	15%
<i>White only</i>	12,102	53%	63%	70%
<i>African American only</i>	9,348	41%	30%	20%
<i>Asian only</i>	284	1%	4%	7%
<i>Other race</i>	210	1%	1%	1%
<i>Two or more races</i>	791	3%	2%	3%
<i>Hispanic/Latino*</i>	1,757	8%	6%	9%



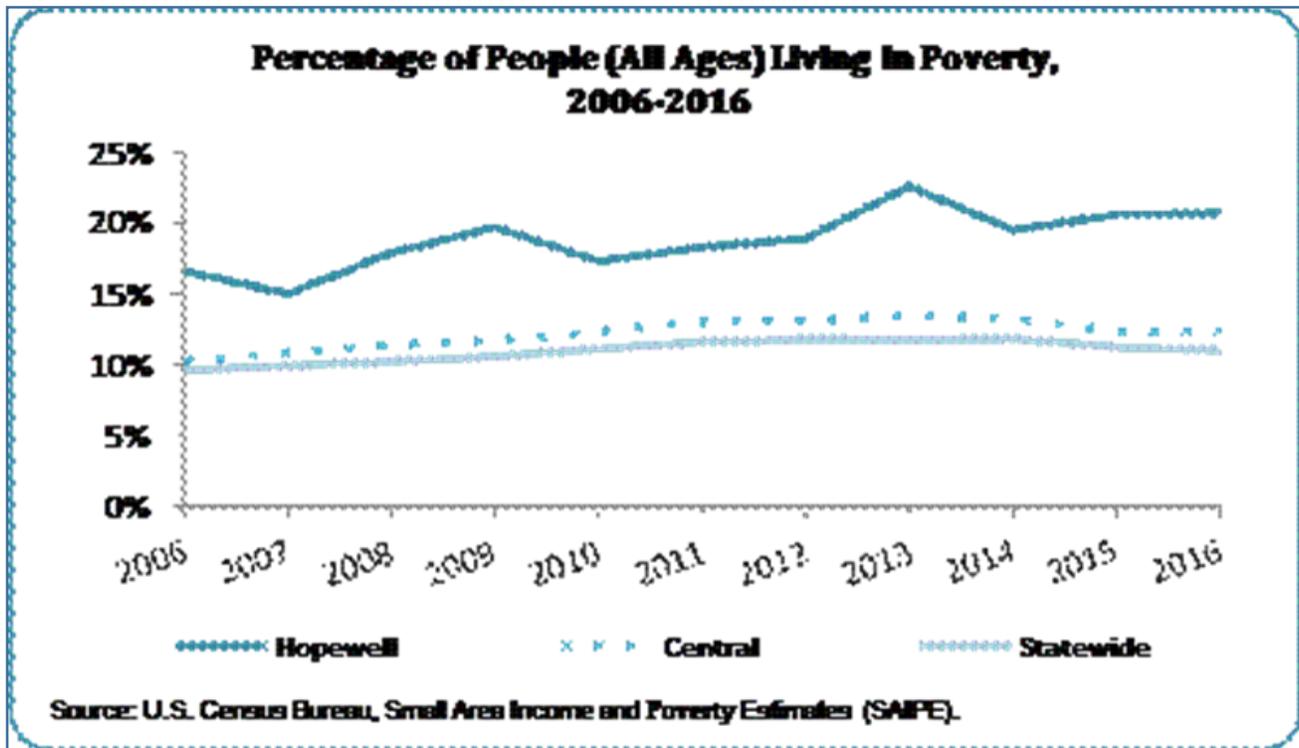
Source: U.S. Census Bureau, Population Division. Estimates obtained from the University of Virginia Weldon Cooper Center. "Other race" includes Hawaiians, Pacific Islanders, American Indians, and Alaskan Natives. * Hispanic origin is not mutually exclusive of race.



Hopewell Level of Poverty and Statistical Information

According to the 2017 report, 4,630 persons were identified as “living in poverty” within the City of Hopewell. Each year the United States Department of Health Services issues Federal Poverty Level (FPL) Guidelines. These guidelines are used to not only determine poverty level, but also eligibility for social service programs that impact health, benefits, insurance and nutrition. Collectively these factors are associated with an individual’s social determinates of Health (SDOH).

Poverty Rate (%)	Hopewell		Central		Statewide	
	All	Children	All	Children	All	Children
2012	18.9%	29.8%	13.1%	17.4%	11.8%	15.5%
2013	22.6%	34.3%	13.5%	18.3%	11.7%	15.7%
2014	19.5%	31.3%	13.2%	19.0%	11.8%	15.9%
2015	20.6%	33.7%	12.3%	17.1%	11.2%	15.0%
2016	20.7%	31.0%	12.3%	16.6%	11.0%	14.3%



Source: U.S. Census Bureau, Small Area Income and Poverty Estimates (SAIPE).
 Source: US Census Bureau, Small Area Income and Poverty Estimates

I LOVE HOPEWELL

YOUTH SUMMER WORKFORCE OPPORTUNITY PROGRAM



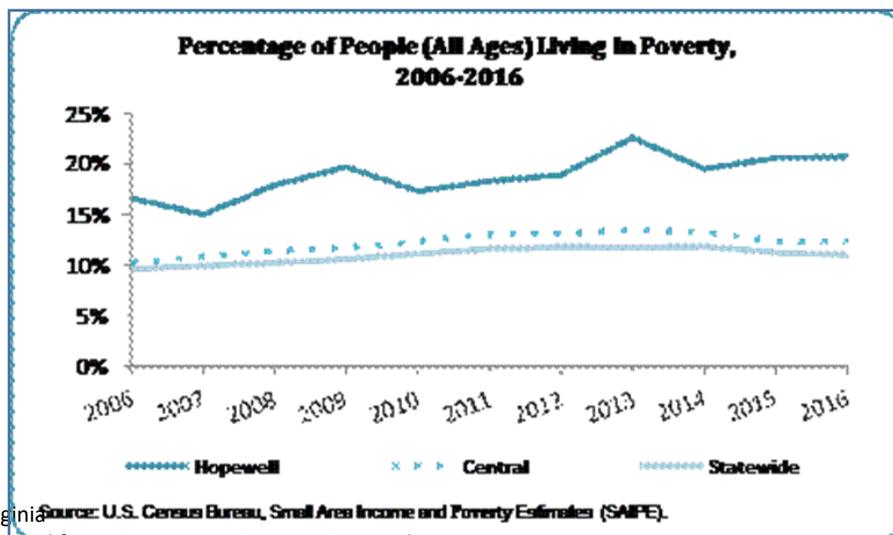
Hopewell Level of Poverty and Statistical Information – Cont.

The U.S. Center for Disease Control (CDC), work is defined as one fact that affects a wide range of health risks and outcomes. More specifically national philosophies, mostly championed by the Robert Wood Foundation, promote that SDOH and where an individual lives (zip code) determines an individual's life expectancy.

Benefit Clients Served by Calendar Year (unduplicated)	Benefit Program ¹				Child Care ³
	SNAP	TANF	Medicaid	Program ²	
2012	9,770	1,309	7,980	11,413	NA
2013	9,739	1,274	8,074	11,398	NA
2014	9,684	1,154	8,662	11,684	368
2015	9,556	1,042	9,174	11,927	320
2016	9,071	923	9,274	11,862	284
2017	9,187	993	9,650	11,888	270

Source: U.S. Census Bureau, Population Division. Estimates obtained from the University of Virginia Weldon Cooper Center. "Other race" includes Hawaiians, Pacific Islanders, American Indians, and Alaskan Natives. * Hispanic origin is not mutually exclusive of race

The City of Hopewell is ranked #127 out of #133 for Health Outcomes and #130 out of #133 for Health Factors in the 2019 County Health Ranking report. Since, work is a factor of health; the City of Hopewell is using a collaborative and innovative approach to begin to turn the tides within our community. We believe that assisting our residents to obtain meaningful employment will in turn change statistical data and create a sustainable city by improving overall quality of life of individual residents. We believe that beginning a Summer Workforce Program will assist us with shaping a long-term plan to provide readiness and employment opportunities for all ages within the City of Hopewell.





Hopewell Level of Poverty and Statistical Information – Cont.

County Health Rankings 2019

2019 County Health Rankings for the 133 Ranked Counties in Virginia

County	Health Outcomes	Health Factors	County	Health Outcomes	Health Factors	County	Health Outcomes	Health Factors	County	Health Outcomes	Health Factors
Accomack	101	113	Dinwiddie	78	96	Lee	104	131	Radford City	111	81
Albemarle	5	6	Emporia City	128	129	Lexington City	71	28	Rappahannock	12	37
Alexandria City	7	21	Essex	96	95	Loudoun	1	4	Richmond	106	49
Alleghany	63	83	Fairfax	3	2	Louisa	43	63	Richmond City	107	121
Amelia	60	76	Fairfax City	16	5	Lunenburg	119	102	Roanoke	31	13
Amherst	47	65	Falls Church City	4	1	Lynchburg City	81	82	Roanoke City	113	108
Appomattox	74	74	Fauquier	19	18	Madison	52	40	Rockbridge	50	41
Arlington	2	3	Floyd	35	48	Manassas City	27	59	Rockingham	17	39
Augusta	18	42	Fluvanna	22	12	Manassas Park City	59	52	Russell	112	116
Bath	62	31	Franklin	64	67	Martinsville City	129	126	Salem City	54	19
Bedford	33	36	Franklin City	130	119	Mathews	80	15	Scott	90	85
Bland	39	45	Frederick	21	22	Mecklenburg	109	105	Shenandoah	38	53
Botetourt	15	14	Fredericksburg City	72	84	Middlesex	57	50	Smyth	103	99
Bristol City	122	106	Galax City	131	103	Montgomery	30	34	Southampton	76	79
Brunswick	118	127	Giles	83	62	Nelson	70	68	Spotsylvania	26	57
Buchanan	124	132	Gloucester	49	33	New Kent	25	20	Stafford	14	26
Buckingham	88	118	Goochland	10	10	Newport News City	87	88	Staunton City	84	38
Buena Vista City	99	77	Grayson	85	87	Norfolk City	94	117	Suffolk City	42	66
Campbell	53	78	Greene	40	27	Northampton	95	115	Surry	93	72
Caroline	77	80	Greensville	123	114	Northumberland	79	58	Sussex	105	125
Carroll	67	75	Halifax	114	107	Norton City	108	97	Tazewell	115	111
Charles City	120	90	Hampton City	89	91	Nottoway	102	112	Virginia Beach City	23	24
Charlotte	116	120	Hanover	13	11	Orange	48	70	Warren	46	51
Charlottesville City	44	25	Harrisonburg City	51	73	Page	55	94	Washington	65	71
Chesapeake City	37	43	Henrico	34	23	Patrick	100	98	Waynesboro City	82	60
Chesterfield	29	17	Henry	97	109	Petersburg City	133	133	Westmoreland	92	100
Clarke	36	30	Highland	69	56	Pittsylvania	68	92	Williamsburg City	58	47
Colonial Heights City	98	55	Hopewell City	127	130	Poquoson City	8	9	Winchester City	61	46
Covington City	132	93	Isle of Wight	24	44	Portsmouth City	121	124	Wise	125	122
Craig	56	69	James City	20	8	Powhatan	11	16	Wythe	91	89
Culpeper	41	61	King and Queen	75	101	Prince Edward	110	104	York	6	7
Cumberland	73	110	King George	32	35	Prince George	28	64			
Danville City	126	123	King William	45	29	Prince William	9	32			
Dickenson	117	128	Lancaster	86	54	Pulaski	66	86			

Source: Robert Wood Foundation

We have an unsustainable financial, health and employment profile for our community as a whole, and more importantly, for a vast number of our citizens individually within the City of Hopewell. We have to create job skills training in both the technical skills and knowledge areas of employment and in the soft skills needed to obtain and retain employment in today's workplace. We must also tailor work services to intertwine like skills and collaborative support to begin to uplift members of our community to sustain gainful employment and assist those underemployed.

For all the above reasons and associated data, we have to find a way to prepare our citizens for the workplace. Providing jobs- changes lives. Having more financial freedom and flexibility will positively influence the other SDOH and improve quality of life. Overtime, those factors will improve citywide to increase our longevity as a prosperous and sustainable locality.



Long Term Solutions

The City of Hopewell is currently working with our regional school systems, Hopewell's major employers including industrial, government, health care, and commercial businesses to create a workforce development program and training center within the tri-cities area that can provide the technical and soft skills needed to begin affecting the unacceptable unemployment and underemployment numbers we are experiencing in our region.

Our goal is to champion a regional development-training center within the region, which can serve as a vocational education center in the daytime for school aged youth, and as an adult education center in the off hours to provide career technical training to adults.

This however will take some time to develop and will require a financial investment by government at both the state and local levels, and by our private sector partners within the region.

Our belief is that, creating a regional training center is imperative to accomplish if we are to move the needle on the current issues of unemployment and underemployment, as well as the need to provide the workforce of tomorrow that the private sector will require.

The Virginia Labor Market Information is a reference used by the City to determine which target areas to strategic workforce and readiness needs after. Therefore, this center would provide all levels of training in areas such as, but not limited to:

- Plant Maintenance Workers
- Welders
- Instrumentation Techs
- Pipe Fitters and Machinists
- Public Safety Classes
- Homeland Security Training for Airport jobs
- Cosmetology
- Auto Mechanics Skills
- Office Worker Skills
- Accounting and Billing
- Equipment Operator Skills
- Retail Professional Training
- Food Service and Culinary Skills
- Nursing and other Health Care Curriculum
- Coding
- Any number of other professions as determined practical.

We will continue to work with our partners to create this center in the not too distant future. We hope to collaborate with the Virginia Community College system and our local high schools in providing these classes in a facility within the tri-cities. We are also beginning work to expand our Career and Technical Education (CTE) courses with local industry partners, while we begin work to include apprenticeship and other On-The-Job Training programs. However, we cannot wait for this solution to develop and not attempt to create short-term solutions to begin affecting the gaps our citizens have in employability.



Short Term Solutions

Immediately, we would like to begin to teach our high school students some of the technical and soft skills needed to be successful in today's workplace. Therefore, we would like to begin this summer by giving 30-60 high school students summer employment to earn money while developing habits and skills needed for their successful employment in the future. This program would be slated to run from June 17, 2019 - August 16, 2019.

Subsequently, we will work diligently to identify means to evolve this initial program into a yearlong service line within the City of Hopewell to provide workforce readiness and assistance to the tri-city area. Moreover, we anticipate partnering with others within the employment field to create building blocks and pathways to resources, support and employment.

Initially, we are creating up to 60 positions in local government and schools as a 32 hour per week employment opportunity. The type of positions that will be available include, but are not limited to:

- Automotive Technicians
- School Bus Technicians
- Administrative Positions in
 - Courts Offices
 - Treasurer Offices
 - Commissioner of Revenue Offices,
 - School Board Offices
 - Government Offices
 - Public Safety Offices
- Field Positions in
 - Stormwater Management
 - Public Works
 - Recreation and Parks
 - School Board Maintenance
- Water Renewal Positions
- Library Services
- Social Services
- Health Department
- Program Assistants in Recreation and Parks
- Zoning and Planning
- Finance
- City Administration
- And other opportunities still under development

Our curriculum will include that the 5th working day be reserved for collaborative support. During this time, participants will either receive soft skills training, exposure to future careers, participate in assessments, take field trips, etc. This day would still be included in their weekly work schedule to total 40 hours.



Financial Plan

The major cost to provide the short-term solution of a Summer Youth Workforce Program for up to 60 high school students is primarily the salaries for the youth participants. However, there will also be a cost for the soft skills/employment counseling services, which will occur weekly. We plan to contract for this service through either Goodwill, Community College Workforce Alliance or a similar organization who provides these services.

The cost breakdown is as follows:

Costs

60 students at minimum wage (\$7.25/hr) * 640 Hours each total = \$278,400
8 Fridays each – for eight hour soft skills and counseling sessions @ \$2,500 = \$ 20,000

TOTAL : \$298,400



The City of Hopewell, with the fiscal stress of the community, cannot afford to fund this program through the city budget. However, we also cannot afford to lose another generation of youth to poverty by not teaching them the skills they need to be successful in life as a positive contributor to their families and the community. We have to enable them to break the cycle of poverty by providing them the skills to create equitable wealth for them and their families as adults. Therefore, we are seeking state or federal grants, available state or regional workforce development funds, or any other alternative funding mechanisms which may be available in order to be able to fund and operate this program for this coming summer. The City has already internally began to shift the way we deliver services and cross-departmental collaboration. Overall, we are taking an innovative approach to develop tools and pathways to address the “root causes” to issue and not just the symptoms as a City. Furthermore, we as a City are committed to address in matters within our community through and equitable lens. Due to such, we recognize that in order for us all to lift up, we must ensure that everyone is met where they are to have an opportunity to come up in life. Any assistance that we can receive for this program will enable us to get it off the ground and at least scale it to the funding levels which may be available.

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:

Economic Development Incentive Grant for Project Bamboo

ISSUE: In a competitive process, in attempting to secure a major expansion to one of our existing Industries (Advansix), City Staff has negotiated a potential additional incentive grant in order to win the project for the City rather than one of two other sites apparently under consideration. This grant is in the form of a partial rebate of taxes actually paid, not in cash payment from City funds. The efforts have been successful in that it now appears the project will be built at the Hopewell site beginning later this year.

RECOMMENDATION: To approve the agreement for Project Bamboo, and authorize the City Manager to sign all necessary documents to execute the agreement.

TIMING: Immediate

BACKGROUND: One of our major industries, Advansix, was considering an expansion to one of three facilities within their organization, for a \$160,000,000 project. This major project not only would provide a major boost to our local economy, it also helps provide more long term security for our existing industry as the investment will make it a greater asset for the industry. By providing the additional economic development incentive grant, we have successfully made the project built in our locality more competitive and buildable.

ENCLOSED DOCUMENTS:

- Agreement

STAFF: City Manager, Assistant City Manager, City Attorney

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			

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 |

DRAFT

ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT

THIS AGREEMENT is effective the ___ day of _____, 2019, by and among the City of Hopewell, Virginia (the "City"), a political subdivision of the Commonwealth of Virginia, the Economic Development Authority of the City of Hopewell, Virginia (the "Authority"), and AdvanSix Inc., a Delaware corporation, and AdvanSix Resins & Chemicals LLC, a Delaware limited liability company, both of which are authorized to transact business in Virginia (collectively the "Company").

WHEREAS, the Company owns certain real estate with improvements containing personal property located in the City (the "Facility"), and intends to increase its investment in the Facility (the "Project"); and

WHEREAS, as of the effective date of this agreement, the Company employs at the Facility at least 92 full-time or equivalent ("FTE") employees related to the Project (the "Existing Jobs"); and

WHEREAS, the Company intends to make a capital investment in the Facility of at least \$150 million, of which no less than \$100 million will be in personal property taxable as machinery and tools ("M&T"); and

WHEREAS, the Hopewell City Council is empowered under Virginia Code section 15.2-953 (B) to make appropriations of money to the Authority for promotion of economic development; and

WHEREAS, the Authority is empowered under Virginia Code sections 15.2-4900 *et seq.* (the "Industrial Development and Revenue Bond Act") to promote industry and develop trade by inducing manufacturing and industrial enterprises to remain in the Commonwealth of Virginia, and, under Virginia Code sections 15.2-4905(12) and (13) to accept contributions from the City and to make grants to any business in furtherance of promoting economic development; and

WHEREAS, the City and the Authority have agreed to provide certain incentives, in addition to those set forth in Hopewell City Code Sec. 34-30 (*Rebate of machinery and tools tax for certain businesses located in the enterprise zone*), to the Company to induce it to increase its investment in the Facility, all as set forth herein; and

WHEREAS, the City, the Authority, and the Company desire to set forth their understanding and agreement as to these matters in writing;

NOW, THEREFORE, for and in consideration of the premises, the mutual benefits, promises, and undertakings of the parties to this agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby covenant and agree as follows.

1. The Company shall:

- a. Maintain, for at least 12 years after the first year that City taxes begin to reflect the M&T resulting from the Project, a minimum of 50 of the Existing Jobs at the Facility (the "Required Jobs");
- b. Pay market rate salaries and wages relative to the skill sets required for the job functions to be performed at the Facility;
- c. Invest at least \$150 million in the Project, of which no less than \$100 million will be in personal property taxable as M&T under the law in effect as of the effective date of this agreement (the "Required Investment");
- d. Complete the Project and commence operation of the additional M&T at the Facility on or before December 31, 2023. If the Company fails to complete the Project and commence operation of all the additional M&T at the Facility by that date, the Company will refund, within 30 business days, to the EDA any funds paid by the EDA to the Company which are over and above the reimbursement amount specified in 4.b. below, and the EDA will immediately return those funds to the City;
- e. Timely pay all City taxes, including those for the additional M&T less any enterprise zone rebates of up to 30% of increased assessed value resulting from the additional M&T for three years, under City Code Sec. Sec. 34-30; and
- f. Submit to the City and the Authority evidence of taxes paid and the amount of rebate requested, citing the applicable provisions of this agreement and showing the Company's calculations in arriving at the requested amount.

2. The Authority, with the assistance of the City, shall:

- a. Reimburse to the Company, on an annual basis, an amount up to 25% of the M&T taxes paid to the City annually for 12 years beginning January 1, 2020 (the "Commencement Date"), as calculated under paragraph 4 hereafter (the "Reimbursement Funds"). The maximum amount of Reimbursement Funds available for payment to the Company in any year shall be 25% of the M&T taxes paid by the Company to the City in such year, and shall be reduced in increments based on the then-current Investment and Job Level Determination (as hereafter defined), all as provided for in paragraph 4

3. The City shall:

- a. Beginning on the date that the Company first pays in full M&T taxes to the City following the Commencement Date, provide funds to the Authority on an annual basis in an amount up to 25% of the annual amount of M&T taxes paid by the Company and received by the City on the additional M&T resulting from the Project, as calculated

under paragraph 4, such funds to be used by the Authority solely for the purpose of funding the Authority's payment obligation to the Company hereunder.

b. In the context of its budget approval process, the City shall appropriate and transfer to the Authority funds sufficient for the Authority to meet its obligations to the Company under this agreement. Anything in this agreement to the contrary notwithstanding, all obligations of the City and the Authority hereunder are subject to annual approval and appropriation by the City Council in accordance with Virginia law, and shall not be considered, deemed, or construed to be a debt or other obligation of the City or the Authority.

4. Anything in this agreement to the contrary notwithstanding:

a. The City may evaluate and determine the jobs created and filled by, and the levels of investment of, the Company under paragraph 1 beginning on the anniversary of the Commencement Date (each an "Investment and Job Level Determination").

b. The amount of Reimbursement Funds paid to the Company annually shall be calculated based on the following percentages as of the date of each Investment and Job Level Determination, and such percentage shall remain at such level until the next succeeding Investment and Job Determination date:

Level of Required Investment within the timeframe specified in 1(d) above <u>and</u> Required Jobs	Reimbursement Funds (as percentage of M&T taxes paid)
\$150 million investment, of which at least \$100 million is in additional M&T, <u>and</u> at least 50 Existing Jobs maintained	25.00%
\$112.50 million investment, of which at least \$75 million is in additional M&T, <u>and</u> at least 50 Existing Jobs maintained	18.75%
\$75 million investment, of which at least \$50 million is in additional M&T, <u>and</u> at least 50 Existing Jobs maintained	12.50%
\$37.5 million investment, of which at least \$25 million is in additional M&T, <u>and</u> at least 50 Existing Jobs maintained	6.25%
< \$25 million investment in additional M&T, <u>or</u> < 50 Existing Jobs maintained	0.25% of each \$1 million invested in additional M&T, minus 0.25% for each Existing Job less than 50 that is not maintained

c. Both the Required Jobs and the Required Investment must reach the minimum level set forth in 4(b) above within the timeframe specified in 1(d) above to qualify for the Reimbursement Funds set forth opposite such level to be used. The Required Investment is understood to be over a multi-year period per 1(d).

5. Upon (a) receipt by the City and the Authority of (i) evidence of taxes paid and the amount of rebate requested by the Company, (ii) the authority therefor, and (iii) the Company's calculations in support thereof, and (b) confirmation by the City of the applicability of the provisions of this agreement and proper amount of the rebate, the Authority shall within 30 days issue a check to the Company, provided that City Council appropriated the necessary funds.

6. While recognizing that it is not empowered under Virginia law to make any binding commitment beyond the current fiscal year of the City, it is the current intention of the City Council to make sufficient annual appropriations during the term of this agreement to fund all financial obligations of the Authority hereunder. To that end, the City Council hereby directs the City Manager or other officer charged with the responsibility of preparing the City's budget to include in the budget for each fiscal year of the City during the term of this agreement a request that the City Council appropriate the amounts due under this agreement during such fiscal year. If at any time during any fiscal year of the City, the City determines that the amount appropriated in the budget is insufficient to pay such funds when due that fiscal year, then the City Manager or other officer charged with the responsibility of preparing the City's budget shall submit to the City Council at the next scheduled meeting of the City Council, or as promptly as practicable, a request for a supplemental appropriation sufficient to cover the deficit.

7. The term of this agreement shall be for a period of 12 years from the Commencement Date.

8. This agreement shall not create a joint venture, or any relationship of agency, employer-employee, or contractor between any of the parties to this agreement.

9. The covenants of the City and Authority as stated in this agreement shall not be interpreted to establish any pledge, security interest, lien, or other encumbrance on property of the City and/or the Authority. All obligations of the City and the Authority hereunder are contingent upon the satisfaction and continued performance by the Company of its obligations set forth in this agreement.

10. In the event of dispute, the affected party shall provide written notice of dispute to all other parties. The parties shall make all reasonable efforts to resolve differences by negotiation. However, in the event that a resolution by negotiation is not reached within a reasonable time, the parties agree that as a condition precedent to litigation the parties shall submit the dispute to mediation. All mediation shall be conducted in the City of Hopewell, Virginia. All mediation shall be concluded within 60 days of initiation of mediation unless agreed otherwise in writing signed by all parties. The parties agree to make a good faith effort to resolve the dispute by mediation. At the conclusion of mediation, if the dispute is not resolved to the satisfaction of the parties, the matter may be submitted for litigation.

11. This agreement shall be governed by the laws of the Commonwealth of Virginia, and, in the event of litigation, jurisdiction and venue shall be in the Circuit Court of the City of Hopewell, Virginia, and all legal actions involving this agreement shall be brought only in such court. All parties hereto agree that in the event of any action brought to enforce the terms and provisions hereof, the prevailing party shall be entitled to reimbursement of reasonable attorney fees, expenses, and court costs, as allowed by law. All parties to this agreement have standing to enforce any covenants, terms, provisions, and agreements set forth herein. There are no third party beneficiaries to this agreement.

12. This agreement is the entire agreement between the parties hereto, sets forth all of promises, agreements, conditions, and understandings between the parties respecting the subject matter hereof, and supersedes all prior and contemporaneous negotiations, conversations, discussions, correspondence, memoranda, and agreements between the parties concerning such subject matter.

13. This agreement is subject to modification only by written agreement signed by all parties hereto.

14. All notices required under this agreement shall be given in writing, and shall be deemed to be received (a) five business days after being mailed by first class mail, postage prepaid, return receipt requested, (b) one business day after being placed for next day delivery with a nationally recognized overnight courier service, (c) upon receipt when delivered by hand, or (d) electronically to the recipient's then-current email address if the recipient acknowledges receipt by reply email, addressed as follows for options (a) through (c):

if to the City:

City Manager
300 North Main Street
Hopewell, VA 23860

if to the Authority:

Chair, Hopewell EDA
300 N. Main Street
Hopewell, VA 23860

with a copy to:

City Attorney
300 N. Main Street
Hopewell, VA 23860, and

if to the Company, to:

David Vernieri
C/O AdvanSix Inc.,
300 Kimball Drive, Suite 101
Parsippany, NJ 07054

15. This agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. If any provision of this agreement is determined to be unenforceable, then the remaining provisions of this agreement shall be interpreted as in effect as if such unenforceable provisions were not included therein. Each of the parties to this agreement represents that it is fully authorized to enter into, and that it will be bound by, this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement effective as of the date first written above.

CITY OF HOPEWELL, VIRGINIA

By: _____
Printed Name: _____
City Manager
Execution Date: _____

ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF HOPEWELL, VIRGINIA

By: _____
Printed Name: _____
Chair
Execution Date: _____

ADVANSIX RESINS & CHEMICALS LLC

By: _____
Printed Name: _____
Title: _____
Execution Date: _____

ADVANSIX INC.

By: _____
Printed Name:
Title:
Execution Date:

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:

Extension of Closing Date on Francisco Landing

ISSUE: A need to extend the closing date on the Francisco Landing Project from the current June date to November 1, 2019 as requested in the information below.

RECOMMENDATION: To extend the closing date requirement of the current agreement to November 1, 2019 as requested.

TIMING: Immediate as the current agreement expires in June

Background: As City Council may remember, staff held a workshop on the Federal Opportunity Zone program a couple of months ago. A product of that meeting is that the Developer has recognized the potential benefits of utilizing Opportunity Funds as a funding source on the project. The following is Mr. Chip Bowman’s communication to me this past week.

“Charlie,

It was great connect with you earlier this week. As we discussed we are continuing to proceed with pre-development activities, and I know we still owe you a budget related to the public space improvements that will be sold back to Hopewell. Additionally, as we discussed our conversation with the church is continuing related to the hill top parcels and the chance acquire those and subsequently modify our plans related to the J and H buildings.

However, most exciting are the discussions that have resulted from the Opportunity Zone workshop that you hosted in late March and as a result of researching a successful opportunity

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 |

zone project that is coming on line in Scott's Addition. We believe that utilization of the opportunity zone program will provide a substantial improvement to the overall financing strategy for Francisco Landing and potentially for shortening the timeline for the overall project. While nothing is 100% assured at this time, we are committed to exploring the opportunity zone program fully in light of its significant benefits. As you can imagine, if successful, our project would set a great precedent for development in the Hopewell opportunity zones. We have been engaged in conversations with Jenny Connors from Williams Mullen, who sat on the panel at your workshop, as well as with investment bankers specializing in real estate financing and specifically opportunity zone incentives. To date our conversations have been productive and they are accelerating.

One of the key timing aspects of the Opportunity Zone program is having all matters lined up before the asset is initially purchased. Fortunately we are in that position, but what this means for Francisco Landing is a need to wait on the land acquisition until the opportunity zone evaluation has been completed. If at any point it becomes unfeasible to use the program we would just move forward as planned; however, if feasible we would want to close as soon as all of the opportunity zone fund requirements have been met.

Based on the above we would like to request moving the closing date out to November 1, 2019 to allow time to fully evaluate and structure the opportunity zone fund aspects of this project.

In the meantime we are pressing forward with pre development activities and would like to coordinate with the city to go ahead and initiate the amphitheater research and site discovery work to better determine our plan with that key aspect of the project.

I am happy to come to the next council meeting to discuss all of this in more detail if that would be helpful.

Best regards,

Chip"

ENCLOSED DOCUMENTS:

- Copy of Email From Chip Bowman

STAFF:

Charles Dane

Stefan Calos

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

Charles E. Dane

From: Chip Bowman <chipbowman@webowman.com>
Sent: Friday, May 17, 2019 3:04 PM
To: Charles E. Dane
Cc: Ed Bowman
Subject: Francisco Landing - Updates and Opportunity Zone Timing Requirements

Charlie,

It was great connect with you earlier this week. As we discussed we are continuing to proceed with pre-development activities, and I know we still owe you a budget related to the public space improvements that will be sold back to Hopewell. Additionally, as we discussed our conversation with the church is continuing related to the hill top parcels and the chance acquire those and subsequently modify our plans related to the J and H buildings.

However, most exciting are the discussions that have resulted from the Opportunity Zone workshop that you hosted in late March and as a result of researching a successful opportunity zone project that is coming on line in Scott's Addition. We believe that utilization of the opportunity zone program will provide a substantial improvement to the overall financing strategy for Francisco Landing and potentially for shortening the timeline for the overall project. While nothing is 100% assured at this time, we are committed to exploring the opportunity zone program fully in light of its significant benefits. As you can imagine, if successful, our project would set a great precedent for development in the Hopewell opportunity zones. We have been engaged in conversations with Jenny Connors from Williams Mullen, who sat on the panel at your workshop, as well as with investment bankers specializing in real estate financing and specifically opportunity zone incentives. To date our conversations have been productive and they are accelerating.

One of the key timing aspects of the Opportunity Zone program is having all matters lined up before the asset is initially purchased. Fortunately we are in that position, but what this means for Francisco Landing is a need to wait on the land acquisition until the opportunity zone evaluation has been completed. If at any point it becomes unfeasible to use the program we would just move forward as planned; however, if feasible we would want to close as soon as all of the opportunity zone fund requirements have been met.

Based on the above we would like to request moving the closing date out to November 1, 2019 to allow time to fully evaluate and structure the opportunity zone fund aspects of this project.

In the meantime we are pressing forward with pre development activities and would like to coordinate with the city to go ahead and initiate the amphitheater research and site discovery work to better determine our plan with that key aspect of the project.

I am happy to come to the next council meeting to discuss all of this in more detail if that would be helpful.

Best regards,

Chip

chip bowman
executive director, development & finance

R-4

Documents provided in Work Session section

R-5

PROGRAMMATIC PROJECT ADMINISTRATION AGREEMENT
Revenue Sharing Projects

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 2019, by and between the **City of Hopewell**, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY may, in accordance with §33.2-357 of the *Code of Virginia* (1950), as amended (the *Code*), and Commonwealth Transportation Board (CTB) policy, submit application(s) for Revenue Sharing funding and may also administer projects approved for Revenue Sharing funding by the CTB; and

WHEREAS, Appendix A documents the funding allocated to each Project and shall be developed and included as an attachment to this agreement. Such attachment may be amended, revised or removed or an additional Appendix A may be added as additional projects or funding is approved by the CTB and allocated to the LOCALITY to finance the Project(s) within the term of this Agreement without the need to execute an additional project administration agreement; and

WHEREAS, current and future projects approved for Revenue Sharing funding by the CTB within the term of this agreement and subject to the terms and conditions specified herein shall be identified on a list which will be included as an attachment to this Agreement as Appendix B. Such attachment may be amended as additional projects are approved by the CTB and shall be signed by an authorized LOCALITY and VDOT official, without the need to execute an additional project administration agreement. If any active project with an existing agreement is incorporated herein, the original project agreement shall automatically terminate upon inclusion in this programmatic agreement of an updated Appendix A and an amended Appendix B to reflect that project; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in the attachments in accordance with applicable federal, state and local laws and regulations and that the locality will certify compliance with those laws and regulations as prescribed by the Department.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. This agreement shall be effective for an initial period of THREE fiscal years (each year beginning July 1st - June 30th) and may be extended by an addendum signed by each party for one additional term of THREE fiscal years unless a change in policy or the *Code* necessitates a change in terms and conditions before the term of this agreement shall have passed. This Agreement shall NOT extend beyond SIX fiscal years. In the event that a new agreement becomes necessary during the life of this Agreement, Appendix A and Appendix B may be incorporated within the new approved agreement upon mutual agreement by both parties.

2. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown on the Appendix B and on the respective Project's Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Receive individual prior written authorization from the DEPARTMENT to proceed with each project.
 - c. Administer the Project(s) in accordance with guidelines applicable to state funded Locally Administered Projects as published by the DEPARTMENT.
 - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the State Certification Form for State aid projects or in another manner as prescribed by the DEPARTMENT for each project included in Appendix B.
 - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.
 - f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date Project summary and schedule tracking payment requests and adjustments.
 - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-348 or Section 33.2-331 of the *Code*, or other applicable provisions of state law or regulations require such reimbursement.
 - h. Pay the DEPARTMENT the LOCALITY's matching funds for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 3.a.
 - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill these obligations may result in the forfeiture of state-aid reimbursements. DEPARTMENT and LOCALITY staffs will work together to cooperatively resolve any issues that are identified so as to avoid any forfeiture of state-aid funds.

- j. If legal services other than those provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - k. For projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
3. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 2.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible Project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
4. Appendix A identifies the specific funding sources for each Project under this Agreement, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
5. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the *Code*.
6. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project under this agreement is anticipated to exceed the allocation shown for such Project on the respective Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.

7. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
8. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
9. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.
10. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 2.f, 2.g, and 3.b, subject to the limitations established in this Agreement and Appendix A. Should the LOCALITY unilaterally cancel a project agreement, the LOCALITY shall reimburse the DEPARTMENT all state funds reimbursed and expended in support of the project, unless otherwise mutually agreed-upon prior to termination.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to any project, this agreement is no longer applicable to that project and the applicable Appendix A shall be removed from this agreement and the Standard Project Administration Agreement for Federal-aid Projects executed for that project.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

Title

Date

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy
Commonwealth of Virginia
Department of Transportation

Date

Signature of Witness

Date

Attachments

- Appendix A (for each project covered under this Agreement)
- Appendix B (listing each project covered under this Agreement)

Appendix A

Date: _____

Project Number: 9999-116-R94 UPC: 108667 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
---------------------------------------	--------------------------	--

Scope: Reconstruction - Poplar Street

From: Stewart Avenue

To: Pine Street

Locality Project Manager Contact info: Johnnie Butler 804-541-2319 jbutler@hopewellva.gov

Department Project Coordinator Contact Info: Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$79,800	\$0	\$287,018	\$366,818
Estimated VDOT Project Expenses	\$4,200	\$0	\$10,000	\$14,200
Estimated Total Project Costs	\$84,000	\$0	\$297,018	\$381,018

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$84,000	Revenue Sharing	50%	\$42,000	\$42,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$84,000			\$42,000	\$42,000	\$37,800
Construction	\$297,018	Revenue Sharing	50%	\$148,509	\$148,509	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$297,018			\$148,509	\$148,509	\$138,509
Total Estimated Cost	\$381,018			\$190,509	\$190,509	\$176,309

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$190,509

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$176,309

Project Financing

Revenue Sharing State Match	Revenue Sharing Local Match				Aggregate Allocations
\$252,000	\$252,000				\$504,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 3/9/2018.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$252,000.
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY17 - \$504,000(\$252,000 locality match and \$252,000 VDOT match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: U000-116-R76 UPC: 104509 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
Scope:	E BROADWAY - REHABILITATE BRIDGE	
From:	Riverview Avenue	
To:	Ramsey Avenue	
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319	jbutler@hopewellva.gov
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010	james.shepherd@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$14,620	\$0	\$725,640	\$740,260
Estimated VDOT Project Expenses	\$10,000	\$0	\$10,000	\$20,000
Estimated Total Project Costs	\$24,620	\$0	\$735,640	\$760,260

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$24,620	Revenue Sharing	50%	\$12,310	\$12,310	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$24,620			\$12,310	\$12,310	\$2,310
Construction	\$701,700	Revenue Sharing	50%	\$350,850	\$350,850	
	\$33,940	Local Funds	100%	\$33,940	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$735,640			\$384,790	\$350,850	\$340,850
Total Estimated Cost	\$760,260			\$397,100	\$363,160	\$343,160

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$363,160
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$343,160

Project Financing						
Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds				Aggregate Allocations
\$363,160	\$363,160	\$33,940				\$760,260

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines. The project will be constructed and maintained in accordance with VDOT's Urban Manual. The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT. 	
<ul style="list-style-type: none"> In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 2/11/2016. This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$363,160. All local funds included on this appendix have been formally committed by the local government's board or council resolution. Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program. This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated. Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years: <ul style="list-style-type: none"> <input type="checkbox"/> FY13 - \$38,480 (\$19,240 locality match and \$19,240 VDOT match) <input type="checkbox"/> FY16 - \$687,840 (\$343,920 locality match and \$343,920 VDOT match) This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement. This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT. 	

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: 9999-116-R92 UPC: 108699 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
Scope:	Reconstruction - High Street	
From:	Maple Street	
To:	Oakland Boulevard	
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319	jbutler@hopewellva.gov
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010	james.shepherd@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$64,750	\$0	\$187,035	\$251,785
Estimated VDOT Project Expenses	\$5,250	\$0	\$19,500	\$24,750
Estimated Total Project Costs	\$70,000	\$0	\$206,535	\$276,535

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$70,000	Revenue Sharing	50%	\$35,000	\$35,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$70,000			\$35,000	\$35,000	\$29,750
Construction	\$206,535	Revenue Sharing	50%	\$103,268	\$103,268	
				\$0	\$0	
				\$0	\$0	
Total CN	\$206,535			\$103,268	\$103,268	\$83,768
Total Estimated Cost	\$276,535			\$138,268	\$138,268	\$113,518

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$138,268
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$113,518

Project Financing						
Revenue Sharing State Match	Revenue Sharing Local Match					Aggregate Allocations
\$175,000	\$175,000					\$350,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 3/9/2018.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$175,000.
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY17 - \$350,000 (\$175,000 locality match and \$ 175,000 VDOT match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: 9999-116-R93 UPC: 108700 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope: Reconstruction - Stewart Street

From: Maple Street

To: Oakland Boulevard

Locality Project Manager Contact info: Johnnie Butler 804-541-2319 jbutler@hopewellva.gov

Department Project Coordinator Contact Info: Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$64,750	\$0	\$129,555	\$194,305
Estimated VDOT Project Expenses	\$5,250	\$0	\$10,000	\$15,250
Estimated Total Project Costs	\$70,000	\$0	\$139,555	\$209,555

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$70,000	Revenue Sharing	50%	\$35,000	\$35,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$70,000			\$35,000	\$35,000	\$29,750
Construction	\$139,555	Revenue Sharing	50%	\$69,778	\$69,778	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$139,555			\$69,778	\$69,778	\$59,778
Total Estimated Cost	\$209,555			\$104,778	\$104,778	\$89,528

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$104,778
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$89,528

Project Financing					
Revenue Sharing State Match	Revenue Sharing Local Match				Aggregate Allocations
\$165,000	\$165,000				\$330,000

- Program and Project Specific Funding Requirements**
- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
 - The project will be constructed and maintained in accordance with VDOT's Urban Manual.
 - The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
 - In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 3/9/2018.
 - This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$104,778.
 - All local funds included on this appendix have been formally committed by the local government's board or council resolution.
 - Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
 - This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
 - Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY17 - \$330,000 (\$165,000 locality match and \$ 165,000 VDOT match)
 - This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
 - This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: 9999-116-R91 UPC: 108708 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope:	Reconstruction - Pine Ave.
From:	Western Street
To:	Oakland Boulevard
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319 jbutter@hopewellva.gov
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$74,000	\$0	\$196,159	\$270,159
Estimated VDOT Project Expenses	\$6,000	\$0	\$15,000	\$21,000
Estimated Total Project Costs	\$80,000	\$0	\$211,159	\$291,159

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$80,000	Revenue Sharing	50%	\$40,000	\$40,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$80,000			\$40,000	\$40,000	\$34,000
Construction	\$211,159	Revenue Sharing	50%	\$105,580	\$105,580	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$211,159			\$105,580	\$105,580	\$90,580
Total Estimated Cost	\$291,159			\$145,580	\$145,580	\$124,580

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$145,580
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$124,580

Project Financing						
Revenue Sharing State Match	Revenue Sharing Local Match					Aggregate Allocations
\$179,991	\$179,991					\$359,982

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> • This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines. • The project will be constructed and maintained in accordance with VDOT's Urban Manual. • The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT. • In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 3/9/2018. • This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$145,580. • All local funds included on this appendix have been formally committed by the local government's board or council resolution. • Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program. • This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated. • Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years: <ul style="list-style-type: none"> <input type="checkbox"/> FY17 - \$359,982 (\$179,991 locality match and \$ 179,991 VDOT match) • This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement. • This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT. 	

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: U000-116-R06 UPC: 113072 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope: Moultrie Avenue - Reconstruction

From: Bluefield Avenue

To: Jackson Street

Locality Project Manager Contact info: Johnnie Butler 804-541-2319 jbutter@hopewellva.gov

Department Project Coordinator Contact Info: Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$87,000	\$0	\$557,490	\$644,490
Estimated VDOT Project Expenses	\$6,500	\$0	\$8,500	\$15,000
Estimated Total Project Costs	\$93,500	\$0	\$565,990	\$659,490

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$93,500	Revenue Sharing	50%	\$46,750	\$46,750	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$100,000			\$46,750	\$46,750	\$40,250
Construction	\$565,990	Revenue Sharing	50%	\$282,995	\$282,995	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$565,990			\$282,995	\$282,995	\$274,495
Total Estimated Cost	\$665,990			\$329,745	\$329,745	\$314,745

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$329,745
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$314,745

Project Financing						
Revenue Sharing State Match	Revenue Sharing Local Match					Aggregate Allocations
\$330,000	\$330,000					\$660,000

Program and Project Specific Funding Requirements
<ul style="list-style-type: none"> • This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines. • The project will be constructed and maintained in accordance with VDOT's Urban Manual. • The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT. • In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 4/02/2019. • This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$330,000 • All local funds included on this appendix have been formally committed by the local government's board or council resolution. • Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program. • This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated. • Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years: <ul style="list-style-type: none"> <input type="checkbox"/> FY19 - \$100,000 (\$50,000 locality match and \$50,000 VDOT match) <input type="checkbox"/> FY20 - \$560,000(\$280,000 locality match and \$280,000 VDOT match) • This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement. • This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: U000-116-R64 UPC: 102928 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope: Maple Street - Drainage improvements

From: Sunnyside Avenue

To: Pine Avenue

Locality Project Manager Contact info: Johnnie Butler 804-541-2319 jbutler@hopewellva.gov

Department Project Coordinator Contact Info: Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$43,200	\$0	\$321,037	\$364,237
Estimated VDOT Project Expenses	\$10,000	\$0	\$10,000	\$20,000
Estimated Total Project Costs	\$53,200	\$0	\$331,037	\$384,237

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$53,200	Revenue Sharing	50%	\$26,600	\$26,600	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$53,200			\$26,600	\$26,600	\$16,600
Construction	\$201,000	Revenue Sharing	50%	\$100,500	\$100,500	
	\$130,037	Local Funds	100%	\$130,037	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$331,037			\$230,537	\$100,500	\$90,500
Total Estimated Cost	\$384,237			\$257,137	\$127,100	\$107,100

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$127,100

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$107,100

Project Financing

Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds				Aggregate Allocations
\$127,100	\$127,100	\$130,037				\$384,237

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 10/1/13.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$127,100.
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY13 - \$5,000 (\$2,500 locality match and \$2,500 VDOT match)
 - FY16 - \$264,200 (\$124,600 locality match and \$124,600 VDOT match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

RESOLUTION
AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS
UNDER AGREEMENT WITH THE VIRGNIA DEPARTMENT OF TRANSPORATION
AND PROVIDE SIGNATURE AUTHORITY

WHEREAS, the City of Hopewell is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and

WHEREAS, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share; and

THEREFORE, IT IS HEREBY RESOLVED, by the City Council of Hopewell hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s); and

BE IT FURTHER RESOLVED, that the City Manager and/or his designees is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

In witness whereof, the forgoing was adopted by City Council of Hopewell, Virginia on (date).

(locality seal)

Clerk of Court

Appendix A

Date: _____

Project Number: 9999-116-R97 UPC: 108710 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope:	Reconstruction - Broadway @ Mesa		
From:	Mesa Drive		
To:	Crescent Avenue		
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319	jbutler@hopewellva.gov	
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010	james.shepherd@vdot.virginia.gov	

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$18,500	\$0	\$74,000	\$92,500
Estimated VDOT Project Expenses	\$1,500	\$0	\$6,000	\$7,500
Estimated Total Project Costs	\$20,000	\$0	\$80,000	\$100,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$20,000	Revenue Sharing	50%	\$10,000	\$10,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$20,000			\$10,000	\$10,000	\$8,500
Construction	\$80,000	Revenue Sharing	50%	\$40,000	\$40,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$80,000			\$40,000	\$40,000	\$34,000
Total Estimated Cost	\$100,000			\$50,000	\$50,000	\$42,500

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$50,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$42,500

Project Financing					
Revenue Sharing State Match	Revenue Sharing Local Match				Aggregate Allocations
\$50,000	\$50,000				\$100,000

- Program and Project Specific Funding Requirements**
- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
 - The project will be constructed and maintained in accordance with VDOT's Urban Manual.
 - The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
 - In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 9/15/2017.
 - This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$50,000.
 - All local funds included on this appendix have been formally committed by the local government's board or council resolution.
 - Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
 - This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
 - Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY17 - \$100,000 (\$50,000 locality match and \$50,000 VDOT match)
 - This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
 - This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: 3/8/2019

Project Number: 0156-116-R84	UPC: 107179	CFDA # N/A	Locality: City of Hopewell
Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721	
Scope:	RTE 10 - IMPROVE INTERSECTION		
From:	Route 10		
To:	100 Ft. North of Route 10 (Industrial Street)		
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319	jbutler@hopewellva.gov	
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010	james.shepherd@vdot.virginia.gov	

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$12,400	\$3,000	\$58,000	\$73,400
Estimated VDOT Project Expenses	\$11,600	\$1,000	\$4,000	\$16,600
Estimated Total Project Costs	\$24,000	\$4,000	\$62,000	\$90,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$24,000	Revenue Sharing	50%	\$12,000	\$12,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$24,000			\$12,000	\$12,000	\$400
Right of Way & Utilities	\$4,000	Revenue Sharing	50%	\$2,000	\$2,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total RW	\$4,000			\$2,000	\$2,000	\$1,000
Construction	\$45,400	Revenue Sharing	50%	\$22,700	\$22,700	
	\$16,600	Local Funds	100%	\$16,600	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$62,000			\$39,300	\$22,700	\$18,700
Total Estimated Cost	\$90,000			\$53,300	\$36,700	\$20,100

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$36,700
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$20,100

Project Financing						
Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds				Aggregate Allocations
\$36,700	\$36,700	\$16,600				\$90,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 5/10/2017.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$36,700.
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY16 - \$73,400 (\$36,700 locality match and \$36,700 VDOT match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: U000-116-R08 UPC: 113285 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope:	STEWART AVE - RECONSTRUCTION
From:	Stewart Ave from Courthouse Road to Bassett St.
To:	Bassett St. from Stewart Ave. to Liberty Ave.
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319 jbutler@hopewellva.gov
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$16,000	\$0	\$211,761	\$227,761
Estimated VDOT Project Expenses	\$4,000	\$0	\$7,500	\$11,500
Estimated Total Project Costs	\$20,000	\$0	\$219,261	\$239,261

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$20,000	Revenue Sharing	50%	\$10,000	\$10,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$20,000			\$10,000	\$10,000	\$6,000
Construction	\$200,000	Revenue Sharing	50%	\$100,000	\$100,000	
	\$19,261	Local Funds	100%	\$19,261	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$219,261			\$119,261	\$100,000	\$92,500
Total Estimated Cost	\$239,261			\$129,261	\$110,000	\$98,500

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$110,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$98,500

Project Financing					
Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds			Aggregate Allocations
\$110,000	\$110,000	\$19,261			\$239,261

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines. The project will be constructed and maintained in accordance with VDOT's Urban Manual. The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT. In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 4/09/19. This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$110,000 All local funds included on this appendix have been formally committed by the local government's board or council resolution. Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program. Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years: <ul style="list-style-type: none"> <input type="checkbox"/> FY19 - \$220,000 (\$110,000 locality match and \$110,000 VDOT match) This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated. This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement. This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT. 	

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Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: 9999-116-R90	UPC: 108709	CFDA # N/A	Locality: City of Hopewell
Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721	
Scope:	Reconstruction - Hummel Ross Rd.		
From:	Route 10, Randolph Road		
To:	Bridge		
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319	jbutter@hopewellva.gov	
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010	james.shepherd@vdot.virginia.gov	

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$177,600	\$97,500	\$888,000	\$1,163,100
Estimated VDOT Project Expenses	\$14,400	\$2,500	\$72,000	\$88,900
Estimated Total Project Costs	\$192,000	\$100,000	\$960,000	\$1,252,000

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$192,000	Revenue Sharing	50%	\$96,000	\$96,000	\$81,600
				\$0	\$0	
				\$0	\$0	
Total PE	\$192,000			\$96,000	\$96,000	
Right of Way & Utilities	\$100,000	Revenue Sharing	50%	\$50,000	\$50,000	\$47,500
				\$0	\$0	
				\$0	\$0	
Total RW	\$100,000			\$50,000	\$50,000	
Construction	\$960,000	Revenue Sharing	50%	\$480,000	\$480,000	\$408,000
				\$0	\$0	
				\$0	\$0	
Total CN	\$960,000			\$480,000	\$480,000	
Total Estimated Cost	\$1,252,000			\$626,000	\$626,000	\$537,100

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$626,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$537,100

Project Financing						
Revenue Sharing State Match	Revenue Sharing Local Match					Aggregate Allocations
\$626,000	\$626,000					\$1,252,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 4/18/18..
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$626,000
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY17 - \$770,240 (\$385,120 locality match and \$385,120 VDOT match)
 - FY18 - \$481,760 (\$240,880 state match and \$240,880 local match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

Appendix A

Date: 3/11/2019

Project Number: U000-116-R07 UPC: 113284 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope: PRINCE HENRY AVE & PELHAM ST - RECONSTRUCTION

From: Pecan Street

To: Pelham Street

Locality Project Manager Contact info: Johnnie Butler 804-541-2319 jbutler@hopewellva.gov

Department Project Coordinator Contact Info: Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$11,500	\$0	\$347,640	\$359,140
Estimated VDOT Project Expenses	\$3,500	\$0	\$8,500	\$12,000
Estimated Total Project Costs	\$15,000	\$0	\$356,140	\$371,140

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$15,000	Revenue Sharing	50%	\$7,500	\$7,500	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$15,000			\$7,500	\$7,500	\$4,000
Construction	\$235,000	Revenue Sharing	50%	\$117,500	\$117,500	
	\$121,140	Local Funds	100%	\$121,140	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$356,140			\$238,640	\$117,500	\$109,000
Total Estimated Cost	\$371,140			\$246,140	\$125,000	\$113,000

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$125,000

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$113,000

Project Financing

Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds			Aggregate Allocations
\$125,000	\$125,000	\$121,140			\$371,140

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 2/5/19.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$125,000
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY19 - \$250,000 (\$125,000 locality match and \$125,000 VDOT match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: U000-116-R05 UPC: 113283 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope: VAR LOC - RESURFACE

From: Various

To:

Locality Project Manager Contact info: Johnnie Butler 804-541-2319 jbutter@hopewellva.gov

Department Project Coordinator Contact Info: Jimmy Shepherd 804-524-6010 james.shepherd@vdot.virginia.gov

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$1,000	\$0	\$785,500	\$786,500
Estimated VDOT Project Expenses	\$5,000	\$0	\$8,500	\$13,500
Estimated Total Project Costs	\$6,000	\$0	\$794,000	\$800,000

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$6,000	Revenue Sharing	50%	\$3,000	\$3,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$6,000			\$3,000	\$3,000	-\$2,000
Construction	\$794,000	Revenue Sharing	50%	\$397,000	\$397,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$794,000			\$397,000	\$397,000	\$388,500
Total Estimated Cost	\$800,000			\$400,000	\$400,000	\$386,500

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$400,000

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$386,500

Project Financing

Revenue Sharing State Match	Revenue Sharing Local Match				Aggregate Allocations
\$400,000	\$400,000				\$800,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines.
- The project will be constructed and maintained in accordance with VDOT's Urban Manual.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 4/9/2019.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$400,000
- All local funds included on this appendix have been formally committed by the local government's board or council resolution.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated.
- Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years:
 - FY19 - \$400,000 (\$200,000 locality match and \$200,000 VDOT match)
 - FY20 - \$400,000 (\$200,000 locality match and \$200,00 VDOT match)
- This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement.
- This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT.

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Revised: July 3, 2018

Typed or printed name of person signing

Appendix A

Date: _____

Project Number: 0156-116-R85 UPC: 107180 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-2721	Locality DUNS# 010060101	Locality Address (incl ZIP+4): 300 North Street Hopewell, VA 23860-2721
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Scope:	RTE 156 - IMPROVE DRAINAGE		
From:	S. 6th Avenue		
To:	Westover Avenue		
Locality Project Manager Contact info:	Johnnie Butler 804-541-2319	jbutler@hopewellva.gov	
Department Project Coordinator Contact Info:	Jimmy Shepherd 804-524-6010	james.shepherd@vdot.virginia.gov	

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$12,600	\$0	\$186,175	\$198,775
Estimated VDOT Project Expenses	\$6,000	\$0	\$2,000	\$8,000
Estimated Total Project Costs	\$18,600	\$0	\$188,175	\$206,775

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$18,600	Revenue Sharing	50%	\$9,300	\$9,300	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
Total PE	\$18,600			\$9,300	\$9,300	\$3,300
Construction	\$55,000	Revenue Sharing	50%	\$27,500	\$27,500	
	\$133,175	Local Funds	100%	\$133,175	\$0	
				\$0	\$0	
				\$0	\$0	
Total CN	\$188,175			\$160,675	\$27,500	\$25,500
Total Estimated Cost	\$206,775			\$169,975	\$36,800	\$28,800

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$36,800
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$28,800

Project Financing					
Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds			Aggregate Allocations
\$36,800	\$36,800	\$133,175			\$206,775

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Revenue Sharing Program Guidelines. The project will be constructed and maintained in accordance with VDOT's Urban Manual. The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the LOCALITY subsequent to project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT. In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality completed project scoping on 5/16/2017. This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$36,700. All local funds included on this appendix have been formally committed by the local government's board or council resolution. Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program. This project has Revenue Sharing Program allocations. Per §33.2-357 the project must progress in order to prevent these funds from being de-allocated. Revenue Sharing Program funds, as indicated in the Project Financing section, were approved in the following fiscal years: <ul style="list-style-type: none"> <input type="checkbox"/> FY16 - \$73,600 (\$36,800 locality match and \$36,800 VDOT match) This project is part of a Programmatic Project Administrative Agreement for Revenue Sharing Projects and is included on the Appendix B that is part of the agreement. This project was previously under an executed Programmatic Project Administration Agreement (PPAA) that expires on June 30, 2019. This Appendix A is part of a new PPAA that supersedes all previous versions signed by the Locality and VDOT. 	

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Authorized VDOT Official and Date

Typed or printed name of person signing

Revised: July 3, 2018

Typed or printed name of person signing

R-6



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:

Riverside Regional Jail – Budget and Appropriate Funding

ISSUE: To amend the General Fund for Fiscal Year beginning July 1, 2018 and ending June 30, 2019 by increasing the appropriations by \$300,723 to appropriate a distribution of funds from Riverside Regional Jail Authority (RRJA) back to RRJA in compliance with bond requirements.

RECOMMENDATION: Staff recommends approval of the request as submitted.

TIMING: Action is requested at the May 28, 2019 meeting.

BACKGROUND: RRJA is projecting a revenue shortfall at fiscal year-end of approximately \$2.4 million due to an unexpected decline in average daily population from another member jurisdiction. RRJA’s bond agreements require that revenues exceed expenses during the year; in the event of a shortfall RRJA distributes funds from existing fund balances to the member localities and requests those same funds be paid back to RRJA as a special assessment. This increases the revenue recorded by RRJA. The net impact to the City is zero, as the City will only budget and appropriate the funding received from RRJA.

ENCLOSED DOCUMENTS:

- Budget Resolution

STAFF:

John M. Altman, Jr., City Manager

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-7



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:

Agreement between Virginia Department of Health and the Hopewell City Council for Funding and Services of the Hopewell City Health Department

ISSUE: The Crater Health Department submitted their annual renewal of the Hopewell Health Department Local Government Agreement Contract for 2019. This is time-sensitive as the current agreement expires June 30, 2019.

RECOMMENDATION: Authorize the City Manager to execute this Agreement as the Local Authorizing Officer.

TIMING: Authorization is needed on May 28, 2019.

BACKGROUND: This is the annual renewal of the Hopewell Health Department Local Government Agreement Contract for 2019. The City Attorney has conducted a legal review of this agreement and there are no concerns from a legal standpoint. He also confirmed the dollar figures in the agreement are correct.

ENCLOSED DOCUMENTS:

- Agreement between Virginia Department of Health and the Hopewell City Council for Funding and Services of the Hopewell City Health Department and Invoice

STAFF: March Altman, City Manager

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			



CRATER HEALTH DISTRICT

LOCAL GOVERNMENT AGREEMENT PROCESS

IMPORTANT INFORMATION TO KNOW...

Assessing the separate local government agreement (LGA) packet

Please review the packet for the Local Government Agreement for your health department services. After review, print and sign the three (3) copies of the local government agreement documents for the SFY19 commitment.

1. Once signed, make a copy of the agreement you will adhere to for your records. The three (3) **originally** signed documents must be returned to Crater Health District for final execution.
2. Contact Roxanne Marr-Shears, Business Manager, once the selected packet has been signed; and she will have the district courier service pick-up the documents.
3. The documents will go through final review and approval by the Virginia Department of Health Commissioner's office. Once the documents are fully executed, a fully executed document will be sent to you for record.

We are requesting that the three (3) contracts be signed as soon as possible.

Thank you for your cooperation.

**AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND THE
HOPEWELL CITY CITY COUNCIL FOR FUNDING AND SERVICES OF THE
HOPEWELL CITY HEALTH DEPARTMENT**

This agreement (“Agreement”) for the services to be provided by the Hopewell City Health Department and the funding therefore is by and between the Virginia Department of Health (“VDH”) and the Hopewell City Council (collectively “the Parties”).

The Agreement is created in satisfaction of the requirements of § 32.1-31 of the Code of Virginia (1950), as amended, in order to operate the Hopewell City Health Department under the terms of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows.

§ 1. VDH, over the course of one fiscal year, will pay an amount not to exceed \$359,989.00, from the state general fund to support the cooperative budget in accordance with, and dependent upon, appropriations by the General Assembly, and in like time frame, the City Council of Hopewell City will provide by appropriation and in equal quarterly payments a sum of \$219,181.00 local matching funds and \$10,002.00 one-hundred percent local funds for a total of \$229,183.00 local funds for this fiscal year.

In addition, the City Council has approved the Hopewell City Health Department to carry forward \$0.00 in local matching funds for a total of \$0.00 matching funds and an additional \$8,655.00 in one-hundred percent local funds from the prior fiscal year closing locality balance.

These joint funds will be distributed in timely installments, as services are rendered in the operation of the Hopewell City Health Department, which shall perform public health services in Hopewell City as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

§ 2. The term of the agreement begins July 1, 2018. This Agreement will be automatically extended on a state fiscal year to year renewal basis under the existing terms and conditions of the Agreement unless timely written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective.

§ 3. The Commonwealth of Virginia (“Commonwealth”) and VDH shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.

- A. The responsibility of the Commonwealth and VDH to provide liability insurance coverage shall be limited to and governed by the Commonwealth of Virginia Public Liability Risk Management Plan, established under § 2.2-1837 of the Code of Virginia (1950), as amended. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code of Virginia (1950), as amended, or under a policy procured by the locality.
- B. The Commonwealth and VDH will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Commonwealth of Virginia Public Liability Risk Management Plan.

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia (1950), as amended, when performed by a state employee, are herewith expressly exempted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Commonwealth of Virginia Public Liability Risk Management Plan , the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia (1950), as amended, and the Commonwealth of Virginia Public Liability Risk Management Plan , the legal representation of said employee by the city or county attorney, and, the City Council of Hopewell City hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.

- D. In no event shall the Commonwealth or VDH be responsible for providing legal defense or insurance coverage for local government employees.

§ 4. Title to equipment purchased with funds appropriated by the local government and transferred to the Commonwealth, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.

§ 5. This Agreement may only be amended or otherwise modified by an instrument in writing signed by the Parties.

 Robert W. Hicks
 Deputy Commissioner for Community Health Services
 Virginia Department of Health

 Local authorizing officer signature

 Date

 Authorizing officer printed name

 Alton Hart, Jr., MD, MPH
 District Health Director
 Crater Health District

 Authorizing officer title

 Date

 Date

Approved as to form by the Office of the Attorney General on July 23, 2018

Attachments: Local Government Agreement, Attachment A(1.)
 Local Government Agreement, Attachment A(2.)

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

For Each Service Provided, Check Block for Highest Income Level Served			
COLLABORATIVE COMMUNITY HEALTH IMPROVEMENT PROCESS	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Assure that ongoing collaborative community health assessment and strategic health improvement planning processes are established. To include public health, health care systems and community partners. As provided for in §32.1-122.03 Code Link- 32.1-122.03 ; State Health Plan Link Virginia Plan for Well-Being 2016-2020			X
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Immunization of patients against certain diseases, including Childhood Immunizations As provided for in 32.1-46 Code Link- 32.1-46			X
Sexually transmitted disease screening, diagnosis, treatment, and surveillance 32.1-57, Districts may provide counseling Code Link- 32.1-57			X
Surveillance and investigation of disease 32.1-35 and 32.1-39 Code Links- 32.1-35 , 32.1-39 , 32.1-43			X
HIV/AIDS surveillance, investigation, and sero prevalence survey 32.1-36, 32.1-36.1, 32.1-39 Code Links- 32.1-36 , 32.1-36.1 , 32.1-39			X
Tuberculosis control screening, diagnosis, treatment, and surveillance 32.1-49, 32.1-50.1, and 32.1-54 Code Links- 32.1-49 , 32.1-50 , 32.1-50.1			X
FAMILY PLANING SERVICES	Income A only	Defined by Federal Regulations	All
Clinic services including drugs and Contraceptive supplies Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C 300 et seq., and 42 CFR Part 59		X	
Pregnancy testing and counseling Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C. 300 et seq., and 42 CFR Part 59\		X	

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT ([32.1-11](#))

CHILD HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching 32.1-77, 32.1-89 and 32.1-90 Code Links- 32.1-77 , 32.1-89 , 32.1-90			X
Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements Code Links- 32.1-65 , 32.1-67 , 32.1-68			X
Well child care up to age 18 years of age. Board of Health Code Link- 32.1-77	X		
WIC : Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C. § 1786; 7 C.F.R. Part 26		X	
EPSDT: DMAS MOA Social Security Act section 1905(r) (5) Code Link- 32.1-11			X
Blood lead level testing Code Link- 32.1-46.1 , 32.1-46.2			X
Outreach, Patient and Community Health Education Code Link- 32.1-11 , 32.1-11.3 ,			X
Community Education Code Link- 32.1-11 , 32.1-23			X
Pre-school Physicals for school entry Code Link- 22.1-270	X		
Services for Children with Special health care needs Title V, Social Security Act Code Link- 32.1-77			X
Child restraints in motor vehicles Code Link- 46.2-1095 , 46.2-1097			X
Babycare, Child : DMAS MOA			X
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Prenatal and post partum care for low risk and intermediate risk women, Title V, Social Security Act Code Link- 32.1-77		X	
Babycare, Maternal : DMAS MOA		X	
WIC: Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1966; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C §1786 and 7CFR Part 26		X	

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

<p>The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies and VDH policies. Data regarding the below services shall be entered in, or exported to, the statewide environmental health database for all available data fields. Local health department staff shall be responsible for responding to all complaints, constituent responses, media inquiries, and Freedom of Information Act request related to the following services.</p>	
<p>Investigation of communicable diseases: Pursuant to §§ 32.1-35 and 32.1-39 of the Code of the Code of Virginia, the local health director and local staff are responsible for investigating any outbreak or unusual occurrence of a preventable disease that the Board of Health requires to be reported. Code Links-32.1-35, 32.1-39</p>	X
<p>Marinas: Pursuant to § 32.1-246 of the Code of Virginia, local health department staff are responsible for permitting marinas and other places where boats are moored and is responsible for inspecting them to ensure that their sanitary fixtures and sewage disposal facilities are in compliance with the Marina Regulations (12VAC5-570-10 et seq.) Code Link-32.1-246</p>	X
<p>Migrant labor camps: Pursuant to §§ 32.1-203-32.1-211 of the Code of Virginia, local health departments are responsible for issuing, denying, suspending and revoking permits to operate migrant labor camps. Local health departments also must inspect migrant labor camps and ensure that the construction, operation and maintenance of such camps are in compliance with the Rules and Regulations Governing Migrant Labor Camps (12VAC5-501-10 et seq.) Code Links-32.1 Chapter 6 Article 6</p>	X
<p>Milk: Pursuant to §§ 3.2-5206, 3.2-5208 of the Code of Virginia and the agency's MOA with VDACS, the local health department is responsible for issuing, denying, suspending and revoking permits for Grade "A" milk processing plants which offer milk and or milk products for sale in Virginia. Local health departments are also responsible for the inspection of Grade "A" milk plants for compliance with the Regulations Governing Grade "A" Milk (2VAC5-490-10). Code Links- 3.2-5206, 3.2-5208</p>	X
<p>Alternative discharging sewage systems: Pursuant to § 32.1-164(A) of the Code of Virginia, local health departments are responsible for issuing, denying and revoking construction and operation permits for alternative discharging systems serving individual family dwellings with flows less than or equal to 1,000 gallons per day on a monthly average. Local health departments are also required to conduct regular inspections of alternative discharging systems in order to ensure that their construction and operation are in compliance with the Alternative Discharging Sewage Treatment Regulations for Individual Family Dwellings (12VAC5-640-10 et seq.). Code Link-32.1-164</p>	X
<p>Onsite sewage systems: Pursuant to § 32.1-163 et seq. of the Code of Virginia, local health department staff is responsible for reviewing and processing site evaluations and designs of onsite sewage systems in accordance with applicable state regulations and may perform such evaluations and designs as allowed. Local health department staff is also responsible for issuing, denying and revoking construction and operation permits for conventional and alternative onsite sewage systems. Local health department staff are responsible for assuring that onsite sewage systems are inspected at time of construction for compliance with the Sewage Handling and Disposal Regulations (12VAC5-610-20 et seq.; "SHDR") and the Alternative Onsite Sewage System Regulations (12VAC5-613-10 et seq.; "AOSS Regulations"); local health department staff may perform such inspections as required. Local health department staff is also responsible for assuring the performance, operation, and maintenance of onsite sewage systems are in compliance with the SHDR and AOSS Regulations. Code Link-32.1-163</p>	X
<p>Rabies: Pursuant to § 3.2-6500 et seq. of the Code of Virginia, the local health department is responsible for investigating complaints and reports of suspected rabid animals exposing a person, companion animal, or livestock to rabies. Code Link- 3.2-6500</p>	X

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

<p>Restaurants/eating establishments: Pursuant to § 35.1-14 of the Code of Virginia, local health departments are responsible for issuing, denying, renewing, revoking and suspending permits to operate food establishments. In addition, local health departments are required to conduct at least one annual inspection of each food establishment to ensure compliance with the requirements of the Food Regulations (12VAC5-421-10 et seq.). These regulations include requirements and standards for the safe preparation, handling, protection, and preservation of food; the sanitary maintenance and use of equipment and physical facilities; the safe and sanitary supply of water and disposal of waste and employee hygiene standards. Code Link- 35.1-14</p>	<p>X</p>
<p>Hotels/Motels: In accordance with § 35.1-13 of the Code of Virginia, local health department staff is responsible for issuing, denying, revoking and suspending permits to operate hotels. The local health department is responsible for conducting inspections of hotels to ensure compliance with the Hotel Regulations (12VAC5-431-10 et seq.). These regulations include requirements and standards for physical plant sanitation; safe and sanitary housekeeping and maintenance practices; safe and sanitary water supply and sewage disposal and vector and pest control. Code Link-35.1-13</p>	<p>X</p>
<p>Wells: Pursuant to § 32.1-176.4, and the resulting authority provided by the Board, local health departments are responsible for issuing, denying and revoking construction permits and inspection statements for private wells. Local health departments are also responsible for inspecting private wells to ensure that their construction and location are in compliance with the Private Well Regulations. (12VAC5-630-10 et seq.) Code Link-32.1-176.4</p>	<p>X</p>
<p>Homes for adults: The local health department, at the request of the Department of Social Services (DSS), will inspect DSS-permitted homes for adults to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	<p>X</p>
<p>Juvenile Justice Institutions: Pursuant to § 35.1-23 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of juvenile justice institutions in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-35.1-23</p>	<p>X</p>
<p>Jail inspections: Pursuant to § 53.1-68 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of correction facilities in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-53.1-68</p>	<p>X</p>
<p>Daycare centers: At the request of DSS will inspect DSS-permitted daycare centers to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	<p>X</p>
<p>Radon Pursuant to § 32.1-229, local health department may assist VDH Central Office with Radon testing and analysis. Code Link-32.1-229.</p>	<p>X</p>
<p>Summer camps/ Campgrounds: Pursuant to §§ 35.1-16 and 35.1-17 of the Code of Virginia and the corresponding regulations, local health departments are responsible for issuing, denying, and revoking permits to operate summer camps and campgrounds. The local health department is responsible for conducting inspections of summer camps and campgrounds not less than annually to ensure that their construction, operation and maintenance are in compliance with the Regulations for Summer Camps (12VAC5-440-10 et seq.) and the Rules and Regulations Governing Campgrounds (12VAC5-450-10 et seq.). Code Links-35.1-16, 35.1-17</p>	<p>X</p>

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE **ASSURED** BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health	
Pre-Admission Screenings (PAS) DMAS MOA Code Link- 32.1-330	X
Comprehensive Services Act Community Policy and Management Teams (CPMT) 2.2-5201-2.2-5211 Code Link- 2.2-5201 , 2.2-5211	X
Interagency Coordinating Council (Infants/Toddlers) Early Intervention Services Code Link- 2.2-5305 , 2.2-5306	X
Vital Records Code Link- 32.1-254 , 32.1-255 , 32.1-272	X
Immunizations for maternity and post-partum patients Code Link- 32.1-11 , 32.1-325 , 54.1-3408 .	X
AIDS Drug Assistance Program (ADAP) Code Link- 32.1-11 ,	X
Emergency Preparedness and Response Code Link- 32.1-42 , 32.1-43 et seq., 32.1-229 ,	X
HIV Counseling, Testing and Referral Code Link- 32.1-37.2	X

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All
COMMUNICABLE DISEASE SERVICES			
Foreign Travel Immunizations			
Other:			
CHILD HEALTH SERVICES			
Disabled disability Waiver Screenings DMAS MOA Code Link- 32.1-330 Other:			
Other			
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Other:			
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Nutrition Education			
Preventive Health Services			
Pre-Conception Health Care			
Other:			
MEDICAL SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
Community Education			
Other			

HOPEWELL CITY VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served
--

SPECIALTY CLINIC SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
DENTAL HEALTH SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All

HOPEWELL CITY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH ENVIRONMENTAL SERVICES PROVIDED
UNDER LOCAL ORDINANCE OR CONTRACT

Neither the <i>Code of Virginia</i> nor Regulations of the Board of Health requires the following services to be provided by the local health department	Place an X in this column if service is provided for locality	Local ordinance code cite	Provide a brief description of local ordinance requirements
Water supply sanitation-Inspection of Water Supplies. Code Link- 15.2-2144 on local regulation			
Other Environmental – identify services below			

**REPORTS
OF THE
CITY
ATTORNEY**

Ronnieye Arrington

From: Calos, Stefan M. <scalos@sandsanderson.com>
Sent: Thursday, May 23, 2019 11:12 AM
To: Ronnieye Arrington
Cc: John M. Altman; Debbie Pershing; Charles E. Dane; Michelle Hicks; Wallace, Matthew T.
Subject: RE: City Council rules
Attachments: Rules of Procedure, City Council, Rule 306, current and proposed, clean and blacklined, by smc 5.23.19.pdf; Rules of Procedure, City Council, clean, approved through 5.14.19 (to be adopted after all rules approved), by smc as of 5.15.19.pdf

Ronnieye, in follow up to the May 14, 2019 city council meeting, I attach an updated proposed Rule 306 (*Time Limits*). I also attach the latest draft of all approved rules, which now includes the re-approved Rule 203 (*Discussion Limitation*). The document remains four numbered pages. Please keep them together, as one document.

Please include this explanatory email in the May 28 agenda packet for the open meeting, along with the attached documents, in the order presented here. Thank you,

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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Current . . .

306. **Time Limit** - Meetings will have a three-hour time limit from beginning to end. Meetings beginning at 7:30 PM will adjourn at 10:30 PM. Stand-alone Work Sessions or Special Meetings beginning at 6:30 PM will adjourn at 9:30 PM. Any item not addressed within the three (3) hours would be continued to the next meeting, unless Council waives the rules to extend the meeting.

Proposed (blacklined) . . .

Time Limits - Meetings ~~will~~ have a three-hour ~~time~~ limit from beginning to end, unless a majority of councilors present has voted to extend the meeting. ~~Meetings beginning at 7:30 PM will~~ As examples, regular meetings adjourn ~~at~~ by 10:30 ~~p.m. PM-, and S~~ stand-alone ~~W~~ work S sessions or ~~S~~ special M meetings beginning at 6:30 ~~p.m. PM will~~ adjourn at 9:30 ~~p.m. PM.~~ However, an item that council began to address prior to the end of the three-hour period may be completed at that meeting. Any item that council does not begin to address within the three ~~(3)~~ hours period is ~~would be~~ continued to ~~the next~~ another meeting, ~~unless Council waives the rules to extend the meeting.~~

Proposed (clean) . . .

Time Limits - Meetings have a three-hour limit from beginning to end, unless a majority of councilors present has voted to extend the meeting. As examples, regular meetings adjourn by 10:30 p.m., and stand-alone work sessions or special meetings beginning at 6:30 p.m. adjourn at 9:30 p.m. However, an item that council began to address prior to the end of the three-hour period may be completed at that meeting. Any item that council does not begin to address within the three-hour period is continued to another meeting.

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

These rules are authorized by the Hopewell Charter, Chapter IV, Section 4

CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

- 101. Robert’s Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert’s Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chair (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved); for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the city clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

- 103. Temporary Chair** – In the absence of the mayor and vice mayor, the city clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chair until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102 - 104 approved 9.11.18; addition of "city" before "clerk" per 1.22.19 council meeting; for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 105. Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

- 106. Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is

designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—
MEMBERS OF COUNCIL**

- 201. Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most-recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

Sample Seating Chart

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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[podium]

[Approved 2.26.19]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Approved 10.9.18]

- 203. Discussion Limitation** – Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may on any item speak up to ten minutes total, which includes questions, discussion, and debate. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, and a third time if every other councilor has had equal opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed, or a work session item becomes an action item, the limitations in this rule apply.

[Approved 5.14.19]

- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward

7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Approved 9.11.18]

- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

[Approved 1.22.19]

206. RESERVED

[Approved 1.22.19, with this notation: No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.]

- 207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

- 208. Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.

[Rules 207 and 208 approved 1.22.19]

- 209. Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

[Approved 10.9.18]

REGULAR AND SPECIAL MEETINGS; AGENDA

- 301. Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).

- 302. Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).

[Rules 301 and 302 approved 2.26.19]

403. Minutes; Recordings – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.

[Approved 2.12.19]

405. Communications from Citizens and Others – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.

[Approved 3.5.19]

406. Decorum – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Approved 10.9.18]

422. Proclamation, Certificate, and Letterhead Guidelines – Council as a body issues proclamations, certificates of recognition or condolence, and congratulatory letters, in conformance with the attached guidelines. Such proclamations, certificates, and letters are approved and signed by the mayor or, in the absence or disability of the mayor, the vice mayor (Charter IV.5). For personal communications or statements, an individual councilor may use letterhead incorporating the city logo and indicating they are "from the desk of" the councilor. No communication or statement issued by an individual councilor is or may be deemed an official act of the council, the city of Hopewell, or its agencies.

[Approved 4.9.19]

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

IR-1

IR-2

ADJOURN