



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

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

John M. Altman, Jr., City Manager
Sandra R. Robinson, City Attorney
Mollie P. Bess, Acting City Clerk

June 8, 2021

ELECTRONIC MEETING

Closed Meeting: 6:30 PM
Regular Meeting: 7:30 PM

6:30 p.m. Call to order, roll call, and welcome to visitors

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters including, but not limited to, the assignment, performance and salaries of specific appointees, officers, and employees of the City, including the City Manager, City Attorney, and City Clerk; and to consider prospective candidates for appointment to various boards and commissions; (A)(7) and (8) to consult with legal counsel and staff regarding specific legal matters and probable litigation, where such consultation in open meeting would adversely affect the City's interest; and to the extent these discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

REGULAR MEETING

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

Prayer by Mr. Charles Dane, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Bennett.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

C-3 Information for Council Review: HPC 2/25/21 Meeting Minutes; HPC 4/22/21 Meeting Minutes

C-4 Personnel Change Report & Financial Report:

C-5 Public Hearing Announcements:

C-6 Routine Approval of Work Sessions: June 22, 2021 – Boards & Commissions Review; Jackson Farm Road, Development Standard

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

Downtown Hopewell – Heather Lyne

Public Hearings

PH-1 Public Hearing - School Board Appointment

Unfinished Business

NONE

Reports of Boards and Commissions:

Reports of City Manager:

Regular Business

R-1. **Regular Business** – Hopewell Broadband Authority

R-2. **Regular Business** – Reopening City Hall

MOTION: _____

Roll Call

R-3. **Regular Business** – Authorization to Demolish 706 N, 21st Avenue

MOTION: _____

Roll Call

R-4. **Regular Business** – Update on Cameron Foundation Grant

MOTION: _____

Roll Call

R-5. **Regular Business** – FY2021-2022 Operating and Capital Budget Resolution

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Boards & Commissions Presentation

Reports of City Council:

Committees

Councilors Request

CR-1 Councilor Request – Feasibility of conducting City Council meetings back in the City Council Chambers (Denton)

MOTION: _____

Roll Call

CR-2 Councilor Request – Feasibility of setting up Enterprise Accounts for Recreation and Parks for Community Memberships, and Development for grass cutting, trash violations and permits (Partin)

MOTION: _____

Roll Call

CR-3 Councilor Request – Anchor Point Complaints – Road Infrastructure Status and Ground Maintenance from Contractor/Developer (Gore)

MOTION: _____

Roll Call

CR-4 Councilor Request – Formal Creation of the City Council Finance Committee (Pelham)

MOTION: _____

Roll Call

CR-5 Councilor Request – Expand stormwater program into an independent and more comprehensive Environmental Engineering Department (Partin)

MOTION: _____

Roll Call

CR-6 Councilor Request – Audit Deadline of 9/11 and Accountability Discussion (Pelham)

MOTION: _____

Roll Call

CR-7 Councilor Request – Committee for the Shiloh Lodge Museum Discussion (Pelham)

MOTION: _____

Roll Call

CR-8 Councilor Request – COVID-19 Expenditures (Pelham)

MOTION: _____

Roll Call

CR-9 Councilor Request – Fraud, Waste and Abuse Policy (Gore)

MOTION: _____

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

**CLOSED
MEETING**

CONSENT AGENDA

**MINUTES OF THE FEBRUARY 25, 2021 MEETING
OF THE HISTORIC PRESERVATION COMMITTEE
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held virtually on Thursday, February 25, 2021 at 10:00 a.m.

Present:

Janice Denton
Debbie Randolph
Lewis Rogers
David Fratarcangelo
Rita Joyner
Jeanie Langford
Aaron Reidmiller
Becky McDonough

Staff:

Tevya Griffin, Director of Development
Chris Ward, Senior Planner

Guests:

Mary Calos

The meeting began at 10:02 a.m.

COMMITTEE MEMBERSHIP

Mr. Ward welcomed everyone to the meeting. He began by stating the some vacancies remain on the committee and need to be filled. Councilor Randolph noted that she had invited Mr. Avon Miles to serve on the committee but he declined. The following names were put forth as potential members to fill vacant slots: Malik Wheat, Keith Hayes, and Mr. Stoneking (couldn't hear first name) for vacant slot, and Daniel Jones to represent HHF. Mr. Ward noted that he erred when counting available spaces – if the current third city council position is changed to an at-large position, only one vacant position remains to be filled.

The committee decided to remove the 'William & Mary' designation on the college student position and select a student from an area college. Becky McDonough volunteered to reach out to area colleges.

The committee decided that staff should send a letter to Historic Hopewell Foundation asking if Daniel Jones would serve on the committee.

Debbie Randolph asked staff to provide her a write up of the requested changes to the committee and TBRs for new appointees so that she can have City Council take action. She also asked for the two architectural assessment reports be shared with all members.

POTENTIAL PROJECT FUNDING SOURCES

Mr. Ward informed the members that he has already shown the property to Todd Graham, Executive Director of the Cameron Foundation. He stated that Mr. Graham was encouraged by the city's efforts with this structure and City Point and thought that the Cameron Foundation may be able to play a financial role, particularly in the planning phase.

Mr. Rogers noted that NPS has a public-facing organization that may have funds available for a thorough, element-by-element, architectural assessment of the structure that will identify all the remaining historic fabric of the structure. He stated that he will investigate this opportunity further.

MISSION & VISION STATEMENT

Mr. Ward stated that a Mission and Vision Statement for the committee relating to the Shiloh Lodge project will be necessary for seeking project funding. Jeanie Langford, Lewis Rogers, David Fratarcangelo and Rita Joyner volunteered to draft a Mission and Vision statement that will be ready for committee review at the March meeting.

REGULAR MEETING DAY AND TIME

The committee decided that regular meetings should be held the last Thursday of each month at 4:00PM. Meetings will be held virtually until further notice.

PROJECT SIGN

Mr. Ward suggested that the members consider having a sign installed at the site to inform the public of the project. The committee decided that a project sign is warranted. Councilor Randolph offered using her Councilor funds to pay for the sign. Debbie Randolph, Aaron Reidmiller, and Chris Ward volunteered to develop the project sign and will present a draft sign design at the March meeting.

The meeting adjourned at 11:05AM.



APPROVED

Jeanie Langford
on 4/22/2021

**MINUTES OF THE APRIL 22, 2021 MEETING
OF THE HISTORIC PRESERVATION COMMITTEE
City of Hopewell**

A meeting of the Historic Preservation Committee for the City of Hopewell was held virtually on Thursday, April 22, 2021 at 4:00p.m.

Present:

Debbie Randolph
Lewis Rogers
Rita Joyner
Aaron Reidmiller
Becky McDonough

Absent:

Janice Denton
David Fratarcangelo
Jeanie Langford

Staff:

Tevya Griffin, Director of Development
Chris Ward, Senior Planner

Guests:

Julie Steele, National Park Service

The meeting began at 4:06 a.m.

ADMINISTRATIVE MATTERS

Mr. Ward opened the meeting by having everyone introduce themselves. Ms. Griffin welcomed everyone to the meeting. She asked if there were any requests for withdrawal, deferral or amendments to the agenda. There were none.

Ms. Griffin asked if there were any changes to the minutes from the February 25, 2021 Historic Preservation Committee meeting. There were none. Councilor Randolph made a motion to approve the meeting minutes. Ms. Joyner seconded. The motion carried 5-0. Councilor Randolph asked Ms. Griffin to make sure a copy of the approved minutes was provided to the City Clerk. Ms. Griffin agreed.

Ms. Griffin stated that the purpose of the committee is to oversee historic preservation efforts in the city and that its mission may at times overlap with the Architectural Review Board. She continued that an effort will be made to clarify roles and responsibilities through the development of by-laws for the committee.

CITIZENS COMMENTS

There were none.

UNFINISHED BUSINESS

Ms. Griffin stated that the committee still has two positions to fill: a college student and an at-large member. Superintendent Rogers stated that he was unsure if he could serve on the committee in an official capacity and that he may have to serve in an advisory role. He continued that he is seeking advice from the National Park Service on the matter.

Draft Mission and Vision Statement

Mr. Ward stated that Ms. Langford, Ms. Joyner and Superintendent Rogers and Mr. Fratercangelo drafted a Mission and Vision Statement for the committee's consideration:

Mission Statement

To restore, preserve and protect the City Point House/Shiloh thereby opening it to the public as an educational site for our citizens and visitors.

Vision Statement

To preserve the City Point House/Shiloh as a witness to the transformational history of the City Point/Hopewell, Virginia area.

Draft Project Sign Design

Mr. Reidmiller stated that he developed an icon image of the lodge building to add to the project sign design. The members agreed that they liked the design but thought that 'City Point House' should be added to the icon image to be consistent with the sign text. Mr. Reidmiller replied that he could easily add that in. Mr. Ward stated that once the icon image was updated, he would send of the design to a sign maker to get a quote and mock-up.

Archaeology

Mr. Ward informed the group that he had once again reached out to Mike Clem, DHR Eastern Region Archaeologist, to inquire about proceeding with the archaeological dig that was scheduled for last year. He has not received a reply. Ms. Joyner stated that she would inquire with William & Mary about possibly conducting a dig.

Cameron Foundation

Mr. Ward informed the members that Letters of Intent were due to the Cameron Foundation by midnight May 3rd. He continued that Mr. Todd Graham, Executive Director of the Cameron Foundation, is familiar with the Shiloh Lodge project and encouraged the City to apply for planning funding. Mr. Ward asked if there were any volunteers willing to complete and submit a LOI to the Cameron Foundation for Shiloh Lodge Planning funds and Ms. Joyner agreed to undertake the task.

NEW BUSINESS

Election of Officers

Ms. Griffin noted that the Historic Preservation Committee needed to elect officers at the next meeting to include Chairman, Vice Chairman, and Secretary.

By-Laws

Ms. Griffin stated that the Committee also needed to adopt by-laws and that Mr. Ward would present draft by-laws for the members' consideration at the next meeting.

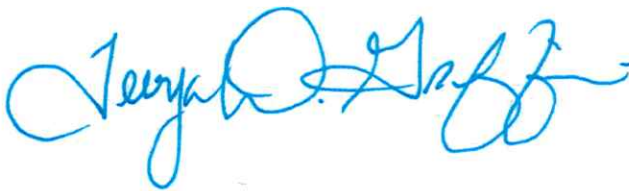
Shiloh Lodge Historical Research

Mr. Ward noted that Jeannie Langford continues her historical research of the property and referred members to the most recent brief write-up that Jeannie provided for additional information.

CIP Budget

Mr. Ward informed the committee members that the Development Department had submitted a monetary request for the Shiloh Lodge project in the City's CIP budget totaling \$40,000. Councilor Randolph cautioned that budget negotiations were ongoing and that the outcome of the final CIP is yet to be determined.

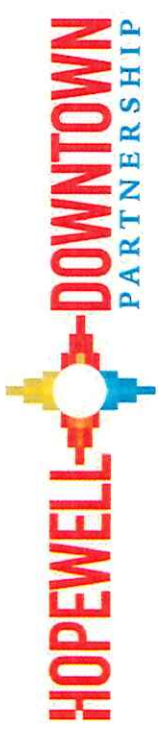
The meeting adjourned at 5:03PM.



 **APPROVED**

PRESENTATION

City Council June 8th, 2021



The Hopewell Downtown Partnership (HDP) partners with local government, existing community and business organizations, as well as our richly diverse community at large, to develop and implement a program for a healthy, vibrant, and prosperous central downtown district. We celebrate our 10th anniversary this year!

Topics



01 Downtown Wayfinding

02 Streetscape Planning

03 Business Investment Guide

04 Dormant Storefronts

Small Business Marketing Program

Pilot Program Outcomes

- Mural and Banners at Walker's Gym
- New Social Media plan for Saucy's Bar.B.Q
- Mural at Roja Taco Joint
- Website revamp for Haley's Honey Meadery
- New signage for Guncotton

MEET YOUR CONSULTANTS...



Deborah Levy is an experienced and letting and communications professional who has been working in the Central Virginia area for years. She has worked at ad agencies, as an account manager, and as a Marketing Officer for Urban Bank. As a Marketing Officer for Urban Bank, Deborah has worked with the local Tri-Cities Center SBDC office coaching business owners in need of marketing help as they start their businesses as well as with owners who need that extra push to get his new and exciting brand.



Jill Vaughn has more than 25 years of communications and leadership experience in consumer products, economic development, government, and gaming. She provides strategic communications support for the client's overall business goals and objectives. Her experience includes strategic marketing, brand development and revitalization, partnership marketing, creative direction, and social strategy. She creates innovative solutions and ensures that critical execution takes place - on time and on budget.



Dawn Young draws from her more than 20-year career in advertising and marketing to create innovative solutions to solve clients' business challenges. There is a strategic marketing & communications professional with a proven track record. Her experience includes strategic marketing, brand development and revitalization, partnership marketing, creative direction, and social strategy. She creates innovative solutions and ensures that critical execution takes place - on time and on budget.

HOPEWELL'S SMALL BUSINESS MARKETING PROGRAM

Eligibility Requirements:

- Brick & mortar
- Current, active City of Hopewell business license
- No more than 25 employees

**APPLICATIONS
OPEN 11/13/2020!**

Using funding provided by the CARES Act, the Hopewell Small Business Marketing Program has been established by the City of Hopewell in partnership with the Hopewell Downtown Partnership. It is our shared goal to provide local business owners access to **free marketing assistance**. We have partnered with two local marketing firms to implement this program: **Levy Strategic Partners** and **JLV Communications**.

For more information and to apply, click here.
Deadline to apply: 11/20/2020



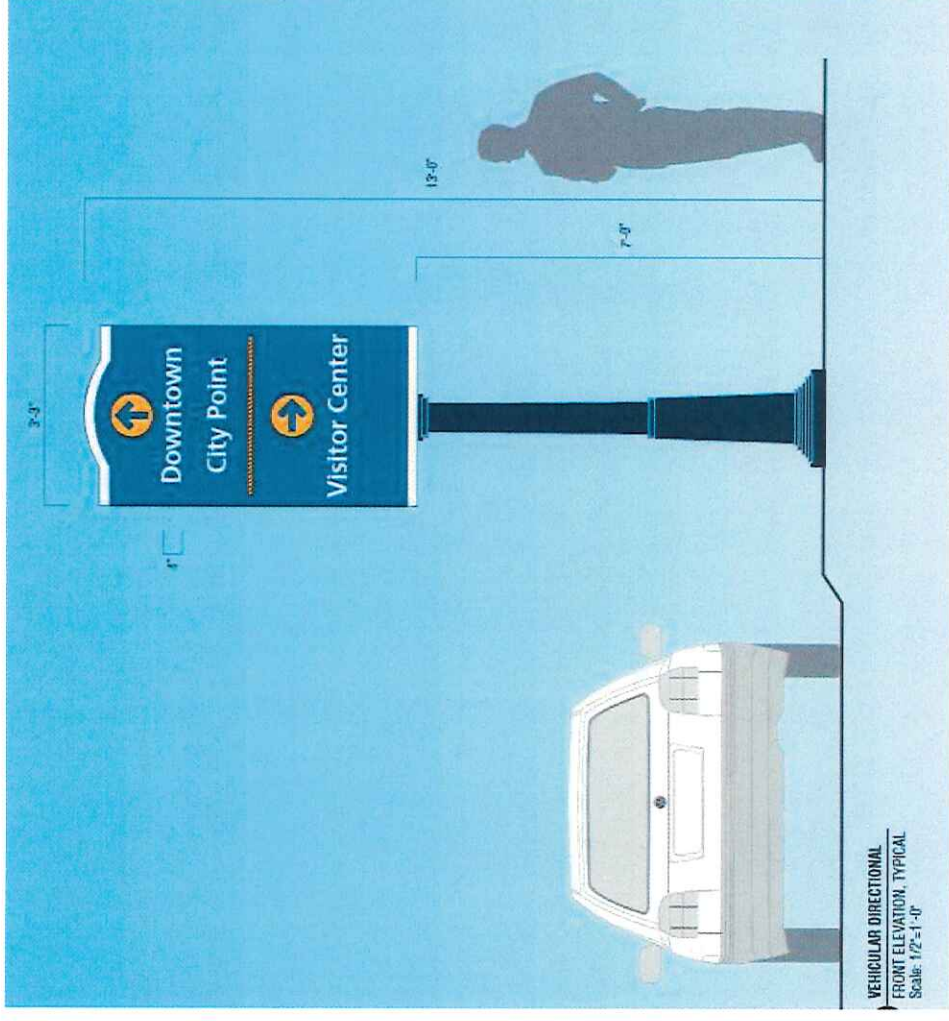
Downtown Wayfinding

- Current conditions...
- City developed a Wayfinding Plan with Gallagher & Associates in 2004
- The last cost estimate for sign fabrication is from 2012 and it was citywide at \$186,000.
- Public Works was going to install the signs.



Downtown Wayfinding

- Directional signage is an important aspect in creating positive visitor and customer experiences.
- Directional signage, when done right, has proven to boost local business, and promote the use of local amenities.



Downtown Wayfinding - possible impact!

Virginia Department of Transportation
 Traffic Engineering Division
 2019
 Annual Average Daily Traffic Volume Estimates By Section of Route
 City of Hopewell

| Route | Jurisdiction | Length | AAADT | QA | 4Tire | Bus | 2Axle | 3+Axle | 1Trail | 2Trail | QC | K | OK | Dir | AAWDT | QW |
|--------------------|------------------------------|--------|-------|----|-------|-----|-------|--------|--------|--------|----|-------|----|-------|-------|----|
| 10 Randolph Rd | City of Hopewell (Maint: 74) | 0.10 | 19000 | N | 94% | 0% | 1% | 1% | 4% | 0% | N | 0.087 | F | 0.515 | 21000 | N |
| 10 Randolph Rd | City of Hopewell | 0.12 | 19000 | G | 94% | 0% | 1% | 1% | 4% | 0% | F | 0.087 | F | 0.515 | 21000 | G |
| 10 Randolph Rd | City of Hopewell | 0.40 | 12000 | G | 94% | 0% | 1% | 1% | 4% | 0% | F | 0.084 | F | 0.524 | 13000 | G |
| 10 Randolph Rd | City of Hopewell | 0.74 | 10000 | G | 94% | 0% | 1% | 1% | 4% | 0% | F | 0.083 | F | 0.531 | 12000 | G |
| 10 156 Randolph Rd | City of Hopewell | 1.26 | 9200 | G | 94% | 0% | 1% | 1% | 4% | 0% | F | 0.092 | F | 0.677 | 10000 | G |

(2019) Annual Average Daily Traffic (AADT) and Annual Average Weekday Traffic (AAWDT) .

Between Main St and Winston Churchill Dr (156), 10,000 cars drive through on average each day, which is 300,000 cars on average each month. With an average of 1.5 people per vehicle (<https://www.energy.gov/eere/vehicles/articles/fortw-1040-july-30-2018-average-vehicle-occupancy-remains-unchanged-2009-2017>) that's 15,000 people on average a day and 450,000 people a month passing through that could visit Downtown and generate revenue.

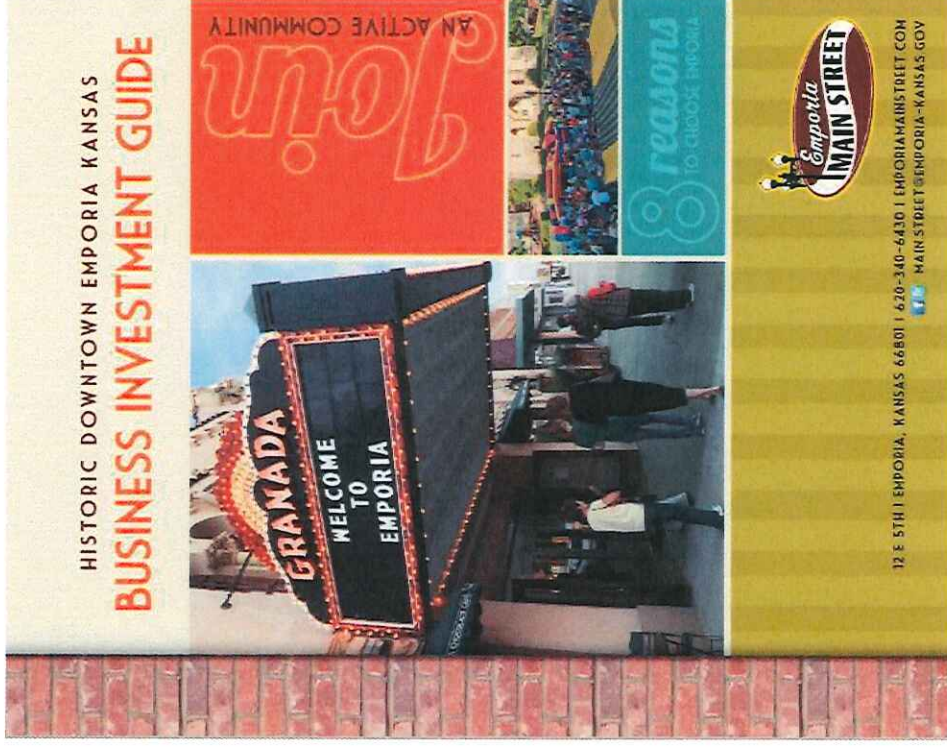
Downtown Wayfinding

- City developed a Wayfinding Plan with Gallagher & Associates in 2004.
- The last cost estimate for sign fabrication is from 2012 and it was citywide at \$186,000.
- Public Works was going to install the signs.



Business Investment Guide

- Why should I bring my business to Downtown Hopewell or invest?
- What community amenities are attractive to potential investors?
- What statistical data do investors need to make sound decisions?
- What resources or financial incentives can we offer to investors?

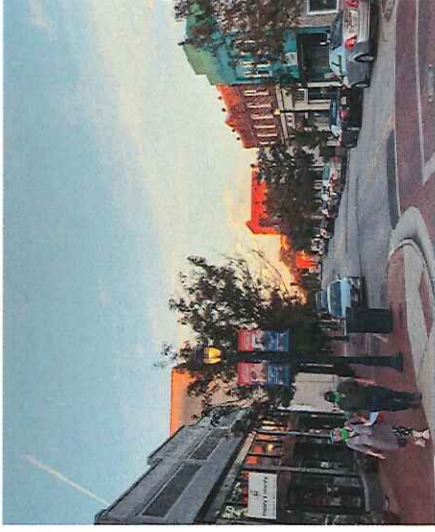


Business Investment Guide

Executive Director Casey Woods, Emporia Main Street, says, "The Business Investment Guide has a tremendous impact on our ability to focus business and community development in a strategic, sustainable manner. Since the development of the guide, Emporia Main Street has been able to more effectively partner with a variety of individuals that now know how to invest in our downtown area, and the results of the implementation of the Business Investment Guide are significant. Downtown Emporia has had \$48 million dollars in reinvestment in the last seven years (which is fairly significant for rural Kansas) and the Business Investment Guide played a significant role in the redevelopment and recruitment process."



Streetscape Planning



Streetscape Planning

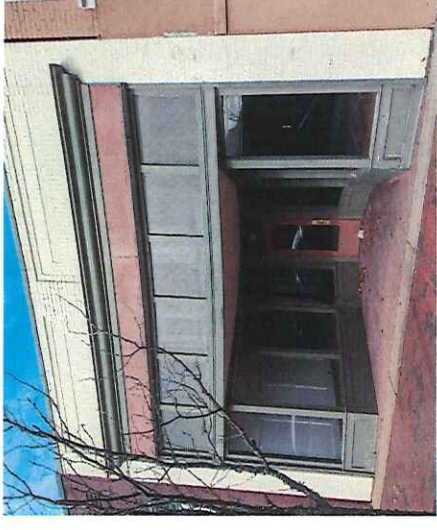
- Consolidating all existing streetscape plans for Downtown and drafting an updated plan.
- Considering potential usage and multi-functionality for public spaces and underutilized spaces.
- Jointly funding LPDA's services with City's Department of Development. Next steps...



MAKING PLACES FOR PEOPLE SINCE 1971.

LPDA is a Landscape architecture and land planning firm. We create beautiful and enduring places for people. Our work enhances community economics, quality of life and the environment. LPDA serves the mid-Atlantic region with offices in Charlottesville and Sterling, Virginia.

Dormant Storefront Petition



"Downtown Hopewell is full of small business owners, professionals, and residents who are working hard to strengthen the community and to make it the best that it can be. Storefronts in Downtown Hopewell that are being used for storage, that are hosting inactive tenants, or that are being allowed to decline indefinitely are harming the social and economic vibrancy of the area. Dormant storefronts are severely detracting from the overall revitalization efforts in Downtown Hopewell and limiting the success of surrounding businesses. Property owners and tenants should be held accountable for a) never being open b) not fulfilling the intended and stated use of their business license, lease, or storefront."

*Note that the issues mentioned are ongoing and preceded the start of the COVID-19 pandemic.

Dormant Storefront Petition

For example, a vacant small building in a typical small community could annually cost the local economy:

- \$250,000 in lost sales
- \$12,500 in lost sales tax revenue
- \$15,000 in lost rents
- \$1,500 in lost property tax revenue
- \$51,000 in lost building loan demand
- \$15,000 in lost business loan demand
- \$750 in lost property management fees
- \$24,750 in lost business profits
- \$16,250 in lost employee payroll
- \$5,500 in lost payments to utilities
- \$3,500 in lost advertising revenue
- \$5,100 in lost bank deposits
- \$1,250 in lost professional fees
- \$18,900 in lost community income

City Council
June 8th, 2021



Let's find solutions together!

Thank you for considering the issues highlighted through
our presentation.

PH-1

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:

Hopewell Broadband Authority

ISSUE: Municipal broadband is broadband Internet access owned by public entities. Services are often provided either fully or partially by local governments to residents within certain areas or jurisdiction. The creation of the Broadband Authority references Virginia Code 15.2-1500(B) provides municipalities and localities to provide telecommunication.

RECOMMENDATION: Staff seeks approval and creation of the Hopewell Broadband Authority

TIMING: June 8, 2021

BACKGROUND: Municipal broadband is broadband Internet access owned by public entities. Services are often provided either fully or partially by local governments to residents within certain areas or jurisdiction. Because the city is now providing broadband access to the downtown and underserved communities, we are required to establish an authority and direct the Information Technology Department to oversee the services

ENCLOSED DOCUMENTS:**STAFF:**

Dr. Concetta Manker, Director of Information Technology

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|----------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | | | |

Roll Call

SUMMARY:

Y **N**
 Councilor Debbie Randolph, Ward #1
 Councilor Arlene Holloway, Ward #2
 Vice Mayor John B. Partin, Ward #3
 Councilor Jasmine Gore, Ward #4

Y **N**
 Councilor Janice Denton, Ward #5
 Councilor Brenda Pelham, Ward #6
 Mayor Patience Bennett, Ward #7

MOVANT : _____

RESOLUTION NO. R2021 - _____

SECOND : _____

**A RESOLUTION CREATING
THE HOPEWELL BROADBAND AUTHORITY**

WHEREAS, the City of Hopewell, Virginia, has determined that it is in the best interest of the citizens of the City to form an authority to be known as the Hopewell Broadband Authority, under the provisions of the Virginia Wireless Service Authorities Act, Chapter 54.1 of Title 15.2 of the Code of Virginia, 1950, as amended; and

WHEREAS, City Council finds that creation of the Authority will serve an essential public purpose by increasing the quality and availability of broadband internet services in the City of Hopewell, and further economic development, education, and quality of life for its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL, VIRGINIA this _____ day of _____, 2021, that an Authority is hereby created under the provisions of the Virginia Wireless Service Authorities Act, the Articles of Incorporation of which are as follows:

**ARTICLES OF INCORPORATION OF
THE CITY OF HOPEWELL BROADBAND AUTHORITY**

The City of Hopewell, Virginia, a municipal corporation of the Commonwealth of Virginia, has by resolution adopted these Articles of Incorporation pursuant to the Wireless Service Authorities Act (the "Act"), Chapter 54.1 of Title I 5.2 of the Code of Virginia, 1950, as amended, following advertisement and public hearing as required by law.

**ARTICLE I
NAME AND ADDRESS**

The name of the authority is the "Hopewell Broadband Authority" ("Authority"). The address of the principal office of the Authority shall be at 300 N. Main Street, Hopewell, Virginia 23860.

**ARTICLE II
TERM OF THE AUTHORITY**

The Authority shall exist for a term of 50 years as a political subdivision, and as thereafter extended in accordance with the Act, unless earlier dissolved in accordance with the Act.

**ARTICLE III
CREATING JURISDICTION**

The creating jurisdiction is the City of Hopewell, Virginia, a municipal corporation of the Commonwealth of Virginia. Although the City of Hopewell will appoint members of the Authority Board of Directors pursuant to Article V of these Articles of Incorporation, the

Authority shall have no "members" as that term is defined in the Virginia Non-Stock Corporation Act, Chapter 10 of Title 13.1 of the Code of Virginia, 1950, as amended.

ARTICLE IV JOINDER OR WITHDRAWAL OF JURISDICTIONS; MERGER OF AUTHORITIES

The Authority may merge with another authority created under the Act, or another locality may join the Authority, upon consent of the City of Hopewell in accordance with this Article.

The governing body of any locality wishing to join the Authority or any authority under the Act wishing to merge with the Authority shall signify its desire by resolution or ordinance. If the Authority's board of directors and the City of Hopewell by resolution express their consent to the joinder or merger, the governing body of the locality authority requesting joinder or merger and the governing bodies of the other members shall advertise the ordinance, resolution, or agreement providing for such joinder or merger and hold a public hearing in accordance with Section 15.2-5431.5 of the Code of Virginia, 1950, as amended. Such ordinance, resolution, or agreement shall be adopted in the same manner and with the same formalities as would be necessary to create a new authority, *mutatis mutandis*.

In the event a locality or authority seeks to join or merge with the Authority, the resolutions, ordinances, or agreement creating the new Authority shall specify the number and terms of office of members of the board of directors of the expanded Authority which must be appointed by each of the member localities or the members of the board of directors of the merged authority, and the names, addresses, and terms of office of new initial appointees to the board of directors.

The amended articles of incorporation shall be filed with the State Corporation Commission as provided by law. Upon the date of issuance of the certificate by the State Corporation Commission for the amended articles of incorporation, the terms of office of the board members of the existing Authority shall terminate and the appointments made in the resolutions, ordinances, or agreement creating the new Authority shall begin.

ARTICLE V BOARD OF DIRECTORS, TERMS OF OFFICE

The powers of the Authority shall be exercised by a board of directors composed of seven members appointed by the City Council of the City of Hopewell. The terms of office of a director shall be four years; however, the terms of the initial members of the board of directors shall coincide with the terms of the Hopewell City Council members existing at the time of the Authority's formation. No board of director member shall be appointed for a term exceeding four years.

All members of the board of directors shall serve at the pleasure of the Hopewell City Council. In the event the term of a director, who is also a member of the Hopewell City Council, ends, whether by the expiration of the council member's term, resignation, or removal from elected office, the City Council of the City of Hopewell may appoint a replacement to

serve the remainder of the term.

Members may succeed themselves. An appointment to fill a vacancy arising before the expiration of a term shall be limited to remainder of the unexpired term. If at the end of any term of office a successor director has not been appointed, then the director whose term of office has expired shall continue to hold office until his or her successor is appointed and qualifies.

The board of directors shall annually elect from among its members a chairman and a vice-chairman, and shall annually elect a secretary and treasurer who need not be members.

A majority of the board of directors shall constitute a quorum and a vote of a majority of the board membership shall be necessary for any action taken by the authority.

The names and addresses, and terms of office of the members of the initial board of directors of the Authority are as follows:

- | | |
|--------------------------------|---|
| Term ending December 31, 2022: | Hon. Patience Bennett 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |
| Term ending December 31, 2022: | Hon. Arlene Holloway 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |
| Term ending December 31, 2022: | Hon. John Partin, Jr. 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |
| Term ending December 31, 2022: | Hon. Deborah Randolph 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |
| Term ending December 31, 2024: | Hon. Janice Denton 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |
| Term ending December 31, 2024: | Hon. Jasmine Gore 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |
| Term ending December 31, 2024: | Hon. Brenda S. Pelham 300 N. Main Street, Second Floor Hopewell, Virginia 23860 |

The terms of office of the initial members of the board of directors of the Authority shall begin on the date of the adoption of these Articles by the City Council of the City of Hopewell.

Each voting member of the board of directors shall have one equal vote in all matters before the board of directors.

ARTICLE VI PURPOSE

The purpose of the Authority is to provide or assist in the provision of qualifying communication services as defined in Article 5.1 (§ 56- 484.7:1 et seq.) of Chapter 15 of Title 56 of the 1950 Code of Virginia, as amended, and to provide such other services as provided by law and Chapter 54.1 of Title 15.2 of the Code of Virginia, 1950, as amended.

ARTICLE VII POWERS

The Authority shall have all of the powers set forth within Virginia Code§ 15.2-5431.11, and any other powers set forth within the Act. The Authority's powers under the Act shall be liberally construed to effect the purposes of the Act.

The board of directors may appoint such committees and employees as it may from time to time deem convenient, including an executive director or chief executive officer and project committees, and delegate to them such corporate powers on behalf of the Authority as may be permitted by law. Any employee appointed by the board of directors shall serve at the pleasure of the board members.

ARTICLE VIII DISSOLUTION

The Authority may be dissolved in the manner set forth in Virginia Code § 15.2-5431.9 upon a resolution by the board of directors finding that the purposes for which it was created have been completed or are impractical or impossible and that all of its obligations have been paid or have been assumed by one or more of the member localities or any authority created thereby or that cash or United States government securities have been deposited for their payment.

The City Manager, City Clerk, and City Attorney are hereby authorized and directed to undertake such other and further administrative acts as may be necessary to cause these Articles of Incorporation to be registered promptly with the State Corporation Commission.

This Resolution shall be effective upon adoption; and may be amended by City Council any time hereafter after advertisement and public hearing.

Mayor Patience Bennett, Ward 7

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Mollie Bess, Acting City Clerk

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: COVID-19 – Changes to City Guidelines/Re-opening City Buildings

ISSUE: Provide City Council with an update on COVID-19 guidelines and re-opening City buildings

RECOMMENDATION: No action required

TIMING: Receive report at June 8, 2021 meeting

BACKGROUND: Governor Northam announced changes to COVID-19 related restrictions throughout Virginia. Some of the announced changes went into effect immediately and some that went into effect on Friday, May 28, 2021, and their effect on employees and City Buildings.

ENCLOSED DOCUMENTS:

Memo Updating City Guidelines/Re-opening City Buildings

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"/> | Vice-Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor 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"/> | Mayor Patience Bennett, Ward #7 |

MEMORANDUM

To: The Honorable City Council
cc: Charles E. Dane, Assistant City Manager
Benjamin Ruppert, Emergency Management
From: John M. Altman, Jr., City Manager
Date: June 3, 2021
Re: **COVID-19 – Changes to City Guidelines/Re-opening City Buildings**

An email was sent to City Council and City/Constitutional Office employees May 24, 2021 discussing the updated changes that Governor Northam provided regarding COVID-related restrictions throughout Virginia. Some of the announced changes went into effect immediately and some went into effect on Friday, May 28, 2021. These changes included the following:

- Effective immediately, all fully vaccinated (at least two weeks have passed since you received your final COVID vaccination) individuals no longer are required to wear masks outdoors and in most indoor settings. Some exceptions apply (including all public and private K-12 schools, public transit, healthcare facilities, and many congregate settings) where fully-vaccinated individuals must still wear masks, and businesses retain the right to require masks in their establishments. The mask-wearing requirements that were in effect before the Governor's announcement remain in effect for those who are not fully-vaccinated.
- Effective May 28th, all physical/social distancing and capacity restrictions will be lifted. Currently, these include maintaining six (6) feet of physical distancing from non-family members, a limit of 100 people at indoor gatherings and a limit of 250 people at outdoor gatherings. The requirements regarding wearing masks will remain in effect after May 28th (those who are fully vaccinated are not required to wear mask in most settings; those who are not fully vaccinated must still wear masks as outlined by the CDC).
- The Statewide State of Emergency will remain in effect, until at least June 30, 2021. Hopewell's Local State of Emergency will remain in effect until the City Council meeting following the date that the Governor ends the Statewide State of Emergency at which time City Council will take action to end the declared emergency, in accordance with §44-146.21, as amended, of the Code of Virginia.

These changes affect employees and City Buildings, as follows:

- **Effective immediately**, fully vaccinated employees (two weeks have passed since your final dose), are no longer **required** to wear a mask in City facilities. Employees who have not been fully vaccinated (including

those whose have not finished the two-week waiting period after their final COVID vaccine dose) are strongly encouraged to still wear a mask when physical distancing from others cannot be maintained. Employees who are no longer required to wear masks may continue to wear masks when interacting with the public. Any employee who chooses to continue to wear a mask in the office setting is permitted to do so, even if that employee is not required to do so.

- **Effective May 28th**, in-person meetings (whether within the same department or with other City employees from other departments and buildings) can be held, and conference room capacities will be reinstated to pre-COVID numbers.
- **Effective June 1st**, daily temperature checks upon entry ceased. All City employees are expected to continue to take their own temperature prior to arriving at work each day, self-monitor, frequently wash their hands/use hand sanitizer and follow all other guidelines to continue to mitigate COVID-19.
- **Effective June 7th**, all employees are expected to return to their normal work schedule at their in-person work location. If it's possible to return earlier, they are expected to do so. If employees are currently working remotely due to a medical vulnerability they can contact Ms. Jennifer Sears, Director of Human Resources, to further discuss their options.
- **Effective June 14th**, City facilities will fully reopen to the public.
- **Effective June 21st**, the DMV Select operation will return to the Commissioner of the Revenue's Office. DMV Select will continue to operate by appointment only. The Department of Development Permit Office will remain in the former Police Department Dispatch area.

Statewide Emergency Declaration will expire on June 30, 2021. Governor Northam has indicated that he does not intend to extend the declaration. It is possible that Governor Northam could announce a change in this position in the days and weeks ahead, and the City Administration will keep you informed as to any changes and how they will affect City employees and operations.

As for the issue of City Council meetings in the Council Chambers, as long as the Statewide Emergency Declaration is in place virtual meetings are permitted. If the declaration expires on June 30, 2021 as Governor Northam has indicated, Council will have to meet back in Council Chambers beginning with the first meeting in July there will have to be a quorum present in the Chambers for the meeting. Until the declaration ends on June 30, 2021, City Council has the option of continuing to meet virtually or meet in person. City Council will have to discuss this and determine when you wish to return to in-person meetings.

The City continues to encourage all employees and citizens to receive a COVID-19 vaccine, and reminds everyone that the Moderna (2 doses), Pfizer (2 doses),

and Johnson and Johnson (single dose) are all available free of charge at many pharmacies and doctors' offices.

If you have any questions, please do not hesitate to contact me.

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: Authorization to Demolish 706 N. 21st Avenue

ISSUE: The City owns the house at 706 N. 21st Avenue which is vacant and requires maintenance, and is a liability for the City.

RECOMMENDATION: City Administration recommends City Council authorize the demolition of the building.

TIMING: Action is requested at the June 8, 2021 meeting

BACKGROUND: The City acquired the property in May 2016 and it has remained vacant. City and Building Code provisions require the continued maintenance of the property to keep the property in compliance. The property is a liability to the City from an insurance prospective. The demolish of the structure would improve the visual quality of the N. 21st Avenue corridor and a gateway into the community. The City Administration is seeking authorization from City Council to demolish the structure, which would limit the maintenance needs and eliminate a vacant structure that the City Administration has no future plans to use.

ENCLOSED DOCUMENTS:

Map and Photograph of the Property

STAFF:

John M. Altman, Jr., 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"/> | Vice-Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | | | |

706 N. 21st Avenue



R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

- Civic Engagement
- Culture & Recreation
- Economic Development
- Education
- Housing
- Safe & Healthy Environment
- None (Does not apply)

Order of Business:

- Consent Agenda
- Public Hearing
- Presentation-Boards/Commissions
- Unfinished Business
- Citizen/Councilor Request
- Regular Business
- Reports of Council Committees

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

Provide an update of the Cameron Foundation Grant for Policies, Systems, and Environmental Approach to Address Health Disparities

ISSUE: The Grant Team has completed the Work-Out Plan and is providing it to City Council as promised during the February 9, 2021 City Council meeting.

RECOMMENDATION: Review and endorse work-out plan

TIMING: Final work- out plan submitted in the June 8, 2021 City Council packet.

BACKGROUND: The Department of Development applied for the Joint Application for Policies, Systems, and Environmental Approach to Address Health Disparities. The grant for \$50,000 was due August 27, 2020. The City was notified on October 28, 2020 that the Cameron Board of Directors selected our proposal entitled, "One Hopewell" as an award recipient. City Council was informed of the grant during the November 10, 2020 meeting. Staff provided a memorandum, and the grant proposal at that time. The grant team has received technical assistance to complete a work-out plan that outlines in detail the goals, objectives, activities and tasks for this project. The Cameron Foundation has approved the work-out plan and issued an award letter. Now the work begins. Step #1 is to hire a program manager for this project using the \$50,000 awarded by the Foundation.

ENCLOSED DOCUMENTS:

- Approved Work-Out Plan

STAFF:**SUMMARY:**

- | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|----------------------------------|
| Y | N | | Y | N |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | | Councilor Janice Denton, Ward #5 |
| | | | | Councilor Brenda Pelham, Ward #6 |
| | | | | Mayor Patience Bennett, Ward #7 |

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- Y N**
- Councilor Debbie Randolph, Ward #1
 - Councilor Arlene Holloway, Ward #2
 - Vice Mayor John B. Partin, Ward #3
 - Councilor Jasmine Gore, Ward #4

- Y N**
- Councilor Janice Denton, Ward #5
 - Councilor Brenda Pelham, Ward #6
 - Mayor Patience Bennett, Ward #7



Strategically leveraging resources for a healthy, vibrant and economically vital region

May 25, 2021

Ms. Jasmine E. Gore
Mayor
City of Hopewell
300 North Main Street
Hopewell, VA 23860

Dear Ms. Gore:

I am pleased to inform you that at a meeting on October 21, 2020, the Board of Directors of The Cameron Foundation approved a grant of \$50,000 to the City of Hopewell.

This is an 18-month proactive grant of \$50,000 to the City of Hopewell, specifically for collaborative efforts to cross link comprehensive City and community resources to improve the quality of life for all Hopewell residents with a focus on those facing social and economic disadvantages. Prior to the award of the grant, the applicant lead and the collaborative team members must submit Memorandums of Understanding between team members, participate in technical assistance sessions during the months of December and January, and submit revised objectives and work plan. In making this grant, the Foundation is not obligated to make a future grant for this or any other purpose.

This grant has been approved with the understanding, based upon your representations, that the City of Hopewell is exempt from federal income tax under Section 501(c)(3) OR Section 170(c)(1) of the Internal Revenue Code. (Note: a 501 (c)(3) organization cannot now, nor have been within the last five years, classified as a "private foundation" as described in Section 509 (a) of said Code.) Further, in accepting this grant City of Hopewell agrees that the grant funds will be used exclusively for exempt purposes as described in Section 501(c)(3) or Section 170(c)(1), as applicable, and will not be used for the carrying on of propaganda, nor for otherwise attempting to influence legislation (within the meaning of the taxable expenditure prohibition rules of Treasury Regulations §53.4945-2), nor for participating in, or intervening in, any political campaign on behalf of, or in opposition to, any candidate for public office.

The grant also is expressly conditioned upon the following:

1. The grant funds must be used exclusively for the purpose or purposes described in the proposal your organization submitted to the Foundation; provided, however, that if your organization determines that a material variance in use is required or desirable, your organization may request a variance in use from the Foundation. The Foundation will have no obligation to permit such a variance, and your organization must not implement any such variance unless and until it receives written permission

from the Foundation.

2. Your organization must submit to the Foundation both a post-grant evaluation report and a post-grant financial report with respect to the activities funded by the grant. These forms must be completed on the Foundation's website, (www.camfound.org) at the applicant login section. Reporting must be submitted on or before the following dates:

12/30/2022 Final Report

The Foundation also would welcome your submission of any other program or financial reports that your organization may prepare.

If your organization, without a reason acceptable to the Foundation, fails to submit the reports described above when they are due, the Foundation may require your organization to return all or a portion of the grant funds to the Foundation. In addition, unexcused delinquencies or tardiness in furnishing the reports may result in the denial of grant requests by your organization for a period of five years.

This grant will be made according to the following payment schedule:

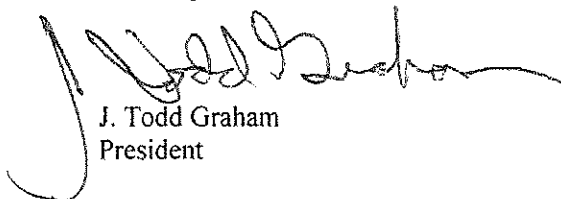
To be determined \$50,000

If your organization is a publicly supported organization under Section 501(c)(3) of the Internal Revenue Code, be advised that the Foundation is a private foundation and only a portion of this grant may qualify as public support.

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter (the copy is for your records). It is very important that you do this at your first opportunity, because the grant will be subject to cancellation by the Foundation if the signed copy is not received by the Foundation before the date for the first scheduled payment pursuant to the grant.

On behalf of the Board of Directors of The Cameron Foundation, I congratulate your organization on its selection as a grant recipient, and I extend my best wishes for the success of your efforts. If you have concerns or questions, please feel free to contact me.

Sincerely,



J. Todd Graham
President

Accepted this _____ day of _____, 2020

City of Hopewell

By _____
John M. Altman, Jr.
City Manager

By _____
Ms. Jasmine E. Gore
Mayor-City of Hopewell

Reissued-May 25, 2021

ONE HOPEWELL WORK PLAN

One Hopewell Team Members include:

Tevya Griffin, Jasmine Gore, Tiffany Carter replaced by Stacie Desper, Cliff Morris, and Program Manager (Position to be Filled)

| Goal 1—Create local governmental infrastructure for EHIAP in the Hopewell community. | | | | | | | |
|--|--|----------|---|---|------------|----------|---|
| Objective 1 | Fill the program manager position to staff infrastructure of One Hopewell Project by 7/12/2021 | Activity | Tasks | Responsible Person | Start date | End Date | Outcome Product |
| | Develop and implement recruiting plan for Program Manager Position | | <p>Have a conversation with the City of Hopewell Human Resources Department to discuss position type (contractual using \$50,000 from Cameron Fdn and eventual elevation to FT position with benefits once additional funds are secured. Identify the actual FT salary for Program Manager position)</p> <p>Develop equity recruitment and selection strategy.</p> <ul style="list-style-type: none"> ● Identify on-line job searches for distribution ● Identify newspaper ● Richmond Free Press ● The Voice ● Other newspaper outlets that targets diverse communities | Tevya Griffin | 1/27/21 | 2/5/21 | <ul style="list-style-type: none"> ● Determine if it would be feasible to solicit City contributions for Program Coordinator. ● Conclusion: Hire full time contract position - with budget of \$50,000 over 12 months, option to increase if, and when additional funding becomes available |
| | | | | Tevya Griffin Jasmine Gore Tiffany Carter Cliff Morris | 1/22/21 | 2/12/21 | <ul style="list-style-type: none"> ● Completed HR form with locations identified |

| | | | | | | |
|--|--|--|---|---------|---------|--|
| | | <ul style="list-style-type: none"> Identify locations throughout the City (library, etc.) Identify potential community partners Virginia State and VCU | | | | |
| | | <p>Develop position description/location/reporting structure</p> <ul style="list-style-type: none"> Create and finalize job description Location- Hopewell, VA One Hopewell Center Report to Director of Community Development Grant Team acts as Board Bilingual not required but preferable | Tiffany Tevya Jasmine | 1/22/21 | 2/12/21 | <ul style="list-style-type: none"> Position description finalized |
| | | <p>Initiate Recruitment</p> <ul style="list-style-type: none"> Post on VCU Job website Post job description on LinkedIn Post on Connect VA <p>Advertise for 2 1/2 weeks</p> <ul style="list-style-type: none"> Newspaper Local establishments | Tevya and HR Jasmine Tiffany Cliff | 2/15/21 | 2/28/21 | <ul style="list-style-type: none"> List of recruitment postings |
| | | <p>Develop inclusive interview questions</p> <ul style="list-style-type: none"> Look at similar positions to develop base questions Develop questions based on knowledge, skills, and the abilities Reviewed by HR professional, if available | Tiffany Tevya - Jasmine - Cliff | 2/15/21 | 2/28/21 | <ul style="list-style-type: none"> List of Interview Questions for Program Manager Position |
| | | <p>Identify interview panel members</p> <ul style="list-style-type: none"> Consider state health equity team | Tiffany Tevya - Jasmine - Cliff | | | |

| | | | | | | | | |
|--------------------|---|---|--|-------------------|-----------------|--|--|---|
| | | | | | | | | |
| | | <ul style="list-style-type: none"> • Other recommended partners | | | | | | |
| | | Interviews <ul style="list-style-type: none"> • Team Group to lead recruitment • We may consider additional persons on the interview team based on purpose and relevant background • Conduct Interviews via Zoom Platform | Tiffany Tevya - Jasmine - Cliff Tevya & HR Director (observing)& SME | 6/1/21 | 6/30/21 | | | |
| | | Selection of Program Manager and related preparation and onboarding activities. | One Hopewell Team | 7/5/21 | 7/12/21 | | | <ul style="list-style-type: none"> • Hired Program Manager |
| | | Orientation Process - Work Space- Work Resources | One Hopewell Team | 8/2/21 | 8/6/21 | | | <ul style="list-style-type: none"> • Training and orientation activities for newly hired Program Manager |
| Objective 2 | Secure office space for the One Hopewell project position by 10/1/2020 | Program Manager | | | | | | |
| | Activity | Tasks | Responsible Person | Start date | End Date | | | Outcome Product |
| | Secure office space needed for project | Identify space needs | One Hopewell Team | 7/1/20 | 10/1/2020 | | | <ul style="list-style-type: none"> • Office space secured - in-kind donation of work space provided by City of Hopewell to provide services in the City. |
| | Secure Wi-Fi | City of IT Department | City of Hopewell | 9/2020 | 10/1/2020 | | | <ul style="list-style-type: none"> • Wi-Fi Access is available |
| | Office Furniture secured | City of Hopewell Public Works Department | City of Hopewell | 9/2020 | 10/1/2020 | | | <ul style="list-style-type: none"> • Office furniture available |
| | Network Printer/Scanner secured | City of IT Department | City of Hopewell | 9/2020 | 10/1/2020 | | | <ul style="list-style-type: none"> • Network printer/scanner secured |
| Objective 3 | Develop and structure cross-sector relationships within city government that utilize an integrated and comprehensive approach to introduce health, well-being, and equity considerations into the development and implementation of policies across sectors and policy areas by 5/1/2021. | | | | | | | |
| | Activity | Tasks | Responsible Person | Start date | End Date | | | Outcome Product |
| | Develop Mission Statement for program | Grant Team develop a mission statement to use as talking point for introduction of program and funding, resources opportunities | One Hopewell Team | 4/1/21 | 6/2/21 | | | <ul style="list-style-type: none"> • One Hopewell Project Mission Statement |

| | | | | | | |
|--|--|--|--|---|----------|--|
| | Build stakeholder support for EHiAP framework across Hopewell City government and external stakeholders across Hopewell. | Create a 1-page document to describe the big picture of the goals planned to accomplish. Note: This document will be updated and changed to target specific outreach | One Hopewell Team, and Program Manager | 5/1/21 | 6/2/21 | <ul style="list-style-type: none"> One page summary document that can be used for distribution (personal, social media, email) |
| | Create participant agreement to define city departments' roles in EHiAP Initiative | Address the following areas: <ul style="list-style-type: none"> Identify participants Send Invitations Hold Engagement meetings Get Buy-In and Support of each participant Draft participant agreements | One Hopewell Team and Program Manager | 8/1/21 | 10/1/21 | <ul style="list-style-type: none"> Participant agreement created. List of EHiAP representatives from each city department |
| | Identify and meet with key stakeholders and champions to get their buy-in. | Address the following areas: <ul style="list-style-type: none"> Identify participants Send Invitation Hold Engagement meeting Get Buy-In and Support of each participant Draft participant agreement | Program Manager, One Hopewell Team | Projected date: 8/9/2021 to align with the projected hiring date of the Project Manager | 09/01/21 | <ul style="list-style-type: none"> Signed participant agreements; List of EHiAP representatives from each city department List of EHiAP external partners |
| | Establish EHiAP Taskforce | Confirm members of EHiAP Taskforce | Program Manager, One Hopewell Team | 9/5/21 | 9/6/21 | <ul style="list-style-type: none"> Establish Task Force |

| | | | | | | |
|--|--------------------------------|---|---|----------|----------|--|
| | Convene EHIAP Taskforce | Create agenda for initial meeting | Program Manager, One Hopewell Team | 9/1/21 | 9/5/21 | <ul style="list-style-type: none"> Approved Final Agenda |
| | | Identify location and/or technology needed for meeting | Program Manager | 9/1/21 | 9/5/2021 | <ul style="list-style-type: none"> Secured location for meeting |
| | | Send Invitation via letter and email | Program Manager | 9/6/21 | 9/10/21 | <ul style="list-style-type: none"> Completed initial outreach to partners Receive feedback and answer inquiries |
| | | Facilitate meeting | Program Manager | 10/10/21 | 10/29/21 | <ul style="list-style-type: none"> Meeting minutes Follow up meetings and conversations with partners and stakeholders |
| | | Convene meetings monthly basis and consider quarterly intervals in future | Program Manager | 11/1/21 | 11/18/21 | <ul style="list-style-type: none"> Meeting minutes Follow up meetings and conversations with partners and stakeholders |
| | Establish EHIAP Sub Committees | Identify needed sub-committees | Program Manager | 1/1/22 | 1/31/22 | <ul style="list-style-type: none"> Health and Finance Committee staffed Other committees created and staffed - with available staff |
| | | Create sub-committee to include, but not limited to Health, and Finance | Program Manager | 1/1/22 | 1/31/22 | <ul style="list-style-type: none"> Committee members identified |
| | | Formal establishment of legislation, ordinance, work group engagement | Program Manager One Hopewell Team Stakeholders Neighborhood Council members City representatives | 2/1/22 | 5/1/22 | <ul style="list-style-type: none"> Legislation and Ordinances passed by City Council Approval of Process/Work Engagement guidelines o policies |

Objective 4 Identify and coordinate funding and investments initiatives for One Hopewell project by 5/15/2021 and on an ongoing manner

| Activity | Tasks | Responsible Person | Start date | End Date | Outcome Product |
|---|---|--|------------|----------|---|
| Explore funding opportunities from City Council to support EHiAP within Hopewell City | <p>Give presentation to City Council to request funds</p> <ul style="list-style-type: none"> Develop content for Council agenda packet | One Hopewell Team | 1/29/21 | 2/9/21 | <ul style="list-style-type: none"> Council Action form One Hopewell Presentation |
| | <ul style="list-style-type: none"> Provide Council action form | Jasmine Gore | 2/1/21 | 2/1/21 | <ul style="list-style-type: none"> Action Form Submitted |
| | <ul style="list-style-type: none"> Documentation included in City Council agenda packet | Jasmine Gore Tevya Griffin | 2/2/21 | 2/2/21 | <ul style="list-style-type: none"> City Council provided documentation for grant |
| | <ul style="list-style-type: none"> Give presentation to Council | One Hopewell Team Dr. Cliff Morris - presenter | 02/09/21 | 2/9/21 | <ul style="list-style-type: none"> One Hopewell team presented a grant proposal to the City Council. Grant Team made a decision not to request funding from the City at this time. Council was supportive of grant initiative and did not have questions or concerns Council requested to review workout plan after submission to Cameron Foundation |
| Create a funding lead on Grant Team | Name one to two persons on the Grant Team that will actively report, identify and /or pursue funding opportunities | Program Manager, One Hopewell Team (Tevya, Stacie/Tiffany, Morris, Gore) | 05/01/21 | 05/15/21 | <ul style="list-style-type: none"> Identify Grant funding lead team members |
| | Identify existing funding sources within Hopewell City government and outside the government that can be utilized to support the staffing as well as pilot projects - think about budget projects and possible grants from departments/state- add context | Program Manager, Tevya Griffin, Cliff Morris | Ongoing | Ongoing | <ul style="list-style-type: none"> The Grant team decided not to pursue the use of 1st round COVID-19 funding to fund the Program Manager position. |

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|--|---|---|--|---------|----------|---|
| | | | | | | <ul style="list-style-type: none"> Will continue to identify and pursue funding opportunities within and outside of the city government |
| | Utilize health equity impact review tool to make funding decisions based on equity criteria | | Program Manager, One Hopewell Team (Tevya, Stacie/Tiffany, Morris, Gore) | Ongoing | Ongoing | <ul style="list-style-type: none"> Identify health equity toolkit to be utilized Funding prioritized to promote equity |
| | | Research existing tools and finalize decision on appropriate tools to analyze policy, program, budgetary and service decisions for impact on equity | Program Manager | 1/2022 | 3/2022 | <ul style="list-style-type: none"> Finalize tool to analyze policy, program, budgetary and service decisions for impact on equity |
| | | Develop draft tool specific to Hopewell's needs | Program Manager | 2/2022 | 3/2022 | <ul style="list-style-type: none"> Finalized tool for use by Hopewell government |
| | | Provide training to interdepartmental committee and other key decision-makers in Hopewell City government on use of tool | Program Manager | 3/2022 | 5/2022 | <ul style="list-style-type: none"> Train at least 90% of personnel |
| | Submit proposals to secure funding | Identify RFPs and other funding announcements the city can apply for to support EHIAP | Program Manager, Funding committee | Ongoing | Ongoing | <ul style="list-style-type: none"> Apply for RFPs and funding sources that align with the mission and promote ongoing initiatives and programs Apply for 5 RFP's per year |
| | Apply for John Randolph Foundation grant | Review Application, Gather material to apply; | Tevya Griffin | 1/4/21 | 2/1/2021 | <ul style="list-style-type: none"> Letter of intent submitted 2/1/2021 for \$15,000 requested for the Program Manager position |

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| | | | | | | <ul style="list-style-type: none"> One Hopewell grant team received notification on 2/15/2021 that their proposal was not selected to move forward with a full application |
| | Speak further with Destination Church regarding this project and interest in partnering | Meeting with Pastor Bryan and other leaders | Cliff Morris | 5/1/21 | 6/1/2021 | <ul style="list-style-type: none"> Request \$15,000 to support the Program Manager position. |
| | Request funding through the CARES COVID-19 Relief carryover (\$500,000) | Ask City Council to provide funding for a Program Manager | Jasmine Gore | 1/12/21 | 1/26/2021 | <ul style="list-style-type: none"> Team decided not to request COVID Relief funds from the City |
| | Request funding from major insurance providers: | Initial conversations, meeting/discussion with various potential funding sources listed below: | Cliff Morris | 2/8/21 | Ongoing | <ul style="list-style-type: none"> Requested funding amounts vary depending upon provider source. |
| | <ul style="list-style-type: none"> Sentara Health | Initial meeting completed | Cliff Morris | 05/1/21 | 6/1/21 | <ul style="list-style-type: none"> Request possible \$10,000 to support One Hopewell project |
| | <ul style="list-style-type: none"> Bons Secour | Initial conversation, meeting/discussion | Cliff Morris, | 2/1/21 | Ongoing | <ul style="list-style-type: none"> Potential funding partner and/or support services |

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| | <ul style="list-style-type: none"> • Anthem | Initial conversation, meeting/discussion | Cliff Morris, Jasmine Gore | 3/26/21 | Ongoing | <ul style="list-style-type: none"> • Potential funding partner and/or support services |
| | <ul style="list-style-type: none"> • National League of Cities | <ul style="list-style-type: none"> • Initial conversation, meeting/discussion • CVS CareMark and NLC Health Staff to find corporate business partners to assist with financing and/or services | Jasmine Gore | 3/26/21 | Ongoing | <ul style="list-style-type: none"> • Potential funding partner and/or support services |
| | <ul style="list-style-type: none"> • Health Equity Taskforce | Initial conversation, meeting/discussion | Cliff Morris | 11/1/21- 1/30/22 | Ongoing | <ul style="list-style-type: none"> • Potential funding partner and/or support services |
| | <ul style="list-style-type: none"> • John Randolph Hospital | Initial conversation, meeting/discussion | Cliff Morris | 2/15/21 | Ongoing | <ul style="list-style-type: none"> • Potential funding partner and/or support services |
| | <ul style="list-style-type: none"> • Weston Manor for the Hopewell Historic Society | Presentation entitled "HOPEWELL: Kepone to Blue Zone" | Cliff Morris | 6/23/21 | 6/23/21 | <ul style="list-style-type: none"> • Potential funding partner and/or support services |
| | Explore possible partnership with The American College of Lifestyle Medicine | Identify and engage appropriate partners. | Cliff Morris | 6/1/2021 | 1/2022 | <ul style="list-style-type: none"> • Introducing Lifestyle Medicine as a tool to address chronic disease |
| | Make short-term and long-term budget | Create short term budget | One Hopewell Team | 5/1/21 | 6/1/21 | <ul style="list-style-type: none"> • Short term budget that can be shared with investors/partners |

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|--------------------|---|--|---------------------------|-------------------|-----------------|---|
| | | Create long term budget | One Hopewell Team | 5/1/21 | 6/1/21 | <ul style="list-style-type: none"> Long term budget that can be shared with investors/partners |
| | | Create interchangeable one pager budget sheet | One Hopewell Team | 5/1/21 | 6/1/21 | <ul style="list-style-type: none"> One page budget sheet that can be shared with investors/partners |
| | Establish mobile food markets | Apply for funding through Virginia Department of Agriculture and Consumer Services (VDACS) for mobile food markets | Tevya W. Griffin | 03/01/2021 | 4/30/2021 | <ul style="list-style-type: none"> Mrs. Griffin did not apply on behalf of the City because did have partnerships in place. Instead partnered with Hopewell Downtown Partnership, wrote a letter of support with information about the work the City has already done and endorsed budget for project to include mobile food markets |
| Objective 5 | Create Communications Plans and Synchronizing Communications and Messaging by 6/1/21 to ensure regular communications with Hopewell City government partners and external stakeholders | | | | | |
| | Activity | Tasks | Responsible Person | Start date | End Date | Outcome Product |
| | Establish community surveys 1) Hopewell community survey 2) Neighborhood need assessment survey | Establish community survey for "climate" to identify areas for outreach (neighborhood distro); establish overall city survey to determine if efforts are impacting long term health goals/objectives | One Hopewell Team | 5/1/21 | 5/21/21 | <ul style="list-style-type: none"> Survey established for community Survey established for neighborhoods |
| | Develop social media plan to build support among general public in Hopewell by 5/1/21 | Develop social media plan to build support among general public in Hopewell by 5/1/21 - to include flyer templates for outreach | One Hopewell Team | 4/12/21 | 5/1/21 | <ul style="list-style-type: none"> Information sharing and engaged and active community participation Develop an effective internet presence and following, build workforce and volunteer base |
| | | Create a link to City website on health to introduce grant work and overall initiative in partnership with City Council strategic plan | One Hopewell Team | 4/12/21 | 5/1/21 | <ul style="list-style-type: none"> Information sharing and engaged and active community participation Develop an effective internet presence and following, build workforce and volunteer base |

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|--|--|--|--|--------------------------------------|-----------|--|
| | Engaging external stakeholders (non-City) | Zoom meetings with Insurance companies, JRMC, Blue Zones, VSU. | Cliff Morris and Program Manager | 02/01/21 | On going | <ul style="list-style-type: none"> Engaged and active community participation |
| | Establish Neighborhood Councils to include community members/leaders, including specific underrepresented minority groups i.e. Hispanic, Asian populations | <ul style="list-style-type: none"> Use software, Building Blocks, data to identify physical neighborhoods that should be targeted for resources based on needs identified in database | Cliff Morris Breanna - Nonprofit contact Program Manager | 6/15/21 | Ongoing | <ul style="list-style-type: none"> Identified neighborhoods Hold meetings/conversations within community Establish trusting relationships |
| | | <ul style="list-style-type: none"> Establishing formalized interactions, meetings, communications, etc. | Cliff Morris Breanna - Nonprofit contact Program Manager | 6/15/2021 | Ongoing | <ul style="list-style-type: none"> Identified neighborhoods Hold meetings/conversations within community Establish trusting relationships |
| | Create Hopewell EHiAP newsletter | Steps to be identified by PM | Program Manager | Discuss upon hire of Program Manager | Quarterly | <ul style="list-style-type: none"> Quarterly newsletter provided on website and distributed to email list |
| | Create social media platforms to make communications easier and more fluent. | Create key messages on EHiAP that resonate with local community | Program Manager | 08/02/21 | 9/1/21 | <ul style="list-style-type: none"> Key Messages |
| | | Implement social media plan to build support among general public in Hopewell by [date] | Program Manager | 08/02/21 | 10/1/21 | <ul style="list-style-type: none"> Completed and active social media presence and growth. |
| | | Create shared platforms (newsletter, inter/intranet, or database) for sharing cross-sector success stories or innovative practices | Program Manager | 08/02/21 | 12/1/21 | <ul style="list-style-type: none"> Common messages and theme across sectors, create harmony and unity |

| | | | | | | |
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| | | Common messages across sectors | Program Manager | 08/02/21 | 12/1/21 | <ul style="list-style-type: none"> Common messages and theme across sectors, create harmony and unity |
| | | Intersectoral commitment statements (eg, integration into vision/mission) | Program Manager | 08/02/21 | 12/1/21 | <ul style="list-style-type: none"> Common messages and theme across sectors, create harmony and unity |
| | | Maintaining communication with the general public, decision-makers, and other stakeholders through the internet, social media, etc. | Program Manager/ Blue Zones | 08/02/21 | 11/1/21 | <ul style="list-style-type: none"> Effective and current marketing to spread healthy memes, |
| | Create an App specifically designed to drive success | Design an app that is easily accessible and for data gathering which integrates with the Building Blocks Initiative | Web Designer/ Program Manager/ Statistics Analyst | 12/01/21 | 2/28/22 | <ul style="list-style-type: none"> Hopewell App Spread healthy memes, stimulate creative ideas and projects |
| Objective 6 | Enhancing workforce capacity to effectively promote equity and health in all aspects of the EHiAP | Tasks | Responsible Person | Start date | End Date | Outcome Product |
| | Develop a training plan for Interdepartmental EHiAP team and Hopewell City government staff | Establish and facilitate a EHiAP workforce capacity subcommittee to guide training and capacity building | Program Manager | 10/1/21 | 12/1/21 | <ul style="list-style-type: none"> An educated workforce that integrates equity throughout work performed. Established guidelines/checklist to ensure health equity lens is used in day to day operation of job and projects |
| | | Identify training needs and cross sector training goals. | Program Manager and subcommittee | 10/1/21 | 12/1/21 | <ul style="list-style-type: none"> Objectives and Goals for Training |
| | | Create cross-sector curriculum | Program Manager and subcommittee | 10/1/21 | 12/1/21 | <ul style="list-style-type: none"> All inclusive, scalable template to duplicate among smaller nuclei groups |

| | Identify training audience | Program Manager and subcommittee | 10/1/21 | 12/1/21 | <ul style="list-style-type: none"> Start with government departments. after complete Move on to non-government training opportunities i.e. churches, barbershops, beauty salons Coordinated schedules across populations |
|-------------|--|-----------------------------------|------------|-----------|---|
| | Establish training schedule | Program Manager and subcommittee | 10/1/21 | 12/1/21 | <ul style="list-style-type: none"> Electronic training evaluation tool |
| | Create training evaluation tool | Program Manager | 10/1/21 | 12/1/21 | <ul style="list-style-type: none"> Create scalable templates, workbooks, workshops Baseline training provided for X% of city staff by the end of year 1 |
| | Provide training for team and project members (topics such as equity concepts, policy development, etc.) | Program Manager and subcommittee | 1/1/22 | Ongoing | <ul style="list-style-type: none"> Brief summary of pre/post test results and satisfaction |
| | Evaluate Trainings | Program Manager and subcommittee | 1/1/22 | Ongoing | |
| Objective 7 | Integrate equity into decision-making structures of One Hopewell project by 1/18/2022. | | | | |
| | Activity | Responsible Person | Start Date | End Date | Outcome Product |
| | Establish Equity Technical Assistance (TA) Committee | Program Manager One Hopewell Team | 10/1/2021 | 11/1/2021 | <ul style="list-style-type: none"> List of TA team |
| | Create a TA toolkit for the public to utilize to promote/develop internal systems of equity. | Program Manager | 11/1/2021 | 12/1/2021 | <ul style="list-style-type: none"> TA tool kit |
| | Develop online requests for assistance and/or public speaking to provide technical support. | Program Manager and TA providers | 11/1/2021 | 12/1/2021 | <ul style="list-style-type: none"> TA request form |

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| | | the pilot project has started and maybe limited to COVID related strategies.) | | | | | |
| | Launch new Equity TA Toolkit and online request form. | Market new opportunities and educational resources. Tie back to MLK Day or service and equity. | Program Manager | 1/2/2022 | 1/18/2022 | ● TA Toolkit form awareness | |
| Objective 8 | Integrate Research, Evaluation, and Data Systems components into One Hopewell Project by 11/1/ 2021 and continue evaluations annually. | | | | | | |
| | Activity | Tasks | Responsible Person | Start date | End Date | Outcome Product | |
| | Collect and enter initial data into Building Blocks | Enter the following data: <ul style="list-style-type: none"> ● Crime ● Code violations ● Zoning violations ● Tax Delinquency ● Fire incidences ● EMT calls ● Housing Information ● Water Quality | Tevya Griffin | 10/1/2021 | 2/1/2021 | ● Establish initial data maps to target neighborhoods for outreach | |
| | Launch Building Blocks initiative internally with City Directors | Finalize data for inclusion into system in order to identify neighborhoods for outreach Give more details- how does it tie into plan | Tevya Griffin Jay Rezin, IT | 4/25/21 | 6/30/21 | ● Make app "live" for continued data entry and report generation | |
| | Present Building Blocks to Hopewell City Council | Conduct a presentation during the City Council Regular Meeting | Tevya Griffin | 6/20/21 | 7/27/21 | ● Gain continued buy-in from City Council regarding overall project | |
| | Contact sources of data not exclusive to the City of Hopewell to determine if the Grant Committee can obtain routine data ; example | Integration of cross-sector data and indicators into common systems | Program Manager Tevya Griffin, Development Jasmine Gore | 10/2020 | 07/2021 | ● Data from sources that may be obtained quarterly as opposed to annually | |
| | | | | | | ● Use data to compare benchmarks/goals set to determine effectiveness of efforts | |

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| | <p>County Health Ranking Sources</p> <p>Create Data subcommittee from stakeholders/partners/City departments</p> | | <p>Chief Kamran Afzal, Chief of Police Chief Donnie Hunter, Fire Chief Ben Ruppert, Emergency Management Ray Spicer, Director, Social Services Tarvaris McCoy, HRHA Todd Hawkes, Building Official Patrizia Waggoner, Real Estate Assessor</p> | | | |
| | <p>Establish Common metrics to tracking goals</p> | <ul style="list-style-type: none"> Identify core metrics after receiving confirmation about which external sets may be received and frequency Create evaluation of EHiAP work that is built by representatives from different depts. within the City of Hopewell govt. and local partners so that it reflects city and community priorities and can be tracked over time. | <p>Program Manager One Hopewell Team</p> | <p>06/15/21</p> | <p>10/1/21</p> | <ul style="list-style-type: none"> Develop benchmarks/goals and identify core metrics for standards |

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| | Add page to App as a feature to track healthy living/active living throughout the community | Create App feature that determines what participants can track, including creating and identifying trails, activities for movement, opportunities for healthy living | Program Manager Data Sub-Committee Consultant | 1/15/22 | 3/1/2022 | <ul style="list-style-type: none"> Enhanced App |
| | Create Survey Subcommittee | | Program Manager Persons familiar with survey creation that serve as a Stakeholder or Neighborhood Council member | 2/15/21 | 3/1/21 | <ul style="list-style-type: none"> Established sub-committee |
| | Create Survey Tool to determine effectiveness of Health Equity Initiatives. | Focus Group-set pre/post. Note: This is an opportunity to partner with STORY (within Hopewell Redevelopment and Housing Authority) using current/future program participants as a focus group. | One Hopewell Team | 7/1/21 | 11/1/21 | <ul style="list-style-type: none"> Pre and Post Survey Results |
| | Pre-survey | Hopewell- access general public opinion of health, health equity/accessibility, and effectiveness of programs/resources | Program Manager Grant Team survey sub - Committee of the Stakeholders and Neighborhood Councils | 10/1/21 | 11/1/21 | <ul style="list-style-type: none"> Survey results to understand opinions of citizens, and others about health equity, accessibility, and effectiveness of programs/resources |

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|--------------------|---|---|---|------------|-----------|---|
| | Post Survey | Hopewell- access general public opinion of health, health equity/accessibility, and effectiveness of programs/resources | Program Manager One Hopewell Team survey sub - Committee of the Stakeholders and Neighborhood Councils | 10/1/2022 | 11/1/2021 | <ul style="list-style-type: none"> Use data to compare to benchmarks/goals set to determine effectiveness of efforts |
| Objective 9 | Implement Accountability Structures for One Hopewell project with internal and external partners by August 2022 and continued throughout project implementation. | | | | | |
| | Activity | Tasks | Responsible Person | Start date | End Date | Outcome Product |
| | Create shared metrics | Shared objectives or performance measures with equity and health implications | *Program Manager Representative from Data subcommittee | 1/1/2022 | 2/1/2022 | <ul style="list-style-type: none"> Shared metrics established |
| | Establish oversight and management system | Oversight or management structures Established roles for systematic consideration of equity and health criteria | Program Manager Representative from Data subcommittee Representative from EHiAP | 2/1/2022 | 3/1/2022 | <ul style="list-style-type: none"> Review of metrics for prior to sending to taskforce |

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| | Connect to existing city processes | Establish reporting/presentation goals to go before City Council for routine updates; establish goals for policy suggestions for forward momentum to tie back to Council meeting attendance | Program Manager Representative from Data subcommittee | 2/1/2022 | 3/1/2022 | <ul style="list-style-type: none"> Identify target Council meeting dates to include information in packets for Council review |
| | Develop a reporting structure method to relay policy recommendations | | Program Manager Representative from Data subcommittee | 2/1/2022 | 3/1/2022 | <ul style="list-style-type: none"> *Shared Metrics with City Council & Stakeholder partners (Quarterly) Outcomes for government to continue health in all policies and implementation) |
| | Establish equitable budget building and financial transparency | Cross-cutting budget spending reviews | Program Manager Representative from Finance subcommittee City Council City Manager | 12/1/2021 | 05/1/2022 | <ul style="list-style-type: none"> Integrate equity and financial transparency into City budget process |
| | Identify incentives and/or stipends for community participation in Neighborhood Councils | Partner with area colleges, local school systems, barbershops, churches | Program Manager/ Community relation/ Blue Zones Project | 10/1/2021 | 8/1/2022 | <ul style="list-style-type: none"> Secure funding to provide stipend/ other incentives to get persons from the community involved |

| Goal 2 Apply "EHiAP" framework to Hopewell's response to COVID-19 to pilot the process and expand application of EHiAP Framework to additional priority areas after six months of implementation. | | | | | | |
|---|---|--|------------|-----------|---|--|
| Objective 1 By April 1, 2022 the One Hopewell project will develop and distribute a resource guide for city residents. | | | | | | |
| Activity | Tasks | Responsible Person | Start date | End Date | Outcome Product | |
| Collect existing guides from City Departments and community partners | Consolidate guides into one for use by citizens | Cliff Morris Program Manager | 9/1/2021 | 10/1/2021 | <ul style="list-style-type: none"> Distribute guides | |
| Establish Partnership with VSU Health Institute | Intensify focus on health disparities and social determinants of health | Cliff Morris program Manager | 8/1/2021 | 9/1/2021 | <ul style="list-style-type: none"> Align resources to address COVID, diabetes, social determinants of health, other chronic diseases | |
| Use feedback gathered through Neighborhood Council and make immediate recommendation for action | Conduct interview, meetings, gathering to discuss COVID-19 needs | One Hopewell Team Program Manager Neighborhood Council members | 1/1/2022 | 2/1/2022 | <ul style="list-style-type: none"> Identified areas of concern and need in the community due to COVID-19 pandemic | |
| Enter feedback/data into Building Blocks software | Analyze information from Neighborhood Council Groups | One Hopewell Team | 1/1/2022 | 2/1/2022 | <ul style="list-style-type: none"> Identify target communities and resources needed | |
| Provide resources | Determine target community | Data Sub Committee | | | | |
| | identify community partners, City departments to respond to concern and needs | EHiAP Task Force Relevant City Departments | 3/1/2022 | 4/1/2022 | <ul style="list-style-type: none"> Community improved | |
| Objective #2 Explore and Create Foundation for Hopewell to become a Blue Zone by August 1, 2022 | | | | | | |

| Activity | Tasks | Responsible Person | Start Date | End Date | Outcome Product |
|--|---|--------------------------------------|------------|----------|---|
| Understand requirements of Blue Zones | Study Blue Zones speak with representatives | Cliff Morris/Danny Beuttner Jr./ | 4/1/2021 | 8/1/2022 | <ul style="list-style-type: none"> Game plan to introduce Blue Zones to City residents government, etc. |
| Hold educational series/forums about Blue Zone designation | Use opportunities with businesses, residents, etc. of the Blue Zones to discuss health of City and how that can change | Cliff Morris Project Manager | 1/1/2022 | 8/1/2022 | <ul style="list-style-type: none"> 40% of population more familiar with B Blue Zones |
| Goal 3: Create a Sustainability Plan for the continuation of the Hopewell City EHIAP Initiative by March 1, 2023 | | | | | |
| Objective #1 | | | | | |
| Activity | Tasks | Responsible Person | Start Date | End Date | Outcome Product |
| Identify target goals and success metrics | <ul style="list-style-type: none"> Identify core metrics after receiving confirmation about which external sets may be received and frequency Create evaluation of EHIAP work that is built by representatives from different depts. within the City of Hopewell govt. and local partners so that it reflects city and community priorities and can be tracked over time. | Program Manager One Hopewell Team | 3/1/2022 | 5/1/2022 | <ul style="list-style-type: none"> Develop benchmarks/goals and identify core metrics for standards |
| Connect to existing city processes | Establish reporting/presentation goals to go before City Council for routine updates; establish goals for policy suggestions for forward momentum to tie back to Council meeting attendance | Program Manager One Hopewell Team | 1/1/2022 | 3/1/2022 | <ul style="list-style-type: none"> Quarterly presentation and Reports for City Council and other stakeholders. |
| Incorporate into job descriptions and/or performance measures | Hire a City Program Manager that serves as a director of One Hopewell Office | One Hopewell Team City Manager | 1/1/2023 | 3/1/2023 | <ul style="list-style-type: none"> One Hopewell Director hired |

City Council

R-5



**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:

FY 2021-2022 Operating Budget

ISSUE: City Council consideration of the proposed FY2021-2022 City of Hopewell Budget

RECOMMENDATION: Approve the proposed FY22 City of Hopewell Budget and Budget Resolution

TIMING: Adoption is required by June 30, 2021

BACKGROUND: The Proposed FY 22 Overall Operating and Capital Budget appropriates a total of approximately \$180,848,289 across 31 funds, which is an increase of \$8,821,095 or 5.13%, over the FY21 budget. The Proposed General Operating Fund is approximately \$54,328,648, which is an increase of \$1,710,971 or 3.25%, over the FY21 General Fund Operating Budget.

ENCLOSED DOCUMENTS:

FY 2021-2022 Budget Resolution

STAFF:

John M. Altman, Jr., City Manager
Michael Terry, Director of Finance

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"/> | Vice-Mayor John B. Partin, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Patience Bennett, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | | | |

**BUDGET RESOLUTION
FISCAL YEAR 2021-22**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on May 25, 2021, a budget of the estimated revenues and expenditures for the fiscal year beginning July 1, 2021, and ending June 30, 2022, 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 \$148,130,748 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 \$35,662,907 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 that the budget for the City of Hopewell as set forth below for Fiscal Year 2021-2022 be and is hereby approved and adopted by City Council:

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..... | \$35,662,907 |
| Other Local Taxes..... | 6,080,000 |
| Licenses, Permits, Fees..... | 921,100 |
| Fines & Forfeitures..... | 893,500 |
| Use of Money/Property..... | 65,000 |
| In-Lieu of Taxes..... | 1,257,500 |
| Other Local Revenues..... | 375,414 |

From Other Agencies

| | |
|----------------------|-----------|
| State Sources..... | 7,683,361 |
| Federal Sources..... | 26,000 |

| | |
|--|--------------|
| Cost Recovery & Reserves | |
| Cost Recovery from Social Services-012 | 507,000 |
| Cost Recovery from Solid Waste-030 | 502,000 |
| Cost Recovery from Sewer Services-041 | 382,500 |
| Use of Reserve Funds | <u>0</u> |
| Total Revenues..... | \$54,356,282 |

Appropriations:

General Government:

| | |
|------------------------------|-----------|
| City Council | 151,666 |
| City Clerk..... | 207,082 |
| City Attorney | 433,829 |
| City Manager | 1,182,509 |
| Information Technology | 1,520,853 |
| Human Resources | 489,046 |
| Finance Department | 1,894,836 |
| Development Department | 1,204,355 |
| Non-Departmental..... | 610,500 |

Courts:

| | |
|--------------------------------|-----------|
| Circuit Court | 106,020 |
| General District Court..... | 144,519 |
| Court Services | 7,000 |
| VJCCCA Grant | 164,056 |
| Crater Detention Facility..... | 332,921 |
| Regional Jail..... | 2,441,220 |

Constitutional Offices:

| | |
|------------------------------|----------------|
| Clerk of Circuit Court | 498,572 |
| Commonwealth Attorney..... | 791,077 |
| Commissioner of Revenue..... | 558,130 |
| Sheriff | 1,687,663 |
| Treasurer | 576,668 |
| Voter Registrar..... | 295,213 |
| Victim Witness..... | 181,529 |
| Police Department..... | 8,427,896 |
| Fire Department | 5,261,335 |
| Public Works Department..... | 5,329,707 |
| Outside Agencies | 1,828,241 |
| Operating Transfers | 17,679,839 |
| Contingency | <u>350,000</u> |
| Total General Fund | \$54,356,282 |

Social Services Fund-012:

Estimated Revenues:

| | |
|--------------------------------------|----------------|
| From State Sources | \$2,504,286 |
| From Federal Sources | 2,976,000 |
| Transfer from General Fund-011 | <u>994,754</u> |
| Total Revenues | \$6,475,040 |

Appropriations:

| | |
|----------------------------------|------------------|
| Administration | 1,202,972 |
| Eligibility | <u>5,272,068</u> |
| Total Social Services Fund | \$6,475,040 |

Children's Services Act Fund-015:

Estimated Revenues:

| | |
|--------------------------------------|---------------|
| From State Sources | \$2,500,845 |
| Transfer from General Fund-011 | 833,615 |
| Other Revenue | <u>25,000</u> |
| Total Revenues..... | \$3,359,460 |

Appropriations:

| | |
|---|------------------|
| Administration | 159,460 |
| Direct Services | <u>3,200,000</u> |
| Total Children's Services Act Fund..... | \$3,359,460 |

Recreation Fund-035:

Estimated Revenues:

| | |
|--------------------------------------|------------------|
| Fees & Charges | \$173,050 |
| Transfer from General Fund-011 | <u>1,740,729</u> |
| Total Revenues..... | \$1,913,779 |

Appropriations:

| | |
|----------------------------|----------------|
| Recreation Center Div..... | 629,607 |
| Community Div | 174,473 |
| Athletics Div | 145,874 |
| Seniors Div..... | 154,032 |
| Pool Div | 233,521 |
| Parks Div..... | <u>576,272</u> |
| Total Recreation Fund..... | \$1,913,779 |

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>\$600,000</u> |
| Total Revenues..... | \$600,000 |

| | |
|---|----------------|
| Appropriations: | |
| Property/Liability Insurance Premiums | <u>600,000</u> |
| Total Self Insurance Fund..... | \$600,000 |

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..... | \$13,500 |
| Grave Site Sales | <u>39,000</u> |
| Total Revenues..... | \$52,500 |

| | |
|---------------------------|--------------|
| Appropriations: | |
| Operating Supplies..... | 21,500 |
| Grass Cutting | 27,000 |
| Utilities..... | <u>4,000</u> |
| Total Cemetery Fund | \$52,500 |

School Operating Fund-014:

| | |
|--------------------------------------|-------------------|
| Estimated Revenues: | |
| From State Sources | \$35,226,251 |
| From Federal Sources | 10,725,322 |
| Other Revenues | 3,080,197 |
| Transfer from General Fund-011 | <u>12,242,921</u> |
| Total Revenues..... | \$61,274,691 |

| | |
|--|--------------------|
| Appropriations: | |
| Non-Categorical..... | <u>61,274,691</u> |
| Total School Operating Fund..... | \$61,274,691 |
| <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 | \$28,101 |
| From Federal Sources | 2,400,000 |
| Other Revenues..... | <u>148,100</u> |
| Total Revenues..... | \$2,576,201 |
| Appropriations: | |
| Operating Expenses | <u>2,576,201</u> |
| Total School Cafeteria Fund | \$2,576,201 |
| <u>School Bldg/Bus Replacement Fund-063:</u> | |
| Estimated Revenues: | |
| Other Revenues..... | <u>\$47,180</u> |
| Total Revenues..... | \$47,180 |
| Appropriations: | |
| Appropriations | <u>47,180</u> |
| Total School Bldg/Bus Replacement Fund..... | \$47,180 |
| <u>Solid Waste Fund-030:</u> | |
| Estimated Revenues: | |
| Fees & Charges | <u>\$2,480,191</u> |
| Total Revenues..... | \$2,480,191 |
| Appropriations: | |
| Curb-Side Pickup | 2,284,348 |
| Convenience Center | <u>195,843</u> |
| Total Solid Waste Fund | \$2,480,191 |

Sewer Operations Fund-040:

Estimated Revenues:

| | |
|----------------------------|--------------------|
| Charges for Services | <u>\$9,791,352</u> |
| Total Revenues..... | \$9,791,352 |

Appropriations:

| | |
|--|------------------|
| Transfer to Sewer Maintenance Fund-041 | 8,154,981 |
| Transfer to Sewer Bond Fund-043 | <u>1,636,371</u> |
| Total Sewer Operations Fund | \$9,791,352 |

Sewer Maintenance Fund-041:

Estimated Revenues:

| | |
|---|----------------|
| Transfer from Sewer Operations Fund-040 | \$8,154,981 |
| Interest Income..... | <u>275,000</u> |
| Total Revenues..... | \$8,429,981 |

Appropriations:

| | |
|------------------------------------|------------------|
| Maintenance & Inspections..... | 1,478,597 |
| City Pump Stations | 5,455,884 |
| Capital | <u>1,495,500</u> |
| Total Sewer Maintenance Fund | \$8,429,981 |

Sewer Bond Fund-043:

Estimated Revenues:

| | |
|---|--------------------|
| Transfer from Sewer Operations Fund-040 | <u>\$1,636,371</u> |
| Total Revenues..... | \$1,636,371 |

Appropriations:

| | |
|-----------------------------|------------------|
| Bond Principal | 585,000 |
| Bond Interest..... | <u>1,051,371</u> |
| Total Sewer Bond Fund | \$1,636,371 |

Storm Water Fund #1-048:

Estimated Revenues:

| | |
|--------------------------|----------------|
| Storm Water Fees..... | \$904,000 |
| From State Sources | <u>142,046</u> |
| Total Revenues..... | \$1,046,046 |

Appropriations:

| | |
|---------------------------------|------------------|
| Operating Expenses | <u>1,046,046</u> |
| Total Storm Water Fund #1 | \$1,046,046 |

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>\$22,642,955</u> |
| Total Revenues..... | \$22,642,955 |

Appropriations:

| | |
|--|------------------|
| Operating Expenses | 15,142,955 |
| Capital | <u>7,500,000</u> |
| Total Hopewell Water Renewal Fund..... | \$22,642,955 |

Debt Service Fund-070:

Estimated Revenues:

| | |
|--------------------------------------|------------------|
| Food Tax | \$2,300,000 |
| Lodging Tax..... | 850,000 |
| Fund 070 Revenue | 924,951 |
| Transfer from General Fund-011 | <u>1,083,320</u> |
| Total Revenues..... | \$5,158,271 |

Appropriations:

| | |
|------------------------------|------------------|
| Debt Service..... | <u>5,158,271</u> |
| Total Debt Service Fund..... | \$5,158,271 |

Capital Projects Fund-071:

Estimated Revenues:

| | |
|--------------------------|--------------------|
| From State Sources | <u>\$1,000,000</u> |
| Total Revenues..... | \$1,000,000 |

Appropriations:

| | |
|-----------------------------------|--------------------|
| Capital Projects | |
| Engineering-VDOT Projects..... | <u>\$1,000,000</u> |
| Total Capital Projects Fund | \$1,000,000 |

Economic Development Fund-075:

Estimated Revenues:

| | |
|--------------------------------------|-----------------|
| Transfer from General Fund-011 | <u>\$20,000</u> |
| Total Revenues..... | \$20,000 |

Appropriations:

| | |
|---------------------------------------|---------------|
| Operating Expenses | <u>20,000</u> |
| Total Economic Development Fund | \$20,000 |

Healthy Families Fund-090:

Estimated Revenues:

| | |
|--------------------------------------|----------------|
| Donations | \$67,500 |
| Transfer from General Fund-011 | 164,499 |
| From State Sources | <u>105,000</u> |
| Total Revenues..... | \$336,999 |

Appropriations:

| | |
|-----------------------------------|----------------|
| Operating Expenses | <u>336,999</u> |
| Total Healthy Families Fund | \$336,999 |

Grants Fund-052:

Estimated Revenues:

| | |
|--------------------------|-----------------|
| From State Sources | <u>\$55,295</u> |
| Total Revenues..... | \$55,295 |

Appropriations:

| | |
|---|---------------|
| Police-School Resource Officer Grant..... | <u>55,295</u> |
| Total Grants Fund | \$55,295 |

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 make all necessary fund and expense adjustments 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, 2021 shall be re-appropriated to the 2021-22 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 capital 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, 2021 and appropriations in the 2021-22 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 expenditure 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, 2021 and appropriations in the 2021-22 budget year.

Sec. 12 The City Manager may account for and utilize 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 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 City Manager is authorized to make transfers to the various funds for which there are transfers budgeted. The City Manager 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 utilize 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, 2021, and all funds received in the 2021-22 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 reallocate appropriations and/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, 2021, and all funds received in the 2021-22 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 utilize bond interest earning to minimize arbitrage rebates/penalties. This authority would include the 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, 2021 and all funds received in the FY 2021-22 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.

The City Manager is authorized, only upon the approval of Council, to transfer between funds should fiscal conditions or circumstances prescribe that the transfer is required. The transfer amount must not result in a deficit balance in the Fund that the transfer is being made from.

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, 2021, the following will be the City share of health care cost from The Local Choice (Anthem):

| 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 | \$431.73 | \$503.00 |
| Employee + Spouse | \$100.95 | \$201.89 | \$729.11 | \$931.00 |
| Employee + Child | \$83.40 | \$166.80 | \$764.20 | \$931.00 |
| Employee + Children | \$83.40 | \$166.80 | \$1,191.20 | \$1,358.00 |
| Employee + Family | \$166.80 | \$333.59 | \$1,024.41 | \$1,358.00 |
| Key Advantage 500 | Employee Share | Employee Share | City Share | Total Premium |
| Employee Only | \$43.07 | \$86.13 | \$537.87 | \$624.00 |
| Employee + Spouse | \$126.13 | \$252.25 | \$901.75 | \$1,154.00 |
| Employee + Child | \$102.22 | \$204.44 | \$949.56 | \$1,154.00 |
| Employee + Children | \$102.22 | \$204.44 | \$1,480.56 | \$1,685.00 |
| Employee + Family | \$211.45 | \$422.90 | \$1,262.10 | \$1,685.00 |
| Key Advantage 250 | Employee Share | Employee Share | City Share | Total Premium |
| Employee Only | \$50.50 | \$101.00 | \$588.00 | \$689.00 |
| Employee + Spouse | \$151.31 | \$302.62 | \$972.38 | \$1,275.00 |
| Employee + Child | \$120.98 | \$241.95 | \$1,033.05 | \$1,275.00 |
| Employee + Children | \$120.98 | \$241.95 | \$1,618.05 | \$1,860.00 |
| Employee + Family | \$256.11 | \$512.22 | \$1,347.78 | \$1,860.00 |

Retirees:

Monthly Health Insurance Rates for Retirees NOT Eligible for Medicare

| 20+ Years of Service (City Pays 30% of the total premium) | | | |
|--|---------------|------------|---------------|
| Plan | Retiree Share | City Share | Total Premium |
| TLC Key Advantage 250 | \$482.30 | \$206.70 | \$689.00 |
| TLC Key Advantage 500 | \$436.80 | \$187.20 | \$624.00 |
| TLC HDHP | \$352.10 | \$150.90 | \$503.00 |
| 15-19 Years of Service (City Pays 20% of the total premium) | | | |
| Plan | Retiree Share | City Share | Total Premium |
| TLC Key Advantage 250 | \$551.20 | \$137.80 | \$689.00 |
| TLC Key Advantage 500 | \$499.20 | \$124.80 | \$624.00 |
| TLC HDHP | \$402.40 | \$100.60 | \$503.00 |

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, 2021 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%.

--0000--

I, Patience Bennett, Mayor 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 25th day of May, 2021.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia, this 28th day of May, 2021.

/s/ Patience Bennett

Patience Bennett
Mayor

ATTEST:

/s/ Mollie Bess

Mollie Bess, Interim City Clerk
City of Hopewell

S E A L

R-6

REPORTS OF
THE CITY
MANAGER

REPORTS OF
THE CITY
ATTORNEY

REPORTS OF CITY CLERK



City of Hopewell City Council Appointed Boards, Commissions & Authorities

Overview:

- Statement of purpose - Review Boards List for Adjustments
- Review of Boards Status - Active/Inactive
- Review of Minute Submission - Yes/No
- Review of Annual Report Compliance - Yes/No
- Discuss purpose of Boards - Auxiliary of City Council
- Suggested new Board Creation
- Suggested Changes Talent Bank Resume
- Suggested Outreach Plan
- Suggested Draft Flyer
- Demo of new Board Software



**City of Hopewell
City Council Appointed Boards, Commissions & Authorities**

Review of Boards Status - Active/Inactive

| BOARDS/COMMISSIONS | ACTIVE/INACTIVE |
|--|-----------------|
| Architectural Review Board | Y |
| Bldg. Code & Fire Prevention Appeals | N |
| Board of Equalization | N |
| Board of Zoning Appeals | Y |
| Central Waste Mgmt. Authority | N |
| Community Development Grant | N |
| Community Planning & Mgmt. Team | Y |
| Council of the South Central Corridors | N |
| Crater District Area on Aging | N |
| District 19 Community Services Board | N |
| Dock Commission | N |
| Downtown Design Review Committee | Y |
| Economic Development Authority | Y |
| Electoral Board | Y |

| BOARDS/COMMISSIONS | ACTIVE/INACTIVE |
|-------------------------------------|-----------------|
| Historic Preservation Committee | Y |
| Hopewell Community Policy & Mgmt. | Y |
| Hopewell Redevelopment & Housing | Y |
| Hopewell Water Renewal Commission | Y |
| John Tyler Community College | N |
| Keep Hopewell Beautiful | N |
| Library Board | N |
| Planning Commission Wetlands Board | Y |
| Recreation Commission | Y |
| Resource Conservation & Development | N |
| School Board | Y |
| Social Services Advisory Board | N |
| Technology Fund Committee | N |
| Telecommunications Regulation Comm. | N |
| Transportation Safety Board | Y |
| Virginia's Gateway Region | N |

Councilor Gore - Ward 4
Interim City Clerk - Mollie Bess



City of Hopewell City Council Appointed Boards, Commissions & Authorities

Review of Minute Submission - Yes/No

| BOARDS/COMMISSIONS | MINUTES | BOARDS/COMMISSIONS | MINUTES |
|--|---------|-------------------------------------|---|
| Architectural Review Board | Y | Historic Preservation Committee | N |
| Bldg. Code & Fire Prevention Appeals | | Hopewell Community Policy & Mgmt. | N |
| Board of Equalization | | Hopewell Redevelopment & Housing | Y |
| Board of Zoning Appeals | N | Hopewell Water Renewal Commission | N |
| Central Waste Mgmt. Authority | | John Tyler Community College | |
| Community Development Grant | | Keep Hopewell Beautiful | Due to not enough member to make a quorum |
| Community Planning & Mgmt. Team | N | Library Board | |
| Council of the South Central Corridors | | Planning Commission Wetlands Board | N |
| Crater District Area on Aging | | Recreation Commission | N |
| District 19 Community Services Board | | Resource Conservation & Development | |
| Dock Commission | | School Board | N |
| Downtown Design Review Committee | Y | Social Services Advisory Board | |
| Economic Development Authority | Y | Technology Fund Committee | |
| Electorial Board | N | Telecommunications Regulation Comm. | |
| Friends of the Appomattox River | | Transportation Safety Board | N |
| | | Virginia's Gateway Region | |

Councilor Gore - Ward 4
Interim City Clerk - Mollie Bess



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Review of Annual Report Compliance - Yes/No

City Council Rules require Council-Appointed Boards, Commissions and Authorities to present annually to City Council.

In 2019, a request was approved to require the City Clerk to develop a draft calendar for all boards to present to City Council. The Clerk's Office was also expected to conduct outreach in a timely fashion to notify the Chair/Staff member of the date to present and provide the guidelines to submit a presentation.

This process began, but was not carried out.



City of Hopewell
City Council Appointed Boards, Commissions & Authorities

Discuss purpose of Boards - Auxiliary of City Council

- Does City Council feel that Boards are fulfilling the purposes for which they were established?
- Does City Council want to evaluate if certain boards should have municipal projects/goals to accomplish?

Suggested new Board Creation

- Does City Council wish to create a new Board, Commission and/or Authority to address a community need?
- Does City Council feel that the current listing of volunteer opportunities is sufficient and covers the City's current needs?



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Suggested Changes Talent Bank Resume

- *Online Application through new software
- *Removal of SSN

- *Document must be updated to reflect current listing
- *Review to determine if any additional fields are needed

| Talent Bank Resume | | Submit Form |
|---|---|---|
| <p>BOARDS, COMMISSIONS & AUTHORITIES</p> <p>CITY OF HOPWELL Hopewell, Virginia 23860</p> | | |
| <p>Board of Alcohol Review (BAR)</p> <p>Board of Child Care & Free Preschool Code Appeals</p> <p>Board of Equalization (BOE)</p> <p>Board of Health (BOH)</p> <p>Central Virginia Waste Management Authority (CVWMA)</p> <p>Community Planning and Management Team (CPMT)</p> <p>County Board of Supervisors (CBS)</p> <p>Department of Economic Development Authority</p> <p>Department of Economic Services Board (DESBB)</p> <p>Department of Public Works (DPW)</p> <p>Downtown Design Review Committee</p> <p>Historic Preservation Commission</p> <p>Hopewell Redevelopment Authority (HRA)</p> <p>Hopewell Recreation Commission (HRC)</p> <p>Hopewell Youth Services Commission (HYS)</p> <p>Joint Year Community Change Board (JYCC)</p> | <p>Keep Hopewell Beautiful (Formerly Clean City)</p> <p>Library Board (Nonpartisan Regional)</p> <p>Planning Commission/Waterways Board</p> <p>Recycling Commission</p> <p>Recycling Commission (RC&D)</p> <p>Recreation Commission</p> <p>Recreation Commission (H/O Renewal)</p> <p>School Board</p> <p>Social Services Advisory Board</p> <p>Special Services Advisory Board</p> <p>Telecommunications Regulation Committee</p> <p>Virginia State Police (VSP)</p> <p>Virginia State Police (VSP)</p> <p>Youth Services Commission</p> | <p>City of Hopewell</p> |
| <p>First Choice</p> <p>Date Submitted: _____ (This resume will become valid two years from this date) Occupation: _____</p> <p>Name: _____ Social Security No: _____</p> <p>Address: _____ This is my <input type="checkbox"/> Home Address <input type="checkbox"/> Business Address <input type="checkbox"/> Mailing Address</p> <p>Address: _____ This is my <input type="checkbox"/> Home Address <input type="checkbox"/> Business Address <input type="checkbox"/> Mailing Address</p> <p>Home Phone: _____ Cell Phone: _____ Office Phone: _____ Email: _____</p> <p>What are your specific qualifications, skills and abilities as they relate to the Board(s), Commission(s) or Committee(s) on which you have requested to serve, and how will they enhance that Board, Commission or Committee?</p> <p>Additional Comments: _____</p> | <p>Second Choice</p> <p>Third Choice</p> <p>Resumes are valid for two years from the date of submission.</p> | <p>In what ward of the City of Hopewell do you reside? <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7</p> <p>Do you have relatives who are employed by the City of Hopewell, serve as a member of either of the agencies to which you seek appointment, or who serve on Hopewell City Council? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, whom? _____ Which agency? _____</p> |
| <p>By my signature hereon, I certify that (1) the information given by me in this document is correct to the best of my knowledge, (2) I understand that I may be required to provide proof of identity and, if applicable, proof of residency, and (3) I understand that I may be required to provide proof of my qualifications, including (a) under Barc. 2.611 (Criminal background check required as a condition of service to the city of Hopewell) and (b) as to my references, past and present employment, education, involvement in litigation or other photographs and other items.</p> | | |
| <p>Signature _____ Date _____</p> | | <p>Please return completed form to: Office of the City Clerk, Municipal Building 300 North Main Street, Hopewell VA 23860</p> |
| <p>Talent Bank Resume Expires Two Years From Submission Date</p> <p><i>The members of the Hopewell City Council appreciate your interest in serving the Citizens of the City</i></p> | | |

Councilor Gore - Ward 4
Interim City Clerk - Mollie Bess



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Suggested Outreach Plan

1. City Clerk's Office to review list of current applicants to identify who has applied to serve on a board, but has not been appointed.
2. City Clerk's Office to conduct outreach based on list of applicants to identify if he/she will be willing to serve on a board with vacancies.
3. City Clerk's Office will begin to implement outreach plan.



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Suggested Outreach Plan

- City Clerk's Office is required to publish vacancies each September in local newspaper.
 - Antiquated
 - Not currently followed
- Suggest City Council disseminated draft flyer previously approved for outreach in community locations.
- Suggest City Council disseminated draft flyer on social media
- Suggest City Clerk include list of vacancies on each City Council Agenda under "Reports of City Clerk".
- Suggest City Clerk's Office advertise vacancies quarterly in local newspaper, if possible.
- Suggest City Clerk's Office share vacancies weekly in the City's News briefs.



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Suggested Actions

- Update City's website to remove Standing Commissions of City Council; add the information on City Council's web page
- Consider finding way to highlight current board members and projects from boards and commissions online.
- Determine if City Council will still offer a Appreciation Dinner.



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Demo of new Board Software

Councilor Gore - Ward 4
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REPORTS OF
THE CITY
COUNCIL

COUNCILOR REQUESTS

CR-1

CR-2

CR-3

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ADJOURNMENT