

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

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

October 09, 2019

COUNCIL CHAMBERS
300 N MAIN ST. HOPEWELL VA

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

OPEN MEETING

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

Roll Call

CLOSED MEETING

Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711(A)(1) to discuss and consider personnel matters, including the appointment, assignment, salaries, and performance of specific appointees and to consider prospective candidates for appointment to various boards and commissions of the City Council, including Recreation Committee; (A)(39) to discuss and consider information related to economic development; and to the extent such discussions will be aided thereby; (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

SUGGESTED MOTION: Come out of Closed Meeting

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 Herbert Bragg, Director of Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Partin.

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:

- 1. January 24 and 25, 2019

C-2 Pending List:

- 1. Pending List

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

- 1. Personnel Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

- 1. ARLS Board Report

C-9 Resolutions/Proclamations/Presentations:

C-10 Additional Announcements:

SUGGESTED MOTION: To amend/adopt consent agenda

Public Hearings

CITY CLERK: *All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **five minutes**. No person shall be permitted to address the Council a second time until all others have been heard, and no one may speak more than twice on any subject in any one meeting. All remarks shall be addressed to the Council as a body, any questions must be asked through the mayor only, and there shall be no discussion without permission of the mayor. Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in Council Chambers may be barred by the mayor from further audience before Council and removed, subject to appeal to a majority of Council. (See Rules 405 and 406)*

NONE

Unfinished Business

UB-1 Review and approval of financial policies, resolutions, etc.

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

MOTION: _____

Roll Call

Communications from Citizens

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

Regular Business

Reports of City Manager:

R-1 CAFR Update

ISSUE: Update on status of CAFRs

MOTION: _____

Roll Call

R-2 City Council Priority List Report

ISSUE: Council requested that the City Manager update them on the Priority List

MOTION: _____

Roll Call

R-3 Request for an allocation of \$95,000 from the City’s General Fund for the contractual operation of the City’s Seasonal Warming Shelter.

ISSUE: City Council voted at its September 10, 2019 meeting to 1) support the continued operation of the City’s Seasonal shelter between the approximate time periods from November 15th through March 15th of each year; and 2) to secure the services of a private vendor to operate and manage the shelter. To proceed with procuring contractual services for the operation and management of the shelter, an appropriation of funds by City Council is needed.

MOTION: _____

Roll Call

R-4 Randolph – Limiting IR and CCR items

ISSUE: Requesting that a work session be set to discuss limiting Council IR and CCR items on the agenda

MOTION: _____

Roll Call

R-5 Partin - New Curb and Gutter Program (returning item)

MOTION: _____

Roll Call

R-6 Gore – Request to eliminate 3-hour time rule for all Council meetings (new item)

MOTION: _____

Roll Call

R-7 Denton – Office keys

MOTION: _____

Roll Call

R-8 Tree City USA

MOTION: _____

Roll Call

R-9 System to Report Suspected Incidents of Fraud, Waste or Abuse

ISSUE: The City currently does not have any means for anyone to report concerns or suspicions of fraud, waste or abuse. A system needs to be created in which information goes directly to the City Attorney and disseminated to City Council for review.

MOTION: _____

Roll Call

R-10 Request to Create Innovation Competition for City Departments

ISSUE: The current Efficiency Study and Technology Review was originally designed to include an element of staff engagement. The desire was to include members of staff by creating an innovation competition for them to suggest problem-solving ideas to help the City operate better and improve customer service.

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

- 1 List of vacancies

Reports of City Council:

Committees:

Individual Councilors

Citizen/Councilor Requests

Presentations form Boards and Commissions

Other Council Communications

Adjournment

REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE SEPTEMBER 24, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, September 24, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7 (arrived at 5:54 p.m.)
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

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

ABSENT: None

ROLL CALL

Mayor Gore opened the meeting at 5:31 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:52 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

CLOSED MEETING

At 5:32 p.m., Councilor Pelham Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711. (A)(1) to discuss and consider personnel matters, including the appointment, assignment, salaries, and performance of specific appointees and to consider prospective candidates for appointment to various boards and commissions of the City Council, including Community Policy and Management Team; (A)(39) to discuss and consider information related to economic development; and (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	--- (arrived at 5:54 p.m.)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

Motion passed 6-0

RECONVENE OPEN MEETING

At 7:42 Councilor Pelham moved that Council come out of Closed Session. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

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

Motion passed 7-0

ROLL CALL

Mayor Gore requested a roll call as follows:

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

REGULAR MEETING

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Joyce Harville of First Christian Baptist Church, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Vice Mayor Bennett.

AMEND AGENDA

Councilor Partin moved to adopt the agenda. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

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September 24, 2019
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Councilor Denton	-	yes
Councilor Pelham	-	---- (absent from dais)

Motion passed 7-0

Consent Agenda

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

- C-1 **Minutes:** Minutes of Council's September 10, 2019 meeting.
- C-2 **Pending List:** Due October 9, 2019
- C-3 **Routine Approval of Work Sessions:** None
- C-4 **Personnel Change Report & Financial Report:**
 - 1. Personnel Report
 - 2. Finance Report
- C-5 **Ordinances on Second & Final Reading:** None
- C-6 **Routine Grant Approval:** None
- C-7 **Public Hearing Announcement:** None
- C-8 **Information for Council Review:** Minutes: CPMT August 2019; Planning Commission July 2019
- C-9 **Resolutions/Proclamations/Presentations:**
- C-10 **Public Hearing Announcement:**

Councilor Partin moved to approve the Consent Agenda. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PUBLIC HEARINGS

NONE

UNFINISHED BUSINESS

NONE

COMMUNICATIONS FROM CITIZENS

No one signed up to speak, and no one came forward when Mayor Gore extended an invitation.

REGULAR BUSINESS

Reports of City Manager:

R-1 CAFR Update – John “March” Altman, City Manager, gave Council a verbal presentation on the status of the CAFRs. Jasmine Gore, Mayor, reminded Council of the questionnaire distributed to them by the auditors, and urged that they complete and return same.

R-2 Presentations and Proclamations – Aaron Reidmiller, Director of Parks and Recreation presented information about the four (4) awards recently won by Parks and Rec including Best New Facility for Arlington Park and best Special Event for the Veteran’s Day Parade. Mr. Reidmiller thanked David Harless, Risk Manager, for his assistance with the Veteran’s Day Parade and his overall work with veterans. Mr. Reidmiller made special mention of Ms. Tabitha Martinez receiving an award.

Mayor Gore presented information on Building an Early Learning Nation. She set forth the services that are needed in Hopewell, and advise that the Strategic Plan already has a spot for this. She asked that, at a future agenda, an advisory board be created that would include teachers, day care providers, pre-school providers, parents, and would include a Ft. Lee partnership. She asked Council if she could, using POLCO, send a survey to the public to get constituent input. Council agreed.

R-3 Pavement Management Program Update – Johnny Butler, City Engineer and Austin Anderson, Construction Manager, presented Council with information on the 15-year pavement plan. It was noted that pavement depreciates every 12 years. Mr. Anderson also noted special considerations for paving, most especially utilities. He said that utilities could cause a road to have to be re-paved if there is a problem after the paving is complete. Mr. Butler and Mr. Anderson said that, to put the City on a 15-year pavement plan where all cities in the City would be paved within that 15-year period, it would cost \$1.5 million per year. Mr. Anderson noted that the City already spends very close to this amount.

Councilor Partin moved to appropriate the \$1.5 million in next year’s paving program to jump start the 15-year road improvement plan. Councilor Pelham seconded his motion. After discussion, Councilor Pelham requested to amend Mr. Partin’s motion. Upon the roll call, the vote resulted:

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

Motion passed 6-1

Councilor Pelham amended the motion to appropriate the \$1.5 million in paving next fiscal year, but the funds cannot come from increased taxes, if we find the money. Her motion was seconded by Councilor Partin. Upon further discussion, Councilor Pelham amended her motion to postpone discussion on this item until a later date after Staff has had its Retreat in October. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-2

Councilor Pelham moved for Staff come back to Council after their Retreat with recommendations as to how Council can match the Delta to meet the \$1.5 million needed for the Road Improvement Program. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 4-3

R-4 FY 21 and FY 22 VDOT Revenue Sharing Applications

ISSUE: The current application cycle for the Revenue Sharing Program started on May 15, 2019 for funding in fiscal years 2021 and 2022. The deadline for application completion is October 1, 2019 at 5:00 PM. City staff has identified three new (3) projects and created three pre-applications. Messrs. Butler and Anderson presented information related to this item. Councilor Partin moved to endorse and appropriate application ID 5905 Pavement Rehabilitation – Various Local Streets, Application ID 6011 Wagner Ave and Hooker St Reconstruction, and Application 6012 Hill Ave and Hooker St Reconstruction, and to formally endorse and add each project to the City’s current Capital Improvement Program. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COUNCIL ACTION ITEMS

1. **Council Review of Various Software Packages** - Councilor Randolph spoke regarding the various new software packages (e.g. POLCO, JustFOIA, Municode Agenda), and her concerns regarding where they will be financed going forward. Upon discussion of Council, it was agreed, by consensus that this would be handed over to the City Manager.

2. **Communications between City Council and the Treasurer’s Office** – Councilor Randolph presented information regarding this item to Council. She requested several reports from the Treasurer’s office, including a quarterly report on revenue, as well as a quarterly report on collections. She also requested that the Treasurer be instructed to advise Council whenever/if ever there was a significant problem in that office. Councilor Randolph moved that Council receive monthly reports from the Treasurer’s Office showing revenues and expenses; and quarterly reports showing collections and delinquencies; and that if there is any type of issue or concern, that there be an understanding that the Treasurer will inform Council. Councilor Denton seconded her motion. There was discussion of Council, after which, Councilor Pelham requested permission to make a substitute motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Pelham moved to allow Mayor Gore to take Councilor Randolph’s request to the Treasurer at the next Investment Committee meeting to discuss as an issue on their agenda, and to come back to Council with a recommendation. Her motion was seconded by Councilor Holloway. After more discussion, Councilor Pelham called for the vote. Upon the roll call, the vote resulted:

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

Motion passed 7-0

3. **Local Historic Marker Program** – Mayor Gore and Councilor Pelham brought this item forward to Council and presented background information. Upon discussion of Council, Councilor Pelham moved to consider creating a Historic Marker Program Committee, including recommendations from Council and other historic figures, and bring back to Council. After further discussion, Councilor Pelham withdrew her motion. Upon additional discussion of Council, Councilor Pelham moved to refer this item to the City Manager to organize an initial historic market committee, including recommendations from Council and other historic figures, and to bring information back to Council regarding same. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

EXTEND MEETING

Vice Mayor Bennett moved to waive Council rules and extend the meeting long enough to complete Item 4, and to do the appointments. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

4. **Creation of Ashford Kent Ad-Hoc Committee** – Mayor Gore briefed Council on why she added this item to the Agenda, then requested the creation of an Ashford Kent Ad-Hoc Committee. Upon discussion of Council, Councilor Partin moved to establish an Ashford-Kent Ad-Hoc Committee consisting of the Mayor, Vice Mayor, Herbert Bragg and two members of the Twinning Association. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

REPORT OF CITY CLERK

Councilor Partin moved to appoint Brian McDonald to the Transportation Safety Board and to appoint Christine Teasley to the Hopewell Community Policy and Management Team. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

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

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Councilor Denton	-	yes
Councilor Pelham	-	yes

Motion passed 7-0

ADJOURN

At 10:33 p.m., Councilor Partin moved to adjourn the meeting. His motion was seconded by Councilor Denton. All answered in favor.

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

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

DRAFT

MINUTES OF THE SEPTEMBER 25, 2019 SPECIAL CITY COUNCIL MEETING

A special meeting of the Hopewell City Council was held Wednesday, September 25, 2019, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2 (arrived 6:07 p.m.)
John B. Partin, Jr., Councilor, Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6 (arrived 6:07 p.m.)

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

ABSENT:

ROLL CALL

Mayor Gore opened the meeting at 6:06 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	absent (arrived at 6:07 p.m.)
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 6:07 p.m.)

Mayor Gore noted that Councilors Pelham and Holloway were *en route*, and that they were late due to the serious illness of Councilor Pelham’s sister.

SPECIAL MEETING

Councilor Partin moved revise the agenda to make SB-1 the VDOT resolution approval, make SB-2 the HRHA resolution approval, to remove item SB-5, and to make all other SB-items fall into place accordingly. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-1

SB-1 Approval of VDOT Resolution – This was an item remaining from the 9-24-19 meeting. Council approved the VDOT program, but requested that they review the draft resolution prior to approval. Councilor Partin moved to resolve that City Council approve the City of Hopewell FY21 and FY22 VDOT Revenue Sharing Program Resolution. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

SB-2 Approval of HRHA Resolution – Council requested that the City Attorney prepare a resolution to provide instruction to the HRHA. Councilor Partin moved that City Council approve the resolution referring to the HRHA a complaint for investigation. Councilor Holloway seconded his motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

SB-3 MUNIS Implementation – Councilor Pelham noted that no Directors were in attendance. The City Manager advised that he was prepared to answer all questions regarding all items on the agenda. Councilor Pelham moved to postpone the meeting until October 2, 2019 when the Directors could be present. Vice Mayor Bennett seconded the motion. Upon discussion, Councilor Pelham amended her motion. She moved to table the rest of this agenda until the Directors are present for the work session on October 2, 2019 or another date. Vice Mayor Bennett seconded the motion. There was discussion of Council. Vice Mayor Bennett called for the vote. Upon the roll call, the vote resulted:

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

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September 25, 2019
Regular Meeting

Councilor Pelham - yes
Vice Mayor Bennett - yes

Motion passed 4-3

ADJOURN

At 6:40 p.m. Council Partin moved to adjourn the meeting, which motion was seconded by Vice Mayor Bennett. All council answered aye to the question.

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

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

PENDING LIST

CITY COUNCIL PENDING LIST
10-09-19

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

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17 2-21-17</p>	<p>Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p>PENDING 6-23-17 email reminder sent to Haley</p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p>No RFP needed.</p> <p>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p>9-19-18 City Manager to include proposal and budget request as part of FY20 budget</p> <p>ONGOING</p>
<p>City Council and School Board to have additional joint meetings or to establish sub-committees</p>	<p>3-1-18</p>	<p>Vice Mayor Gore</p>	<p>School Board City Council March Altman</p>	<p>8-14-18 – Council appointed two members of the School Board to the School Facilities Committee (Joyner and Cuffey).</p>

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	Appointed?
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	PENDING
Who to reach out to increase the allocation to youth services (Connie Townes) – VCJJA come to present to City Council	2-27-18	Vice Mayor Gore	March Altman	PENDING
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	COMPLETE
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session. (NOVEMBER)	4-4-17	Council	March Altman	PENDING 3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	DONE 9-19-18 - FY17 Audit is ongoing
Request to review credit card policy		Pelham	March Altman	PENDING
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	COMPLETED
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	PENDING
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	PENDING

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes. Work Session/Pay Grades	3-27-18	Jasmine Gore	March Altman Renia Coles	PENDING
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	COMPLETED
Request information regarding status of Fire Department collections from last year. Update Cost Recovery	5-1-18	Council	March Altman Donnie Hunter	PENDING
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	PENDING
City Vehicles	4-25-17	Council requests info: how many vehicles does the City own? How many driven outside of Hopewell on daily/weekly basis? Which departments use the vehicles? (include how many vehicles each department uses) How are the vehicles being used? How many vehicles does the Schools own?	Haley Watson Young	PENDING -- update and send to City Council
Council request a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	Mark Haley Department Heads	ONGOING Asst. City Mgr. reported a draft would be presented during the Budget Session Update Org. Chart

CITY COUNCIL PENDING LIST
10-09-19

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
ARB & Streetscaping	2-7-17	Schedule Joint WS with City Council	Tevya Griffin Horace Wade	6-23-17 – reminder email sent to Griffin and Wade City Point Plan *add to website
Youth Commission	2-7-17 2-21-17 3-13-17	Continue to Accept TBR's, hold on interviews until NEW ordinance is reviewed by Council, Legislative Committee and passed Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council & Legislative Committee City Attorney emailed to Council & Legislative Committee for review.	Mark Haley Charles Dane Stefan Calos City Clerk	COMPLETED Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee & Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance Then City Clerk will schedule Interviews for Committee Members & provide them with copy of Ordinance during the interview process. 12-2017 – Youth Commission established and had first meeting. 2nd and 3rd meetings also scheduled. COMPLETED
Cultural Resource Management Plan	2-21-17	Councilor Luman-Bailey	City Manager Tevya Griffin ARF DDRC Planning Commission	City Manager and Tevya Griffin to supply the Cultural Resource Management Plan to the ARB; DDRC & Planning Commission for Financial Grants available to them and the City.

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Citizen Oversight Committee – recommendation from Chief to create Citizen Oversight Committee	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Pelham		Met with Chief.
Chesapeake Bay Clean Water Blueprint-approval recommendation from staff	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin		COMPLETED
Small Business Procurement Policy – recommendation from staff	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin	March Altman	Recommend delay discussion until after completion of FY18 CAFR to allow Purchasing Agent to participate in review and development of policy.
Veteran Support-Request legislation and initiatives to make Hopewell more Veteran Friendly from staff	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Vendor Procurement Policy to address bulk ordering of like products, review of major expenditures by the same/frequent vendors	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore	March Altman	Work Session on Oct. 2 Recommend delay discussion until after completion of FY18 CAFR to allow Purchasing Agent to participate in review and development of policy.
Loud Music Ordinance – review from Police Chief	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin	March Altman	Need understanding of issue before making a recommendation. Is it citizen complaint driven? This issue has been discussed in the past. Would need City Attorney involvement, discussions of enforcement options, current capabilities, and court’s position on the issue. COMPLETED
Employee Day to Serve – recommendations by staff.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Partin	Assigned to HR	COMPLETED

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Conflict of Interest Policy-public declaration of conflict during meeting	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Denton		Council needs to work on this issue with the City Attorney.
Breach of Confidentiality – impose sanctions for violations of public trust and release of confirmation information	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		Council issue. Does Council need staff to assist? If so, what does Council see as staff involvement? NOTE: Council Rules & Procedures
Police Renovation Budget – presentation from staff about construction project cost analysis, temporary street closure and plans for 300k renovation/all departments	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Pelham Gore Denton		Resend information
Boards, Commissions and Volunteer Flyer draft	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		Waiting on Council to complete pending interviews; will incorporate requests by Council that have already been received – Mayor.

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Paving schedule for streets, paving formula and budget breakdown	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Council		
Revenue estimates for sewer/wastewater/trash with new service contract. Loss in previous years. Project for this current year and next year.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		September 25, 2019
Scheduled curb/gutter, and stormwater projects, list of neighborhood specific projects and budget breakdown.	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Gore		
Feral Cat Policy – recommendations by staff.	Added to Pending List after Council discussion; emailed to CM on 5-12-19	Council		

**CITY COUNCIL PENDING LIST
10-09-19**

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Beacon Theatre Sunday Use for Community-breakdown of 100k community funds used and plans for usage.	5-14-19 Agenda	Gore		Per Council directions, Randolph/Gore/CM to speak with Beacon Management about being able to use the Beacon on Sundays first -- Mayor
Hopewell "B Corp" – Use reduction in Council funds to support community programs by providing a grant to citizens/community partners that host events/workshops and/or free/low cost community programs.	5-14-19 Agenda	Gore		

**PERSONNEL
CHANGE
REPORT**

DATE: September 25, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – September 2019

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
WOMACK, CHRISTOPHER	SHERIFF	SHERIFF DEPUTY	09/16/2019
GOBLE, NATHANIAL	FIRE	FIREFIGHTER/ALS	09/25/2019
TATUM, JACOB	RECREATION	PT LIFEGUARD	09/25/2019
ZOLDORK, ANTHONY	RECREATION	PT LIFEGUARD	09/25/2019

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
POPE, ASSANTE	RECREATION	PT SUMMER PROG LDR	09/25/2019

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

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

**INFORMATION
FOR COUNCIL
REVIEW**

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

September 17, 2019

Disputanta Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

September 17, 2019

1:00 p.m.

Call to Order

Approval of Agenda

Consent Agenda: All matters listed under Consent Agenda are considered routine by the Board and will be approved or received by motion on the form listed. Items may be removed from the Consent Agenda for discussion under the Regular Agenda at the request of any Board member.

Minutes – July 16, 2019 Regular Meeting
Statistical Report – dated September 27, 2019
Financial Report – dated September 17, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** Summer Reading Program
- R3.** Profiles of Honor Scanning Project
- R4.** Update/Upgrade of Catalog/Circulation Software
- R5.** Animals Along the Appomattox
- R6.** Hopewell Light Up the Night Celebration
- R7.** Policy Review – Annual Closings

Committee Reports:

New Business:

Unfinished Business

Adjournment

ARLS Board of Trustees - Minutes of July 16, 2019
Rohoic Library

The ARLS regular monthly meeting was called to order by Chair William Thomas on May 21, 2019 at 1:01 PM at the Rohoic Library.

Trustees present: William Thomas (PG), Carol King (D), Martha Sykes (D), and Ann Williams (H)

Trustees absent: Lillian Boyd (PG), Juanita Thorne (PG), Carly Baskerville (D), David Harless (H), and Susan Eliades (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard

Due to a lack of a quorum, the board took no action at the meeting.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The library is in the process of filling one vacancy in circulation at the Prince George Library.

R2. End of Year Review. The director discussed the library's performance in FY2019. Circulation increased overall with an increase in physical items from the library's collection. Usage of the library's desktop computer labs is down while access of the library Wi-Fi hotspots has increased. Attendance at programming for adults, teens, and children increased from FY2018 as well as number of visitors.

R3. Summer Reading Program. The library's Summer Reading Program began at the beginning of July and the library is already seeing an increase in participation by teens and children.

R4. One Thousand Books Before Kindergarten. The Library of Virginia is now supporting the One Thousand Books Before Kindergarten program. The state library provided nine boxes of children's books to be used to support ARLS's program as free books to participants.

R5. Virginia Museum of Fine Arts on the Road. LambArts has received a grant to provide for the Virginia Museum of Fine Arts on the Road tractor-trailer to visit Hopewell in October, 2019. The vehicle will be parked in the lot across the street from the Hopewell Library and the youth services staff are coordinating with LambArt holding children's programming at the library.

R6. Animals Along the Appomattox. The library will not be presenting a community read program in the fall as it has done so in the past. Instead the library is partnering with local animal shelters to present a month of programming on the theme of animals and pet adoptions.

R7. September Board Meeting. The Board does not meet in August. The next board meeting will be on September 17, 2019.

Committee Reports: None.

Announcements: The next ARLS Board of Trustees Meeting will be at the Disputanta Library on Tuesday, September 17, 2019 beginning at 1:00 PM.

Adjournment: Meeting adjourned at 1:35 PM.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2019 - June 30, 2020

fund#	Revenue 09/01/19	FY2020 Adopted	Prev. Total Receipts	Receipts - 08/19	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$630,515	\$157,629	\$0	\$157,629	25.0%	\$472,886
103	Dinwiddie	\$287,395	\$71,849	\$0	\$71,849	25.0%	\$215,546
104	Prince George	\$604,127	\$151,032	\$0	\$151,032	25.0%	\$453,095
105	State Funds	\$405,679	\$101,420	\$0	\$101,420	25.0%	\$304,259
106	Fines/Fees/Lost	\$15,000	\$1,173	\$1,354	\$2,527	16.8%	\$12,473
107	Copying/Fax Receipts	\$20,200	\$1,844	\$1,875	\$3,719	18.4%	\$16,481
108	Endowment Funds	\$19,000	\$0	\$21,289	\$21,289	112.0%	(\$2,289)
109	E-Rate Refunds	\$25,000	\$0	\$16,284	\$16,284	65.1%	\$8,716
110	Gifts/Donations	\$5,000	\$200	\$0	\$200	4.0%	\$4,800
111	Grants	\$5,000	\$7,400	\$0	\$7,400	148.0%	(\$2,400)
112	Other	\$20,000	\$1,814	\$3,186	\$5,000	25.0%	\$15,000
	TOTALS	\$2,156,916	\$494,359	\$43,988	\$538,347	25.0%	\$1,618,569

Fund#	EXPENSES 08/31/2019	FY20 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 08/19	TOTAL EXPENSES 08/31/19	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$480,000	\$35,969	\$53,954	\$89,923	18.7%	\$390,077
201	Non-MLS Salary & Wages	\$623,153	\$44,647	\$71,143	\$115,790	18.6%	\$507,363
202	Benefits for Staff/Retirees	\$300,000	\$24,269	\$28,439	\$52,708	17.6%	\$247,292
	Total Personnel	\$1,403,153	\$104,885	\$153,535	\$258,420	18.4%	\$1,144,733
Books & Materials							
300	Books	\$77,000	\$5,871	\$2,835	\$8,706	11.3%	\$68,294
301	Leased Materials	\$21,000	\$0	\$0	\$0	0.0%	\$21,000
302	Standing Order Books	\$38,000	\$1,576	\$1,774	\$3,349	8.8%	\$34,651
303	Print News & Periodicals	\$12,276	\$1,165	\$346	\$1,511	12.3%	\$10,765
304	Audiovisual Materials	\$26,000	\$827	\$2,105	\$2,932	11.3%	\$23,068
305	Electronic Materials	\$8,000	\$0	\$0	\$0	0.0%	\$8,000
306	Microforms	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$7,400	\$0	\$479	\$0	0.0%	\$7,400
310	Econtent	\$40,000	\$0	\$3,600	\$0	0.0%	\$40,000
	Total Books & Materials	\$229,676	\$9,438	\$11,139	\$20,577	9.0%	\$209,099
Capital Expenditures							
400	Library Non-Computer Equip.	\$6,500	\$230	\$170	\$400	6.2%	\$6,100
401	Computer Hardware	\$25,000	\$3,926	\$2,935	\$6,861	27.4%	\$18,139
	Total Capital Expenditures	\$31,500	\$4,156	\$3,105	\$7,261	23.1%	\$24,239
Contractual							
500	Lyrasis ILL Services	\$3,000	\$0	\$48	\$48	1.6%	\$2,953
501	Software Licensing Contracts	\$35,000	\$6,373	\$3,890	\$10,263	29.3%	\$24,737
502	Audit	\$20,000	\$9,875	\$71	\$9,946	49.7%	\$10,054
503	Cataloging MARC Records	\$3,605	\$185	\$192	\$378	10.5%	\$3,227
504	Unique Management	\$5,500	\$385	\$492	\$877	15.9%	\$4,623
505	Computer Support Service Calls	\$55,000	\$5,493	\$4,946	\$10,439	19.0%	\$44,561
506	Other Computer Software Serv.	\$20,000	\$0	\$150	\$150	0.8%	\$19,850

507 Telecomm Internet Line Charges	\$17,000	\$2,146	\$2,568	\$4,714	27.7%	\$12,286
508 Printing and Publications	\$9,500	\$0	\$179	\$179	1.9%	\$9,321
509 Security Guard Service	\$28,000	\$6,847	\$5,483	\$12,331	44.0%	\$15,669
Total Contractual	\$196,605	\$31,305	\$18,020	\$49,324	25.1%	\$147,281
Facilities/Maint./Operations						
600 Equip. Repair & Maintenance	\$5,000	\$1,208	\$625	\$1,833	36.7%	\$3,167
601 TLC Maintenance Contract	\$19,500	\$15,823	\$1,000	\$16,823	86.3%	\$2,677
602 Facilities and Rent	\$76,650	\$6,300	\$6,300	\$12,600	16.4%	\$64,050
603 Supplies	\$25,000	\$1,510	\$4,017	\$5,527	22.1%	\$19,473
604 Travel / Workshops /Conf. Fees	\$9,000	\$1,496	\$1,249	\$2,745	30.5%	\$6,255
605 Training / Education	\$3,000	\$0	\$784	\$784	26.1%	\$2,217
606 Utilities	\$5,000	\$223	\$266	\$490	9.8%	\$4,510
607 Telephone (Voice)	\$13,000	\$993	\$1,012	\$2,005	15.4%	\$10,995
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$5,000	\$1,000	\$288	\$1,287	25.7%	\$3,713
610 Job & Contracting Advertising	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
611 Promotional Advertising	\$2,000	\$0	\$38	\$38	1.9%	\$1,962
612 Organization/Association Dues	\$3,500	\$114	\$239	\$353	10.1%	\$3,147
613 Postage	\$5,000	\$1,010	\$351	\$1,361	27.2%	\$3,639
614 Janitorial	\$64,500	\$5,404	\$5,017	\$10,421	16.2%	\$54,079
615 Other Building Maintenance	\$12,000	\$273	\$1,068	\$1,341	11.2%	\$10,659
Total	\$263,087	\$35,355	\$22,252	\$57,607	21.9%	\$205,480
Facilities/Maint./Operations						
Programs/Activites/Other						
700 YS Summer Reading Program	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
701 YS Programming & Supplies	\$4,500	\$140	\$61	\$201	4.5%	\$4,299
703 Adult Programming Supplies	\$7,000	\$400	\$1,471	\$1,871	26.7%	\$5,129
704 Funds for Local History Collection	\$5,000	\$630	\$630	\$1,260	25.2%	\$3,741
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
709 Misc. Professional Serv. & Other	\$16,000	\$260	\$2,487	\$2,747	17.2%	\$13,253

710 Endowment	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$3,500
Total Programs/Activ./Other	\$50,000	\$1,430	\$4,649	\$6,078	\$43,922	\$0	\$0	12.2%	\$43,922
GRAND TOTALS	\$2,174,021	\$186,568	\$212,700	\$399,268	\$1,774,753	\$0	\$0	18.4%	\$1,774,753

UNFINISHED BUSINESS



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Review and approval of financial policies, resolutions, etc.

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

RECOMMENDATION:

TIMING: Action is requested at the September 10, 2019 meeting

BACKGROUND:

ENCLOSED DOCUMENTS:

- Resolution Adopting Hopewell City Policy Statements
- Resolution Reducing Spending Limit to \$3,000
- Budget Document

STAFF:

Sandra R. Robinson, City Attorney

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7

PROCUREMENT POLICY AND PROCEDURES

PURPOSE

A contract is a legal obligation of the City of Hopewell (“City”) and, therefore, must be on terms acceptable to the Hopewell City Council (“City Council”). Therefore, pursuant to the power vested in it by Art. IV, §2 of the Hopewell City Charter and Va. Code Ann. §§15.2-1100, *et seq.*, the City Council reserves to itself all authority to bind the City by contract, unless such authority is expressly delegated. Consequently, all contracts shall be submitted to the City Council for approval before such contracts can be effective and enforceable against the City.

In recognition of the City’s need to make purchases and enter into contracts in order to ensure operational efficiency, and deliver timely and critical services, the City Council, pursuant to the authority vested in it by Va. Code Ann. §2.2-4303(G), hereby adopts the following small purchase policy and procedures for the City.

This small purchase policy should be read in conjunction with the Virginia Public Procurement Act Va. Code Ann. §2.2-4300, *et seq.*, as amended, (“the Act”) and shall apply to all public purchasing regardless of its source. This policy shall operate to delegate the power to City employees to contract or make purchases for the City without first seeking its approval by City Council. Any contract not approved by City Council, and not otherwise falling within the applicable provisions specified herein, shall be deemed void and unenforceable.

Except as expressly provided herein, the provisions of the Act shall govern all procurement by the City.

DEFINITIONS

Contract means all types of agreements (e.g., purchase, purchase order, contract, change order), regardless of what they may be called for the procurement of goods, services, insurance, or construction.

Emergency shall exist when a breakdown in essential service occurs or under any circumstances when supplies are needed for immediate use in work which may affect the safety, health or welfare of the public. Within 30 days of emergency, the City Manager or designee shall submit to City Council a written report detailing the nature of the emergency as well as full fiscal and budgetary impact of the emergency including, if necessary, the potential for a supplemental budget appropriation necessitated by the emergency.

VALIDITY OF CONTRACTS

No public contract exceeding the value of \$20,000 shall be valid and enforceable against the City unless it is signed and approved as to form by the city attorney or designee, as well as signed and approved as to substance (terms of the deal) by the city manager or designee. In consultation with the city manager or designee, the city attorney may develop standard terms and conditions, forms, or other checklists for use with or in administration of public contracts.

UNAUTHORIZED CONTRACTS

Contracts may not be artificially divided so as to constitute a small purchase.

GENERAL PROVISIONS

Employees are responsible for soliciting quotes for purchases as outlined below. Purchase orders submitted without the required quotes or a satisfactory explanation as to why quotes were not obtained (i.e., sole source, emergency, approved vendor) shall not be approved.

- Up to \$500 One verbal quote is required.
- \$501-\$3000 Three verbal quotes must be obtained. The quote summary must be attached to the invoice. Physical records regarding the dates, contacts, and quotes received shall be retained in the department’s file for auditing purposes.
- \$3,001-\$5,000 Three written quotes are required. The actual written quotes shall be retained in the department’s file for auditing purposes Physical records regarding the dates, contacts, and quotes received shall be retained in the department’s file for auditing purposes.
- \$5,001-\$20,000 Three written quotes are required. Hard copies shall be attached to the purchase order.
- \$20,001 & Above Must be competitively bid in accordance with the Act. City Council approval is required for all purchases in this category, except as provided for an emergency.

Items purchased more than once during a fiscal year (e.g. office supplies) do not need quotes every time a purchase is made. However, unless such purchases are made from an approved vendor list, competitive quotes for repeated purchases shall be sought at least once each year to ensure the

**FOR DISCUSSION PURPOSES ONLY
DO NOT DISSEMINATE/ATTORNEY WORK PRODUCT
WORKING PAPERS**

vendors are competitive. Inasmuch as possible or feasible, employees should obtain goods and services through cooperative procurement with other local governments or units or by utilizing the Commonwealth of Virginia e-Marketplace.

SOLE SOURCE PROCUREMENT

Contracts for parts, supplies, or equipment that are available only from a single source shall be referred to as sole source purchases. Sole source purchase shall not be used for any type of service contracts. Sole source procurement may arise from the following instances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier;
2. A part for which there is not commercially available substitute, and which can be obtained only from the manufacturer;
3. An item where 'compatibility' is the overriding consideration, e.g., computer software or hardware.

Purchases satisfying one or more of these requirements shall not be subject to competitive bidding; however, purchases exceeding \$20,000 shall still be presented to City Council for approval. For all purchases submitted to City Council as a sole source procurement shall be accompanied by a written request to waive bids which shall also set forth the reason(s) for the request.

EMERGENCY PURCHASES

Emergency shall be defined as set forth herein. Whenever, in the judgment of the City Manager, an emergency situation requires the make of any purchase in excess of \$20,000 but less

**FOR DISCUSSION PURPOSES ONLY
DO NOT DISSEMINATE/ATTORNEY WORK PRODUCT
WORKING PAPERS**

than \$35,000 prior to the next regular meeting of the City Council, the City Manager may make such purchase without waiting for the formal approval of the specific purchase by City Council but shall make a report thereof to the City Council at the next regular meeting of the City Council. If the emergency purchase is over \$35,000, approval of the City Council is required and request therefor shall be accompanied by a written request to approve the emergency purchase which shall also set forth the reason(s) for the request.

CHANGE ORDERS

Subsequent to entering into a contract, change orders may become necessary. The City Manager shall have the authority to approve all change orders up to \$35,000. Any change order, singularly *or in the aggregate*, that exceeds \$35,000 must be approved by the City Council.

RECONCILIATION REQUIRED

Each department that utilizes this small purchase policy during any given month shall be required to reconcile all purchases executed during that month. To comply with this requirement, each department must designate the person/position who will be tasked with responsibility of reconciling the transactions of the department, and be responsible for investigating, resolving, and reporting out to the Finance Department (copy to City Manager) discrepancies, should such occur. The person/position designated for reconciling the transaction shall *not* under any circumstances be the person/position who initiated or authorized the underlying purchase. This requirement shall not be waived.

For purchases over \$3,000, reconciliation shall require that the expense of the purchase match up and is verified by all documentation required by this policy. Reconciliation should be

**FOR DISCUSSION PURPOSES ONLY
DO NOT DISSEMINATE/ATTORNEY WORK PRODUCT
WORKING PAPERS**

completed monthly. Reconciliation reports required for any month shall be due to the Finance Department (copy to City Manager) by no later than the 15th day of the following month. Department reconciliation reports shall be retained by Finance Department in accordance with general accounting principles and with all applicable provisions of state and federal law. Under no circumstances shall a department reconciliation report be destroyed prior to the completion of the comprehensive annual financial audit the fiscal year that covers the month for which the reconciliation report was generated.

DRAFT

ESOLUTION ESTABLISHING GUIDELINES FOR BUDGET DOCUMENTS

WHEREAS, pursuant Art. IV, § 2 of the Hopewell City Charter all of the powers of the City of Hopewell (“City”) are vested in and to be exercised by the Hopewell City Council unless expressly conferred on another position of government; and

WHEREAS, in accordance with state law, the City of Hopewell must adopt a budget each year by no later than July 1; and

WHEREAS, notwithstanding the fact that pursuant to Art. V, §4 of the Hopewell City Charter, the City Manager has the responsibility of preparing and submitting the budget to the City Council for adoption, and administering it thereafter, the information contained in the budget is as determined by the City Council, except as otherwise required by general law. (Art XVII, §2); and

WHEREAS, one of the most recent audit performed and completed on the City’s financial records found that, among other deficiencies, year-end expenditures exceeded the final appropriated budget for one City fund; and

WHEREAS, coupled with all of the other noted material weaknesses, the City’s outside auditors recommended that the City more closely monitors expenditures to ensure that no money is paid out until the governing body has made an appropriation for it, in compliance with Va. Code §15.2-2506; and

WHEREAS, the City does not comprehensive stand-alone policies and procedures relative to the preparation and administration of the budgets submitted to and approved by the City Council; and the City Council has determined that the existence of such policies and procedures

would aid the City in avoiding the errors and omissions that led or contributed to the negative findings reported as part and parcel of recent audit reports relative to the City's financial condition. Pursuant to its authority under Art. VII, §7 Virginia Constitution, Art. XVII, § 2 of the Hopewell City Charter, and Va. Code Ann. §§15.2-1106 and 15.2-2500 et seq. the City Council acts and therefore

BE IT RESOLVED on this _____ day of _____, 2019, the Hopewell City Council hereby establishes the following policies and procedures for the budget(s) submitted to the City Council by the City Manager, and which shall take effect immediately upon approval by the City Council:

1. The City Manager shall submit the annual budget to the City Council no less than 90 days prior to the end of the fiscal year.
2. To ensure the timely submission of the annual budget to the City Council, City departments shall be required to submit their annual budget estimates to the City Manager by no later than December 1.
3. After a public hearing on the budget, prior to adoption thereof, the City Council may insert new items of expenditure or may increase, decrease, or strike out an item of expenditure recommended by the City Manager's budget, except that no item or expenditure related to debt service or required by general law or the instructions/restrictions related to a grant award shall be reduced or stricken. In no event shall City Council adopt a budget in which the total amount of expenditures exceeds the estimated receipts of the City, unless at the same time the City Council adopts measures for providing additional revenue in the ensuing fiscal year sufficient to make up this difference.

4. As the power to appropriate funds has been vested in the local governing body, the City Council hereby reserves to itself all power to appropriate funds received by the City of Hopewell, regardless of its source. No budget submitted to the City Council shall contain any statement or reference that authorizes the City Manager or Finance Director or any other City Staff to appropriate funds (whatever the source). Any appropriation made contrary to and in violation of this provision shall be deemed void as a matter of law. Any appropriation knowingly made in violation of this provision may result in disciplinary action, up to and including termination from City employment.

5. No payment shall be made and nor any expense incurred except in accordance with an appropriation duly made by the City Council unless the City Manager shall first certify that there is sufficient unexpended and unencumbered balance in an appropriated category, and that the payment of such expenses is not expected to cause the appropriated department budget to be exceeded. Any expenditure or obligation authorized or incurred in violation of these provisions shall be deemed void as a matter of law. Any payment or expense knowing made or incurred, as the case may be, in violation of this provision may result in disciplinary action, up to and including termination from City employment.

6. An appropriation for a capital expenditure shall carry forward to the following fiscal year(s) until the City Council changes or eliminates the appropriation. The project or purpose for a capital appropriation shall be deemed abandoned if three year pass from the initial appropriation without any disbursement or encumbrance of the appropriation.

7. Appropriations tied to or resulting from a grant award shall first be restricted based on the instructions or requirement. To ensure that the City's expenses are aligned with the

priorities of the City, whether imposed by general law or as established by the City Council, no grant requiring any matching funds shall be applied for by any City staff without the expressed approval of the City Council.

8. A transfer shall mean the movement of all or a portion of an existing appropriation between one budget item (i.e., budget line) to another budget item. The City Manager shall have one-time transfer authority up to \$25,000 between appropriated budget items for any one department, provided that the budget item from which the transfer is being made is unencumbered and so long as the total budget appropriated for that department will not be exceeded. Nothing contained herein shall be construed to give the City Manager the expressed or implicit authority to transfer funds between City departments without the expressed approval of City Council, as such shall be construed as an appropriation to the recipient department.

9. All prior grants of authority delegated by the City Council to the City Manager or Finance Director that are conflict with these provisions are hereby withdrawn.

10. These policies may be amended, from time to time, until comprehensive policies and procedures are established.

11. These provisions shall be effective immediately upon approval/adoption by the Hopewell City Council.

**A RESOLUTION ADOPTING
HOPEWELL CITY POLICY STATEMENTS**

WHEREAS, pursuant to Va. Code Ann. §2.2-4303 the City of Hopewell is authorized to establish purchase procedures that do not require competitive bidding or negotiation under specified circumstances; and

WHEREAS, the City's Policy and Procedures Purchasing Goods, Services, and Non-Transportation Costing less than \$55,000.00 (referenced as Number Z-2), and Formal Purchasing Procedures - \$55,000+ (referenced as Z-1) were prepared and implemented in good faith by staff, pursuant to this said authority; and

WHEREAS for these said policies and procedures, attached hereto and incorporated by reference, to be properly implemented they must be adopted in writing by the local governing body; now therefore, pursuant to its authority under Va. Code Ann. §§2-2-4303 and 15.2-1100, *et seq.*

BE IT RESOLVED that on this 20th day of August, 2019, the Hopewell City Council hereby adopts the policies incorporated herein, effective August 2, 2017, and also approves and ratifies all contracts/purchases made pursuant to and in strict compliance with these said policies from August 2, 2017 to date. Contracts or purchases having not been made in compliance with these policies or competitive bidding or negotiation, and which were not expressly approved the Hopewell City Council shall not be ratified.

BE IT FURTHER RESOLVED that effective _____, relative to the purchasing policy referenced as Number Z-2, shall be amended to limit department director/employee authorization to purchase goods or services without the expressed approval of City Council to an amount no greater than \$3,000.

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Ronnieye Arrington, City Clerk

DRAFT

**COMMUNICATIONS
FROM CITIZENS**

REGULAR BUSINESS

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:

CAFR Update

ISSUE: Update on status of CAFRs

RECOMMENDATION: No action is required

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

- None

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City Council Priority List Report

ISSUE: Council requested that the City Manager update them on the Priority List

RECOMMENDATION:**TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- Priority List

STAFF:

John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

CITY COUNCIL TOP PRIORITIES LIST
10-09-19

TOP PRIORITIES				
HR MANUAL	Meeting Date	Requester	Staff Feedback	Deadline/Status
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Pelham Gore	<p>3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes</p> <p>9-19-18 – Awaiting hiring of New HR Director</p> <p>10-20-18 – City Manager and HR Director will schedule work session next calendar year.</p> <p>9-24-19 – HR Director is currently reviewing the HR Policy</p>	PENDING

CITY COUNCIL TOP PRIORITIES LIST

10-09-19

TOP PRIORITIES				
CSA	Meeting Date	Requester	Staff Feedback	Deadline/Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT. Update Quality Improvement Plan and report to City Council	3-6-18	Council	CPMT is reviewing draft policies	PENDING

CITY COUNCIL TOP PRIORITIES LIST

10-09-19

TOP PRIORITIES				
RENTAL INSPECTION	Meeting Date	Requester	Staff Feedback	Deadline/Status
Update Rental Inspect Program Guidelines to be citywide, more frequent and enforceable	Requested during Council meeting. Re-approved by Council emailed to CM on 5-12-19	Gore	Recommend staff conduct a review of program and provide City Council a revised program for discussion and consideration at a work session. 9-24-19 – Staff is reviewing current program to develop recommend changes	

CITY COUNCIL TOP PRIORITIES LIST
10-09-19

TOP PRIORITIES				
ANTI-LITTER	Meeting Date	Requester	Staff Feedback	Deadline/Status
Ant-littering plan recommendations by staff about signs, fines, waste buckets around City, CVWMA new contractor terms	Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19	Bennett Holloway	Enforcement 9-24-19 – Staff, in conjunction with KHB, to review policies and make recommendations.	

CITY COUNCIL TOP PRIORITIES LIST

10-09-19

TOP PRIORITIES

DELINQUENT TAX	Meeting Date	Requester	Staff Feedback	Deadline/Status
<p>Real Estate Delinquency –List of top delinquent persons or companies, new plan to recoup funds, ideal to address vendor with delinquent payments, law to require real estate taxes to be paid prior to obtaining permits/business licenses.</p>	<p>Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19</p>	<p>Gore</p>	<p>City Attorney is researching the real estate/tax business license issue re: same company v. different company v. owner issue. Remaining items fall under purview of Treasurer.</p>	<p>Treasurer's Office to provide list.</p>

CITY COUNCIL TOP PRIORITIES LIST

10-09-19

TOP PRIORITIES				
CITY COUNCIL NEIGHBORHOOD WATCH	Meeting Date	Requester	Staff Feedback	Deadline/Status
<p>Recommendation from Chief to bring back City Council's Neighborhood Watch Advisory Board. Plan to update police stats to include shootings, overdoses, and major issues in City.</p>	<p>Requested during Council Meeting. Re-approved by Council email to CM on 5-12-19</p>	<p>Gore</p>	<p>Need to set up meeting with Mayor and Chief to discuss. Chief is recommending a Citizen Oversight Committee, not an Anti-Shooting Taskforce. CM</p>	<p>Talked with Chief Police statistics have been updated to include shots fired & overdoses</p>

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:

Request for an allocation of \$95,000 from the City’s General Fund for the contractual operation of the City’s Seasonal Warming Shelter.

ISSUE: City Council voted at its September 10, 2019 meeting to 1) support the continued operation of the City’s Seasonal shelter between the approximate time period from November 15th through March 15th of each year; and 2) to secure the services of a private vendor to operate and manage the shelter. To proceed with procuring contractual services for the operation and management of the shelter, an appropriation of funds by City Council is needed.

RECOMMENDATION: Approve as requested.

TIMING: Immediately

BACKGROUND: Based on professional outside assessment, it is estimated that operating the shelter during the hours of 8:00 p.m. to 8:00 a.m. during the shelter season, including staffing (1 full-time shelter/facility manager and 1 part-time monitor per shelter opening) plus management fees will costs \$88,500. Staff is also recommending an additional \$6,500 as a contingency to cover the cost of keeping the shelter open beyond normal hours or having to open the shelter during extreme weather, for example if temperatures were to reach levels deemed unsafe during the summer months; or for other circumstances where opening the shelter is an issue of safety.

ENCLOSED DOCUMENTS:

- None

SUMMARY:

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

STAFF:

Ray Spicer, Director, Hopewell Social Services
Charles Dane, Assistant City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-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:

Randolph – Limiting IR and CCR items

ISSUE: Requesting that a work session be set to discuss limiting Council IR and CCR items on the agenda

RECOMMENDATION:

TIMING: Action is requested at the 9-10-19 meeting

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

R-5

R-2 Partin - New Curb and Gutter Program - Due to the age of the City of Hopewell, neighborhoods were built with little regard to best management practices in managing storm water. One of the biggest issues facing our neighborhoods, besides the deteriorating roads, is stagnant water and flooding. Because of the neighborhood flooding, our roads are worsening faster and foundations on many houses are currently deteriorating. In order to protect our infrastructure investments and homeowner investments, we are seeking council's approval to charge the city manager and the city engineer to develop a full plan to install curb and gutter on all streets within the next 15 years, where it is physically practical, and to present a plan back to city council within 90-120 days.

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Request to eliminate 3-hour time rule for all Council meetings (new item)

ISSUE:

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Denton – Office keys

ISSUE:

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-8



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:

Tree City USA

ISSUE:**RECOMMENDATION:****TIMING:****BACKGROUND:****ENCLOSED DOCUMENTS:**

- None

STAFF:

Mayor Jasmine Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

R-9



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request City Council create a system for members of staff and public to report suspected incidents of fraud, waste or abuse

ISSUE: The City currently does not have any means for anyone to report concerns or suspicions of fraud, waste or abuse. A system needs to be created in which information goes directly to the City Attorney and disseminated to City Council for review.

RECOMMENDATION: City Council approve purchasing a drop box for City Council to college hard copy submissions. In addition, request the City to create an online report form that ensures animosity. All submissions for the online form should also be submitted to the City Attorney for review.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | | | |
|--------------------------|--------------------------|--------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7

R-10



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request City Council create an Innovation Competition for City Departments

ISSUE: The current Efficiency Study and Technology Review was originally designed to include an element of staff engagement. The desire was to include members of staff by creating an innovation competition for them to suggest problem-solving ideas to help the City operate better and improve customer service.

RECOMMENDATION: City Council approve to create an Innovation Competition internally with City Staff. Request that City Council create a program department level ideas or city wide ideas. Additionally, suggest that City Council commit to a cap level of funding to inform staff that their ideas must range within. For example: \$0- \$5,000 for departments and no cost cap for city wide ideas. Moreover, City Council should set criteria that the ideas must be able to implemented in a reasonable amount of time ranging between 2-6 months.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

SUMMARY:

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

MOTION: _____

Roll Call

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

- | Y | N | |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Patience Bennett, Ward #7 |

**REPORTS
OF THE
CITY
ATTORNEY**

**REPORTS
OF THE
CITY CLERK**

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	4	5
Board of Building Code and Fire Prevention Code Appeals	2	4
Board of Zoning Appeal	5	0
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	2
Dock Commission	3	2
Economic Development Authority	5	2
Historic Preservation Committee	5	7
John Tyler Community College Local Board	2	1
Keep Hopewell Beautiful	9	1
Planning Commission/Wetlands Board	4	1
Recreation Commission	6	2 (students)
Social Services Advisory Board	2	5
Youth Services Commission	10	5
Water Renewal Commission	6	1
Virginia Gateway Region	1	1

REPORTS OF THE CITY COUNCIL

- **COMMITTEES**
- **INDIVIDUAL REQUEST**
- **ANY OTHER COUNCILOR**

ADJOURN