



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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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
Vacant, City Clerk

April 13, 2021

ELECTRONIC MEETING

Closed Meeting: 6:30 PM

Worksession: 7:00 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 the recruitment and appointment of a City Clerk; 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

WORKSESSION

7:00 p.m.

WS-1. Worksession – City Council’s Boards and Commissions

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 Councilor Pelham.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

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

C-1 Minutes: February 23, 2021 – Regular Meeting; March 10, 2021 – Joint Meeting with HRHA; March 30, 2021 – Regular Meeting

C-2 Pending List:

C-3 Information for Council Review:

C-4 Personnel Change Report & Financial Report: Personnel Change Report – April 5, 2021

C-5 Public Hearing Announcements: April 27, 2021 – Spot Blight Program; May 11, 2021 – Calendar Year 2021 Tax Rates, Hopewell Public School FY22 Budget and City of Hopewell FY22 Budget

C-6 Routine Approval of Work Sessions: April 27, 2021 – 5113 Plaza Drive CUP Request

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

NONE

Public Hearings

NONE

Unfinished Business

NONE

Regular Business

Reports of Boards and Commissions:

NONE

Reports of City Manager:

R-1. **Regular Business** – The Local Choice (TLC) Annual Health Insurance Renewal

MOTION: _____

Roll Call

R-2. **Regular Business** – Hire Veterans Now Fellowship Program

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

Councilors Request

CR-1 Councilor Request – Role of the Vice-Mayor (Pelham)

MOTION: _____

Roll Call

CR-2 Councilor Request – Purchase and Utilize MUNIS Software Module for Boards and Commissions (Randolph)

MOTION: _____

Roll Call

CR-3 Councilor Request – Feasibility of conducting City Council meetings back in the City Council Chambers (Denton)

MOTION: _____

Roll Call

CR-4 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-5 Councilor Request – Anchor Point Complaints – Road Infrastructure Status and Ground Maintenance from Contractor/Developer (Gore)

MOTION: _____

Roll Call

CR-6 Councilor Request – Formal Creation of the City Council Finance Committee (Pelham)

MOTION: _____

Roll Call

CR-7 Councilor Request – Expand stormwater program into an independent and more comprehensive Environmental Engineering Department (Partin)

MOTION: _____

Roll Call

CR-8 Councilor Request – Audit Deadline of 9/11 and Accountability- Discussion (Pelham)

MOTION: _____

Roll Call

CR-9 Councilor Request – Committee for the Shiloh Lodge Museum Discussion (Pelham)

MOTION: _____

Roll Call

CR-10 Councilor Request – COVID-19 Expenditures (Pelham)

MOTION: _____

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

WS-1

Boards, Commissions and Authorities Work Session

Goal: Improve opportunities for residents of Hopewell and strategic partners to serve within local government.

Objectives:

- City Council conduct “Boards and Commissions’ Clean Up
- Develop a marketing/outreach mechanism to solicit new membership
- approve method to share vacancies/openings on the City’s on Board Commission webpage
- Approve method to list vacancies on City Council Meeting Agendas and announce vacancies during City Council Meetings



Boards, Commissions and Authorities Work Session

Background:

- Initial Boards, Commissions and Authorities “scrub” conducted in 2019:
 - The descriptions of all volunteer boards were vetted to determine if the purpose and legislative/legal authority matched what was published online.
 - All boards and commissions were posted to City website along with current membership.
 - Mayor requested Clerk Office work with IT to establish system to list number of vacancies in real- time. Not completed.
 - Talent Bank Resumes were reviewed to ensure that members currently appointed were eligible for participation.
 - Vacancies were announced for boards who had members appointed that were not eligible to participate due to legislative/legal guidelines. For example: One Board stated that only residents could serve. At time of scrub all but one member were City Employees.
 - City Council approved draft flyer to begin marketing campaign for new applicants - flyer was not distributed via Clerk’s Office and/or vacancies advertised
 - City Council rules require board to present annually to City Council; however, this historically has not been completed by a majority of Boards. City Council approved a request to direct the City Clerk to begin including one presentation per Council Meeting. Effort stopped with scheduling first board to appear.
 - Request Mayor send letter be disseminated to boards that were not submitting minutes or conducting regular meetings to relay status to Council. Request denied.

Boards, Commissions and Authorities Work Session

Objectives:

- *City Council conduct “Boards and Commissions’ Clean Up*
- Develop a marketing/outreach mechanism to solicit new membership
- Approve method to share vacancies/openings on Board Commission webpage
- Approve method to list vacancies on City Council Meeting Agendas and announce vacancies during City Council Meetings

“Clean Up”

- Determine which boards, commissions and authorities are still relevant (serve a purpose) and actively meeting.

(Review list posted on City Website, to that the public can view as well. Visit: <https://hopewellva.gov/boards-commissions-and-authorities/>)

- Determine which City Council Standing Committees are valid (established properly) and relevant.

Boards, Commissions and Authorities Work Session

Eligible for the public to apply:

Architectural Review Board
Ashford Civic Plaza Commission
Board of Building Code and Fire Prevention Code Appeals
Board of Equalization
Board of Zoning Appeals
Central Virginia Waste Management Authority
Community Development Block Grant Commission
Community Policy and Management Team (CPMT)
Crater District Area Agency on Aging
Crater Planning District Commission
District 19 Community Services Board
Dock Commission
Recreation Commission
Resource Conservation and Development (RC&D)
Council of the South Centre Corridors
School Board
Social Services Advisory Board

Downtown Design Review Committee
Economic Development Authority
Ethics Committee (Standing Committee of Council)
Finance Committee (Standing Council Committee)
Friends of the Lower Appomattox River (FOLAR)
Appomattox Ricer Corridor Plan Summary
Historic Preservation Committee
Hopewell Community & Industry Partnership
Hopewell Manufacturers Association (Courtesy Listing)
Hopewell Redevelopment and Housing Authority
Hopewell Water Renewal Commission
John Tyler Community College, Local Board
Keep Hopewell Beautiful
Library Board
Metropolitan Planning Organization (MPO)
Petersburg Area Regional Tourism Corporation (PART)
Planning Commission/Wetlands Board

Boards, Commissions and Authorities Work Session

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Marketing & Outreach

- Request City Council create standard social media post to list current vacancies
- Request City Council add a section to the City’s Website (Homepage) to draw attention to vacancies and the Talent Bank Resume Application
- Request City Council enforce policy that directs the City Clerk Office to advertise vacancies in the local newspaper in September. Recommend that we advertise a general outreach message at least quarterly.
- Request flyer be developed to share in public areas (determination based on Covi-19 re-opening)

Boards, Commissions and Authorities Work Session

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Vacancies and Boards & Commissions webpage

- Follow recommendation from the Information Technology (IT) Department to list current membership and vacancies in “real-time” on City website. Prior efforts consisted of the City purchasing a website widget/plugin to for the City Clerk to update the information. However, the City Clerk’s Office did not complete this task.
- IT Department has identified software that will be able to list boards and commission information.
- Discuss if City Council would invest in expanding board and commission engagement to include software that creates “intranet” sites/message boards for commissions to utilize.

Boards, Commissions and Authorities Work Session

Objectives:

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- *Approve method to list vacancies on City Council Meeting Agendas and announce vacancies during City Council Meetings*

Vacancies and City Council Packets/Meetings

- Request the City Clerk include a list of vacancies under the “City Clerk” section of each meeting agenda to provide residents with the opportunities of knowing what current vacancies exist.
- Request the City Clerk provide verbal reminders/updates about vacancies and/or upcoming board meetings on the record during City Council Meetings as a report of for the “City Clerk” section of the agenda.

CONSENT AGENDA

February 23, 2021
Regular Meeting
---DRAFT---

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD FEBRUARY 23, 2021

An Electronic (Zoom) Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, February 23, 2021 at 5:30 p.m.

PRESENT: Mayor Patience Bennett
Vice Mayor Partin
Deborah Randolph, Councilor
Arlene Holloway, Councilor
Jasmine Gore, Councilor
Janice Denton, Councilor
Brenda Pelham, Councilor @ 7:07p.m.

Mayor Bennett asked Vice Mayor Partin to take over as she is having technical difficulties.

Motion to approve work session agenda. Motion made by Councilor Denton and 2nd by Vice Mayor Partin. Ayes 5, Absent 1, No Answer 1

Councilor Denton – yes
Councilor Pelham – Absent
Mayor Bennett – No Answer
Councilor Randolph – yes
Councilor Holloway – yes
Vice Mayor Partin – yes
Councilor Gore –yes

Vice Mayor Partin opened the meeting at 6:30 p.m. Moving into work session.

WORKSESSION

Vice Mayor Partin to turn over the meeting to Mr. Battiatia to do Storm water Management Program Work session.

WS 1 - Overview of where we are – goals of the permit program is to maintain and operate a municipal separate storm sewer system – all drainage infrastructure in the city. Permit holders are based on population threshold. Goals of the permit program is to maintain and operate a municipal separate storm sewer system. Includes 6 minimum control measures (MCMS): public education, public participation, illicit discharge detection and elimination, erosion control, post construction storm water mgmt. and pollution prevention and good housekeeping for municipal operations. Special Condition is the cities obligation for its compliance with total maximum daily load. City is a Virginia Storm Water management program and also an erosion and sediment control program so these programs have to be implemented in accordance with state law and finally to provide regular maintenance of the city drainage system. Those are three f=very disparate obligations. There were five levels of funding looked at. MS4 projects are the work we have to contract out. On project list for almost three ears are Mansion Drive and Park Ave., we are finally able to get to them.

City wide issues that needs to be addressed sooner better than later. Is everyone in agreement is everyone okay with allowing engineers continue to develop this comprehensive drainage issue and work toward a strategy to resolve these issues over the next 5 to 10 years. Different ways to afford these issues.

February 23, 2021

Regular Meeting

---DRAFT---

WS 2 – Conditional Use Permit – requesting fence over 4 ft. requirement at 2408 Lynchburg Street, due to pedestrians working through their year, debris and litter from pedestrians as well as traffic. Fence has been put up but it is above approved 4 ft. This will go to public hearing.

WS 3 – Spot Blight List – 57 properties, etc. – see sheet. Asking that consider demolition, acquisition or rehabilitation of these properties. We are recommending demolition of all of these properties. Next step public hearing. Depending on funding as to how quickly they will come down. House on 21st street has been made safe, but are still looking at taking it down, this house is owned by the City. Recommend that this house is included with the other to be demolished. Attorney advised that if the City owns the house, it can demo its own house.

REGULAR MEETING

Meeting called to order by Mayor Bennet at 7:30pm, Prayer by Charles Dane, Flag by Vice Mayor Partin.

Council Gore made a motion and 2nd by Vice Mayor Partin to adopt an amended agenda, Councilor Gore removed R-1 prior to meeting but in its place due to work session we can't take action, would like to add for council to vote on directing city manager to work with storm water staff and for the other directors to create a plan to address storm water projects. Recommend we set a date based on city manager advisement so that we can have this information for our budget work session.

Motion made by Councilor Gore and seconded by Vice Mayor Partin to adopt amended agenda by removing R-1 and replace with directing City Manager to work with staff to develop storm water plan. Motion Passed. Ayes 5, nays 1, no answer 1

Point of Information – If we removed R1 are we able to adopt another item that is no in the agenda. Answer by City Attorney is YES.

Motion made by Vice Mayor Partin and seconded by Councilor Denton to approve the Consent Agenda.

Councilor Denton	-	no
Councilor Pelahm	-	no answer (having technical issues)
Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Vice Mayor Partin	-	yes
Councilor Gore	-	yes

CONSENT AGENDA

Motion was made by Vice Mayor Partin, seconded by Councilor Denton, and unanimously passed to accept the consent agenda – 6 ayes – 1 no answer

Councilor Denton	-	yes
Councilor Pelham	-	yes (having technical issues)
Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Vice Mayor Partin	-	yes
Councilor Gore	-	yes

February 23, 2021

Regular Meeting

---DRAFT---

PUBLIC HEARINGS

PH-1 HRHA Rezoning

City Manager Altman spoke on public hearing to consider request submitted by HRHA to rezone some parcels in Highland Park subdivision, from R-3 & B-3 to R-4 with proffered conditions. As discussed previously HRHA had submitted some proffered conditions and had amended those conditions and we had to have another public hearing to consider those amended conditions. They are requested to increase density of parcel to 64 units and according to the site design nothing has changed since last time site design was viewed by Council. What has changed is HRHA has updated their voluntary proffered conditions and they were advertised in the local newspaper as required by the Code of Virginia two weeks in advance. Conditions were read by Councilor Gore.

Mayor Bennett opened the Public Hearing. No correspondence has been received.

Mayor Bennett closed the Public Hearing at 7:52 p.m. No action will be taken at this Council meeting. It is up to City Council when to move forward and take vote. Motion made by Councilor Randolph and seconded by Mayor Bennett to approve the HRHA rezoning request for the project Highland Park R-3 & B-3 to R-4 with Proffered Conditions. Last proffered condition was reviewed and explained that City Council will be involved on all conversations along the way. Decision as to which site was going to be selected and City Council was told at that time it was premature. Discussion between who was going to go first Davisville or Thomas Rolfe in terms of demolition. Call attention to the last joint meeting with HRHA Board decision was made to move Thomas Rolfe residence first was based on the overall needs of redevelopment process for all of those residents. Conversations are continuing to move Thomas Rolfe first. We will have conversations when that time arrives, will probably be part of March 10 joint council meeting conversation.

Motion on floor is a rezoning request, not who would be moving or what division would be moving into the apartments. HRHA rezoning request for the project Highland Park R-3 & B-3 to R-4 with Proffered Conditions is to either approve or not approve the rezoning request. Still some issues related to rezoning. Making sure Davisville residents have priority of Thomas Rolfe, make sure individuals that don't get moved have option of portable housing vouchers so they can increase their housing options, putting a development into an established neighborhood, as well as trying to get the whole city on improved lighting. Development should give back to City a little, by paving roads, etc. Asked for discussion on traffic flow, traffic study is part of process for getting site plan approval. Should traffic flow process be done before a vote, it can be considered but zoning ordinance said it does not have to be done before the approval.

Councilor Pelham has now rejoined the meeting after having technical difficulties.

If Council wants to make it a requirement that information in the middle of an application, when applicant was not advised in advance, if it is councils pleasure to make this a requirement that is meet prior to the time it votes on the rezoning, it needs to be noticed properly to the public beforehand and since it was not that would not be an impediment for the Council moving forward. As a result of the traffic analysis comes back and recommends improves to intersections that would become part of the site plan approval process. Will be approved based on impact study. Would need to look at extended rush hour due to drop off of school students. Question for Ms. Griffin – what was considered when you voted to recommend the approval by the HRHA. Basically everything was discussed and felt right thing to do is to move a certain population out of housing that is either in a bad location or in disarray. Need to provide them better homes. In general, housing needed to be improved for these citizens and allowing to add extra units and change zoning made sense.

February 23, 2021

Regular Meeting

---DRAFT---

Motion made by Councilor Randolph and seconded Mayor Bennett to extend the meeting to 9:30p.m.
Motion Passed – ayes 7 – nays 0.

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

Amended Motion to approve with condition(s) or deny a request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels 042-0195, 042-0095 and 042-0252 and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments, and to accept the voluntary proffered conditions dated December 14, 2020. Motion on the floor is to approve or not approve the rezoning request. Councilor Randolph agrees to substitute the prior motion with this one, seconded by Mayor Bennett. Councilor Randolph made motion to approve and Mayor Bennett seconded, Motion Fails – ayes 3; nays – 4

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

Moving to Regular Business.

REGULAR BUSINESS

R-1 - Storm water Plan

Need more definitive dates for this motion. Councilor Randolph wants an actual date to be brought back to City Council. Will target the 26th of May to bring it back to Council. Plan will not become static, it will be continuously looked at and updated on an annual basis to make sure project are removed and added as needed. A lot of projects have not been designed yet so exact cost is not known.

Motion made by Councilor Gore and seconded by Vice Mayor Partin for Council to direct City Manager to work with the storm water team, the Director of Public Works and the City Engineer to develop a plan to fund storm water projects in the City of Hopewell and to bring that information back to City Council during this year's budget work sessions in May. Specific date to be determined by the City Manager, but no later than May. Motion Passed – ayes 6, nays 1

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

February 23, 2021

Regular Meeting

---DRAFT---

R-2 – LOCAL EMERGENCY DECLARATION

Request Pursuant to State Code 44-146.21A requiring city council confirmation of the declaration of local emergency at its next meeting or at a special meeting within 45 days of the declaration, we declared local emergency on Feb 13 in advance of the first ice storm after governor declared a state of emergency on Feb. 11. This is your next reg. meeting as per state code. Asking for Council’s approval of the resolution included in packet authorizing city manager to declare a local emergency. Are working on after action, our timeline of events, the whole process, to Council tomorrow afternoon, working with representatives of the water company to schedule a meeting with council next week for questions and discussion. Will make announcement of meeting for next week.

Motion to approve Resolution by Vice Mayor Partin and seconded by Councilor Pelham to approve the resolution authorizing the City Manager to declare local emergencies. Motion Passed – ayes 7, 1 nay

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

COUNCILOR REQUEST

CR-1

Creation of a City of Hopewell SkillBridge Fellowship Program and/or On-The-Job Training and Apprenticeship Programs to support Veterans/Military Spouse/Transitioning Service Member workforce development. SkillBridge programs are under the Department of Defense and allow traditional service members to obtain real world experience prior to separation from the military. When this occurs their salary is paid for by the Department of Defense for up to six months. The terms to create it is to work with the Dept. of Veterans Services Affairs staff members who help create a curriculum and a program, they also approve it and then they also help to recruit veterans for that opportunity. No out of pocket for salary, just operational cost. Not immediate but for future after coming out of COVID. This request is to see if City Council is amenable to looking at it with HR to see if any departments might have an opportunity to consider and if so, bring that back and then have a conversation about how to connect.

Motion made to direct the City Manager to work with the directors to consider if City of Hopewell SkillBridge Fellowship Program and/or an on the job training or apprenticeship program in partnership with the Virginia Dept. of Veterans Services is feasible and to bring back that recommendation at the second meeting in March. Motion made by Councilor Gore and seconded by Vice Mayor Partin. Motion Passed -ayes 7 – nays 0

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

**February 23, 2021
Regular Meeting
---DRAFT---**

CR-2

Online services and Forms – Request City Council to support modernizing City of Hopewell online services and forms for Hopewell residents and taxpayers.

The terminology that should be used is digital transformation of online forms and documents. Old estimate was \$38,000.

Motion made by Council Gore to extend the meeting to complete discussion of CR-2. Motion was seconded by Councilor Pelham. Motion Passed –

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

Motion made to direct the City Manager to work with the IT Director to obtain a new quote to move forward with digital transformation to bring back to city council in March for possible support using the remaining COVID funds. Motion made by Councilor Gore and seconded by Vice Mayor Partin. Motion Passed. Ayes 6, No Answer 1.

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

ADJOURN

Meeting adjourned at 9:37pm.

Patience Bennett, Mayor

March Altman, City Clerk Pro Tem

MINUTES OF THE MARCH 10, 2021 CITY COUNCIL SPECIAL MEETING

A Special Joint Meeting with the Hopewell City Council and the Hopewell Redevelopment and Housing Authority was held Wednesday, March 10, 2021, at 6:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

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

Absent: Deborah Randolph, Councilor, Ward 1

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

ROLL CALL

Mayor Bennett opened the meeting at 6:32 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. At 6:35 p.m., Mayor Bennett requested a roll call, as follows:

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

SPECIAL MEETING

Mayor Gore called this joint special meeting of the Hopewell Redevelopment and Housing Authority and City Council to order. She welcomed all visitors, Commissioners and guest.

Councilor Partin moved to adopt the agenda. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-0

HRHA – Mr. Benham, HRHA, established ground rules on length of meeting and informal time keeping. Proposed a 90 minute meeting time and to table any items that may need to be discussed further for a future meeting.

PIPER SQUARE REDEVELOPMENT UPDATE

Actively involved in the construction process. Project was fully funded in the winter and has been in the development phase for a couple of years. The first 3 building have been cleared and are starting to be rehabilitated. In the last couple of week families have moved onsite to temporary housing. There are 4 sets of building and each set will about 90 days to complete. The whole process is scheduled to be completed by this time next year. What is to take place is a substantial rehabilitation, the property will be dealt with its erosion issues, from landscaping to just the grounds themselves. There will be new flooring, cabinetry, lighting, fixtures, appliances throughout, some bathrooms added to some townhouse style apartments. The exterior will have a new face put on which includes new roofing and central air conditional, via a new HVAC system, very energy efficient.

LONG TERM HOUSING

Has been a long standing discussion about the overall quality of Housing for some time. It impacts HRHA ability to effectively deploy housing vouchers and in the event we would think about getting additional vouchers, one of the constraints always brought up is that we are difficulty deploying what we have. Reluctant in considering requesting any additional vouchers. Conversations about VAG vouchers, which are vouchers specifically for veterans, would that be a program we would be willing to incorporate. Just recently we were awarded some VAG vouchers, a very small number, we could manage that number of vouchers. If HUD or Veterans Administration decided they wanted to assign substantially more vouchers to Hopewell, we would have been concerned about our ability to find quality house for those veterans. That leads us to that City Housing Authority has had about the Rental Inspection Program and how effective it is or can be in ensuring the quality of some of these housings are brought along to a slightly higher standard. Need more ability to have an enforcement effect for the RIP. HRHA standards may be higher that what our or HUD requirements are. Find a way to educate and help make a change. How can our program and HRHA requirements come together? Would you maybe consider making the vouchers portable. Has to be level of commitment above what we have had in the past. Have to make a commitment jointly that we are going to do something about it, if we are going to improve the quality of housing. Can standards for city be amended or adjusted? Could lose potential income for Hopewell by issuing mobile/portable vouchers.

Point of Interest – Councilor Gore will put on agenda for future meeting to ask council to direct staff to develop a resolution in partnership with Executive Director of Housing Authority to create a joint committee to address housing and the strategic plan and the Rental Inspection Program and if so, then that would give direction to start that work and then bring back to both parties for approval.

Rental Inspection Program is only active and only assigned to two areas in the city, City Point and B village. By Code of Virginia it cannot be for the entire city, we can increase the rental inspection area, but at no time can the entire city be a rental inspection area. At February 2020 city council meeting staff did present some solutions to restructure the rental inspection program, in this budget we did request a position and we will see how that moves along. Areas included increasing inspection areas, increasing buildings that are added to the inspections, increasing frequency of inspections and reassessing inspections fees. See power point for further information and discussion in the future. Action steps

Agreed to have some joint meetings to get to the meat of this and having approved on a city council agenda, may give more staying power. Address issues and make a decision as a city. Portability voucher is not a preferred recommendation, but ask the question can vouchers be made portable. There is an administrative plan that talks about how vouchers are issued and what amount of time that person that is issued the voucher has to stay in Hopewell before that voucher can be portable. That is largely based on the administrative plan that was developed and approved by the Board. It is desired to keep the vouchers in Hopewell for at least the first year, because of the money that is associated with those vouchers. The Housing Authority voucher program is over a \$3 million program. So we are giving the money to surrounding area when we make the vouchers portable. One factor to look out is there are 200 landlords, of those how many actually reside in Hopewell. IF rent payment is going to a landlord in Colonial Heights, he is likely not spending money in Hopewell. Of that 200 how many are actually Hopewell resident property owner landlords. The tenants stay in Hopewell, they go to school in Hopewell, they show in Hopewell, etc. Quite a few of the landlords live in Hopewell.

Homeless Prevention Strategy is there one that the City has? If there is a strategy in place we need to work together to understand and implement it and if House Authority has a role in that strategy, we need to know what it is so that we can be more effective in supporting the city. We have warming shelter and participate in Crater Area Care that provide services and shelter for homeless. City recently partnered with Commonwealth Catholic Charities prior to COVID. They receive money through our community development grant program and other funds to provide rapid rehousing for homeless population. Currently, they are receiving COVID care funding for rent, mortgage and utility payments for those that have been behind due to loss of income due to the COVID pandemic and also helping with sheltering the homeless that have been on the streets and more susceptible to the COVID virus by putting them in hotels and to help them get into permanent housing. Would need to put something in place to provide support after COVID is over. Year and half ago we conversed with Legal Aid as to how we could help educate our applicants on their rights and helping them with their rights on how to file a formal complaint. We make sure they know that legal aid is always available. How can we hold landlords accountable? We thought could require landlords to get a business license then we could put regulations on their business licenses requirements to meet certain standards, that was the approach we thought we could take. However, the law excludes specifically landlords from business license requirements. Left with limited options. We could look at building code and other options there, maybe zoning.

ADJOURN

Motion made to adjourn meeting by Councilor Denton, seconded by Mayor Bennett. Upon roll call, the responses resulted:

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

Motion passed 5-1

Patience Bennett, Mayor

Mollie Bess, Interim City Clerk

March 30, 2021
Regular Meeting
---DRAFT---

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD March 30, 2021

An Electronic (Zoom) Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, March 30, 2021 at 6:30 p.m.

PRESENT: Mayor Patience Bennett
Vice Mayor Partin
Deborah Randolph, Councilor
Arlene Holloway, Councilor
Jasmine Gore, Councilor
Janice Denton, Councilor
Brenda Pelham, Councilor

Motion to move into Closed Session made by Vice Mayor Partin and seconded by Councilor Randolph at 6:37pm.

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-711(A)(7) and (8) to consult with the City Attorney regarding specific legal matter and actual litigation requiring the provisions of legal advice and where such consultation in open meeting would adversely affect the City's interest; and (A)(4) for the protection of the privacy of individuals in personal matters not related to public Business.

Roll Call – Vote Resulted – Motion Passed 7-0

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

Moved into Closed Session at 6:38pm

Mayor Bennett noted that they are not coming out of closed session, just extending meeting time and then going back into closed session. Motion made by Councilor Randolph to extend the meeting and a substitute motion made by Vice Mayor Partin to extend the meeting for one hour. Substitute motion accepted by Councilor Randolph. Motion made to extend the meeting for one hour which would make it end at 10:21.

Motion made by Vice Mayor Partin and seconded by Councilor Randolph.

Roll call – Vote Resulted – Motion Passed – 7-0

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

March 30, 2021
Regular Meeting
---DRAFT---

City Council went back into Closed Session at 9:22pm

Motion made by Vice-Mayor Partin to come out of closed session and seconded by Councilor Randolph.

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

CERTIFICATION

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: Motion Passed 7-0

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

Mayor Bennett announced that at this time she would like to adjourn the meeting. Councilor Randolph made the motion to continue the meeting on April 1 at 6:30pm and Vice Mayor Partin seconded it.

Roll Call – Motion Passed 7-0

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

ADJOURN

Meeting adjourned at 10:18pm.

Patience Bennett, Mayor

Mollie Bess, Interim City Clerk

March 30, 2021
Regular Meeting
---DRAFT---

DATE: April 5, 2021
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report –March 2021

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
JOHN BODENHAMER, JR.	HUMAN RESOURCES	RISK SAFE COORD	03/01/2021
JEREMY MARTIN	SHERIFF	PT SHERIFF DISP	03/10/2021
LATONIA COSTELLO	POLICE	COMMUNICATIONS OPERATOR	03/10/2021
SHEROD HAMPTON	SHERIFF	PT SHERIFF DEPUTY	03/10/2021
WILLIAM STINSON	POLICE	PT ANIM CONT CUST	03/10/2021
CHANQUIX LEE	POLICE	COMMUNICATIONS OPERATOR	03/10/2021
LILLIAN MOODY	RECREATION	PT LIFEGUARD	03/10/2021
MATTHEW GATTISON	RECREATION	PT GYM ATTEND	03/10/2021
BREEANA HUNTER	RECREATION	PT REC PROGRAMS ASST	03/24/2021
KIMBERLY FRAZIER	SOCIAL SERVICES	FAMSERVSPEC I	03/24/2021
JOHN HOLDER	SHERIFF	TPT SHERIFF DEPUTY	03/24/2021
JENNIFER DACOSTA	WATER RENEWAL	STORES CLERK	03/31/2021

SUSPENSIONS: **3** (Other information excluded under Va. Code § 2.2-3705.1(1) as Personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
CHARLES BAKER	RECREATION	PT CUSTODIAN	03/05/2021
DERRICK CARR	PWS GARAGE	AUTO MECHANIC	03/08/2021
ARIC HUNT	WATER RENEWAL	PT TEMP HIRE	03/08/2021
DONALD MITCHELL	FIRE	FIRE FIGHTER I	03/09/2021
DEANNA EDWARDS	SOCIAL SERVICES	FAMSERVSPEC II	03/09/2021
WYATT WHITBY	FIRE	FIRE FIGHTER I	03/10/2021
GABRIEL SANFORD	FIRE	FIREFIGHTER / ALS	03/10/2021
WILLIAM ST. CHARLES	POLICE	POLICE OFFICER	03/12/2021
JORDAN HEATH	PUBLIC WORKS	PW MAINT SPEC	03/17/2021
VERONICA CLEMENTS	CIRCUIT COURT CLERK	CIR CRT CLK D III	03/19/2021
COURTNI PANNELL	POLICE	POLICE OFFICER	03/22/2021
ANDERSON DAVIS	RECREATION	PT LIFEGUARD	03/23/2021
NANERIZ PINEIRO	RECREATION	PT LIFEGUARD	03/24/2021
LAUREN WATERWORTH	RECREATION	PT LIFEGUARD	03/26/2021
AKIDA MAYFIELD	SOCIAL SERVICES	FAM SRV SPEC IV	03/30/2021
PAMELIA HENRY	SOCIAL SERVICES	FAMSERVSPEC II	03/30/2021

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Debbie Pershing, Administrative Services Manager
Elizabeth McGaha, Accounting Tech
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

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

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:

The Local Choice (TLC) Annual Insurance Renewal

ISSUE: Council to approve TLC plans and rates as recommended by OneDigital for the 2021-2022 plan year. Council to approve revised new hire eligibility waiting period as required by new online platform TLC is tentatively implementing this upcoming plan year.

RECOMMENDATION: City Administration recommends approving Option 2 plans and rates as recommended by OneDigital and the revised new hire eligibility waiting period as required by TLC for the upcoming plan year.

TIMING: Action is required at this meeting to meet TLC’s May 1, 2021, renewal submission deadline and to move forward with our annual open enrollment period.

BACKGROUND: The final annual renewal for the 2021-2022 plan year came in at a 2.2% increase. We can reduce the increase to approximately 1.5% by changing the plans offered. The recommendation is to remove the Key Advantage (KA) Expanded plan and introduce the Key Advantage (KA) 500 plan. The most comparable plan to the KA Expanded plan is the KA 250 plan, which is currently offered and would continue to be offered.

ENCLOSED DOCUMENTS:

- OneDigital’s Renewal Presentation

STAFF:

Jennifer Sears, Director of Human Resources

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			

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"/>	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



City of Hopewell

July 2021 Renewal Highlights

Mary Jones, Managing Consultant

Brenda Grant, Benefits Consultant

April 14, 2021



Executive Summary

- TLC's renewal is a 2.2% increase
 - Review Options
 - Recommendations
- New Hire Eligibility Effective Date Change
 - Implementing Cardinal System
 - Enrollment Date changing to first of the month after hire date
- Worksite Plans

Current Rates (FY 2020/2021)

Plan Description	HDHP \$2800/20%	Key Advantage 250	Key Advantage Expanded
Total Monthly Premium			
Premium: EE-Only	\$492.00	\$674.00	\$728.00
Premium: EE+Sp	\$911.00	\$1,246.00	\$1,346.00
Premium: EE+1C	\$911.00	\$1,246.00	\$1,346.00
Premium: EE+Cn	\$1,328.00	\$1,819.00	\$1,966.00
Premium: EE+Fam	\$1,328.00	\$1,819.00	\$1,966.00
City's Monthly Contribution			
ER Ctrb: EE-Only	\$420.73	\$573.00	\$570.60
ER Ctrb: EE+Sp	\$709.11	\$943.38	\$937.38
ER Ctrb: EE+1C	\$744.20	\$1,003.92	\$997.92
ER Ctrb: EE+Cn	\$1,161.07	\$1,577.05	\$1,570.05
ER Ctrb: EE+Fam	\$994.41	\$1,306.78	\$1,299.78
Employees Monthly Contribution			
EE Ctrb: EE-Only	\$71.27	\$101.00	\$157.40
EE Ctrb: EE+Sp	\$201.89	\$302.62	\$408.62
EE Ctrb: EE+1C	\$166.80	\$242.08	\$348.08
EE Ctrb: EE+Cn	\$166.93	\$241.95	\$395.95
EE Ctrb: EE+Fam	\$333.59	\$512.22	\$666.22
Employee Contribution Per Pay Period 2X per Monthly (24-Pay)			
EE Ctrb: EE-Only	\$35.63	\$50.50	\$78.70
EE Ctrb: EE+Sp	\$100.95	\$151.31	\$204.31
EE Ctrb: EE+1C	\$83.40	\$121.04	\$174.04
EE Ctrb: EE+Cn	\$83.46	\$120.98	\$197.98
EE Ctrb: EE+Fam	\$166.80	\$256.11	\$333.11

Proposed Rates (FY 2021/2022)

	Option 1	Option 1	Option 1	Option 2	Option 2	Option 2
Plan Description	HDHP \$2800/20%	Key Advantage 250	Key Advantage Expanded	HDHP \$2800/20%	Key Advantage 500	Key Advantage 250
Total Monthly Premium						
Premium: EE-Only	\$503.00	\$689.00	\$744.00	\$503.00	\$624.00	\$689.00
Premium: EE+Sp	\$931.00	\$1,275.00	\$1,376.00	\$931.00	\$1,154.00	\$1,275.00
Premium: EE+1C	\$931.00	\$1,275.00	\$1,376.00	\$931.00	\$1,154.00	\$1,275.00
Premium: EE+Cn	\$1,358.00	\$1,860.00	\$2,009.00	\$1,358.00	\$1,685.00	\$1,860.00
Premium: EE+Fam	\$1,358.00	\$1,860.00	\$2,009.00	\$1,358.00	\$1,685.00	\$1,860.00
City's Monthly Contribution						
ER Ctrb: EE-Only	\$431.73	\$588.00	\$586.60	\$431.73	\$537.87	\$588.00
ER Ctrb: EE+Sp	\$729.11	\$972.38	\$967.38	\$729.11	\$901.75	\$972.38
ER Ctrb: EE+1C	\$764.20	\$1,032.92	\$1,027.92	\$764.20	\$949.56	\$1,033.05
ER Ctrb: EE+Cn	\$1,191.07	\$1,618.05	\$1,613.05	\$1,191.20	\$1,480.56	\$1,618.05
ER Ctrb: EE+Fam	\$1,024.41	\$1,347.78	\$1,342.78	\$1,024.41	\$1,262.10	\$1,347.78
Employee Monthly Contributions						
EE Ctrb: EE-Only	\$71.27	\$101.00	\$157.40	\$71.27	\$86.13	\$101.00
EE Ctrb: EE+Sp	\$201.89	\$302.62	\$408.62	\$201.89	\$252.25	\$302.62
EE Ctrb: EE+1C	\$166.80	\$242.08	\$348.08	\$166.80	\$204.44	\$241.95
EE Ctrb: EE+Cn	\$166.93	\$241.95	\$395.95	\$166.80	\$204.44	\$241.95
EE Ctrb: EE+Fam	\$333.59	\$512.22	\$666.22	\$333.59	\$422.90	\$512.22
Employee Contribution Per Pay Period 2X per Month (24-Pay)						
EE Ctrb: EE-Only	\$35.63	\$50.50	\$78.70	\$35.64	\$43.07	\$50.50
EE Ctrb: EE+Sp	\$100.95	\$151.31	\$204.31	\$100.95	\$126.13	\$151.31
EE Ctrb: EE+1C	\$83.40	\$121.04	\$174.04	\$83.40	\$102.22	\$120.98
EE Ctrb: EE+Cn	\$83.46	\$120.98	\$197.98	\$83.40	\$102.22	\$120.98
EE Ctrb: EE+Fam	\$166.80	\$256.11	\$333.11	\$166.80	\$211.45	\$256.11

Renewal Considerations

Option 1: Same benefits
– hold employee
contributions flat

- 2.2% increase (\$100,212)
- City: 2.2% increase (\$100,212)

Option 2: Eliminate KA
Expanded plan and add
KA \$500

- 1.5% increase (\$53,334)
- City: 1.5% increase (\$53,334)

Monthly Rates for Retirees NOT Eligible for Medicare

20+ Years of Service (City Pays 30% of the total premium)			
Current	July 2020 to June 2021 Plan Year		
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$509.60	\$218.40	\$728.00
TLC Key Advantage 250	\$471.80	\$202.20	\$674.00
TLC HDHP	\$344.40	\$147.60	\$492.00

20+ Years of Service (City Pays 30% of the total premium)			
Option 1	July 2021 to June 2022 Plan Year		
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$520.80	\$223.20	\$744.00
TLC Key Advantage 250	\$482.30	\$206.70	\$689.00
TLC HDHP	\$352.10	\$150.90	\$503.00

15-19 Years of Service (City Pays 20% of the total premium)			
Current	July 2020 to June 2021 Plan Year		
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$582.40	\$145.60	\$728.00
TLC Key Advantage 250	\$539.20	\$134.80	\$674.00
TLC HDHP	\$393.60	\$98.40	\$492.00

15-19 Years of Service (City Pays 20% of the total premium)			
Option 1	July 2021 to June 2022 Plan Year		
Plan	Retiree Share	City Share	Total Premium
TLC Key Advantage Expanded	\$595.20	\$148.80	\$744.00
TLC Key Advantage 250	\$551.20	\$137.80	\$689.00
TLC HDHP	\$402.40	\$100.60	\$503.00

20+ Years of Service (City Pays 30% of the total premium)			
Option 2	July 2021 to June 2022 Plan Year		
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)			
Option 2	July 2021 to June 2022 Plan Year		
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

Recommendation

- Option 2 – Remove Key Advantage Expanded and add the Key Advantage 500
- Key Differences (Expanded versus 250) In-network
 - Deductible: \$100 ind/\$200 fam to \$250 ind/\$500 fam
 - OOP Max: \$2000 ind/\$4000 fam to \$3000 ind/\$6000 fam
 - PCP Copay: \$15 to \$20
 - SCP/Urgent Care: Copay: \$25 to \$35
 - IP Facility: \$300 to \$400
 - ER/OP Surgery: \$250 to \$350

New Hire Eligibility Waiting Period

- Current
 - *Hired 1st through 14th – insurance effective 1st of following month*
 - *Hired 15th through last day of month – insurance effective 1st of the month following 30 days of service*
- Effective 07/01/21
 - Change to first of the month after hire date

Worksite Recommendation

- Non-Aflac plans discontinue payroll deductions.
 - Non-Aflac – 21 employees
 - Option to keep plan, however employee will be billed directly from vendor.
- Aflac – Payroll Deduction
 - 104 - employees

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: Hire Vets Now Fellowship Program

ISSUE: Human Resources was asked to review the program for City participation and to provide a recommendation.

RECOMMENDATION: City Administration recommends Council approve moving forward with the planning and preparation for program implementation.

TIMING:

BACKGROUND: The Hire Vets Now Fellowship Program is a 6-12 week internship that allows skilled transitioning service members the opportunity to network with V3 Certified employers. Since program participants are still DOD employees, no financial support from the City is needed. This program creates an opportunity for skilled service members to gain valuable experience in the civilian workforce and provides an additional recruiting resource for the City.

ENCLOSED DOCUMENTS:

- Hire Vets Now Fellowship Program Overview Flyer
- Hire Vets Now Fellowship Program PowerPoint Presentation

STAFF:

Jennifer Sears, Director of Human Resources

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"/>	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			

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"/> | 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 |



Human Resources Dept.
300 North Main Street
Hopewell, VA 23860

Memorandum

TO: Mr. March Altman, City Manager

FROM: Ms. Jennifer Sears, Director of Human Resources 

CC:

DATE: April 5, 2021

SUBJECT: Hire Vets Now Fellowship Program

After careful review and consideration of the Hire Vets Now Fellowship Program and the concept of an apprenticeship program, I recommend moving forward with the fellowship program.

The fellowship program is structured as an internship for transitioning service members and does not require any financial support from the City. It has the flexibility to be 6-12 weeks, or longer with command authorization. More detailed information is provided in the attached flyer.

Based on the planning required to prepare for the program and the approval process, I believe this is something the City could implement this Fall.



HIRE VETS NOW

FELLOWSHIP PROGRAM

Virginia Department of Veteran Services (VDVS) and identified community partners have collaborated to facilitate SkillBridge internship connections for transitioning Service members who are separating or retiring from the military. SkillBridge authorization allows eligible Service members with command approval to participate in corporate internships as their place of duty up to 180 days prior to separation. This program is recognized as Navy Region Mid-Atlantic approved SkillBridge Program, but individuals from all Service branches are invited to participate.

What Does This Mean?

Skilled Service members connecting to 6-12 week internship opportunities with employers certified through the VDVS Virginia Values Veterans (V3) program. VDVS assists with employer vetting, internship development, and forwards Service members to events or employer contacts in high-demand careers with high probability of post-service employment.

How would this Benefit the Employer?

The employer is providing valuable experience for a Service member in a potential industry of interest and the employer benefits from an intern who brings contributive skills and work ethic.

As an Employer What Do You Need to Do and Know?

Become V3 Certified. Visit www.dvsv3.com for more info.

1. Enroll in V3 Program
2. Attend V3 Training
3. Complete Certification Requirement

Possess the ability to offer internships to active duty Service members IAW DoD Instruction 1322.29.

1. The internship, though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The training employer derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

The proposed internship must be in line with the scope and intent of the respective Service internship programs, including those offered by the Federal Government, States, local governments, the civilian sector, and nongovernmental organizations.



Virginia Department of Veterans Services
Veterans Education Training and Employment
Virginia Transition Assistance Program



HIRE VETS NOW

FELLOWSHIP PROGRAM

Patrice Jones, Apprenticeship Manager
Virginia Department of Veteran Services



Virginia Department of Veterans Services

Veterans Education Training and Employment
Virginia Transition Assistance Program

HIRE VETS NOW Fellowship Program

Program Goal:

- The HIRE VETS NOW Fellowship Program (HVNFP) provides transitioning service members the opportunity to network with Veteran Certified employers offering 6-12 week internships to eligible applicants, with commander approval, up to six months prior to separation

Benefits:

- Employer
 - Payment not allowed
 - “Trial run” of skillset
 - Opportunity to create an employment pipeline
- Transitioning Service Member
 - Solid work experience
 - Networking opportunities
 - Experience in civilian work force



HVNFP Program Overview



Result of Memorandum of Understanding between DVS and Navy Region Mid-Atlantic (NRMA) – NRMA runs Navy SkillBridge Programs

DoD Approved SkillBridge Program

- Active duty service members that have served at least 180 days and have 180 days remaining may participate in a DoD SkillBridge program
- Must get Command authorization
- Location of employer becomes the place of duty for that service member for the duration of the internship
- Upon completion of the program, TSM is offered interview opportunity
- Employer agrees to report monthly data to DVS POC and as changes occur



Approval Requirements



Under the HVNFP, V3 Certified employers may be approved to offer a 12 week internship to an active duty service member

Steps to Approval

1. Submit V3 Certification
2. Review DOD Directive
3. Submit Employer Application
4. Submit Training Outline for each position

Employer applications are approved by DVS



Frequently Asked Questions (FAQs)



1. Can the program be longer than 12 weeks? Yes, with Command Authorization
2. How do companies find interns? Do we select our own or does DVS “hire” the intern for us? DVS Resources (VTAP, Transition Connection) and Recruiting
3. Some DoD SkillBridge programs operate with cohorts. Are there specific start/end dates? No
4. Can companies compensate the trainee with bonus’ or other benefits? Interns are DOD employees and can not be paid by the employer during the internship.
5. Once approved, can companies request additional programs later? Yes



Virginia Department of Veterans Services
Veterans Education Training and Employment
Virginia Transition Assistance Program

Approved Employers



General Dynamics IT

Industry: Electronics
Length of Internship: 12 weeks
Location: Chesapeake, VA
Open Internship: Electronics Technician Maintenance

The J.M. Smucker Company

Industry: Manufacturing
Length of Internship: 12 weeks
Location: Suffolk, VA
Open Internships: Operation Technician Lv. I
Certifications: OSHA 10 and Forklift License

Virginia Department of Transportation

Industry: Watercraft Operations Length of Internship: 12 weeks
Location: Jamestown, Surry Va
Open Internships: Ferry Captain, Ferry Captain Jr., Ferry Chief Engineer, Ferry Crew Member Mate

IntellecTechs

Industry: Cyber
Length of Internships: 10-12 weeks
Location: Virginia Beach, VA
Certifications: Various IT certifications
Open Internships: IT, Cybertechnology

Ford Motor Company

Industry: Automotive
Length of Internships: 8 Weeks
Certifications: Various Ford Certifications

LMI

Industry: Contractor
Length of Internship: 12 weeks
Location: Tysons, VA
Open Internship: Experiential

Oceanering International, Inc.

Industry: Marine Ship Repair
Length of Internships: 6-12 weeks
Location: Chesapeake, VA
Certifications: OSHA 10/ OSHA 10 Maritime, Firewatch, Subsafe and Craftsman Course
Open Internships: Inside Machinist, Welder, HT Pipefitter, QA Inspector, Non Destructive Technician

Virginia Natural Gas

Industry: Energy and Utilities
Length of Internships: 10-12 weeks
Location: Virginia Beach, VA
Open Internships: Utilities Worker

CroppMetCalfe

Industry: Construction
Length of Internships: 5-6 weeks
Location: Fairfax, VA
Open Internships: Basic HVAC Maintenance Technician, Basic Plumbing Technician

Virginia Career Works

Industry: Workforce Development
Length of Internships: 10-12 week
Location: Norfolk, VA
Open Internships: Operations/Center Manager

Canon Virginia Inc.

Industry: Manufacturing
Length of Internship: 12 weeks
Location: Newport News, VA
Open Internship: Machine Specialist

Bradley Morris LLC

Industry: Energy
Length of Internship: 12 weeks
Location: Chesapeake, VA
Open Internship: Experiential



William A. Hazel, Inc.

Industry: Construction
Length of Internship: 12 weeks
Location: Chantilly, VA
Certifications: OSHA 10 Construction
Open Internship: Operation Pipe Crew, Excavation Operator

Auxiliary Systems, Inc.

Industry: Marine Ship Repair
Length of Internships: 12 Weeks
Location: Norfolk, VA
Certifications: OSHA 10 Maritime, Firewatch
Open Internships: Marine Electrical Motor Technician, Marine Safety Inspector

1st Command Financial Services, Inc.

Industry: Financial
Length of Internships: 12 Weeks
Location: Virginia Beach VA
Licenses: FINFRA Essentials, Series 7 Top-off and Series 66

General Dynamics NASSCO-Norfolk

Industry: Marine Ship Repair
Length of Internship: 8 weeks
Location: Portsmouth, VA
Certifications: OSHA 10, Virginia Ship Repair Association Training (VSRA)
Open Internship: Operations Dev. Coordinator

Ferguson Enterprises

Industry: Construction and Manufacturing
Location: Newport News, VA
Open Internship: Facilities Supplies/ Logistics

Micron Technology, Inc.

Industry: Semiconductor
Length of Internships: 6-7 weeks
Location: Manassas, VA
Open Internships: Metrology Shift Technician, Photo Team Technician

Richmond City Sheriff's Department

Industry: Law Enforcement
Length of Internship: 12 weeks
Location: Richmond, VA
Open Internship: Richmond City Sheriff's Department Internship/ OJT Program

Groundworks

Industry: Construction
Length of Internship: 7 weeks
Location: Virginia Beach, VA
Certifications: Certified Field Inspector
Open Internship: Certified Field Inspector

Blue Dragon Publishing, LLC

Industry: Entrepreneurship and Program Management
Length of Internship: 12 weeks
Location: Williamsburg, VA
Open Internship: Publishing Project Manager, Entrepreneurship

Virginia Department of Health

Industry: Healthcare
Location: Richmond, VA
Open Internship: Anatomical - Laboratory Services



PenFed

Industry: Financial, Banking
Length of Internship: 12 weeks
Location: Tysons, VA
Open Internship: Facility Engineer, GFA Accountant, Multimedia Producer

Mears Group

Industry: Engineering, Construction, Project Management, Operations
Length of Internship: 6 & 12 weeks
Location: Lorton, VA
Open Internship: Project Manager

City of Norfolk

Industry: Human Resources
Length of Internship: 12 weeks
Location: Norfolk, VA
Open Internship: HR Analyst

Revised: July 9, 2020

Revised: July 9, 2020



Transitioning Service Members (TSMs)



POC – Alfredo Torres

Must meet branch specific criteria

Complete and return the **HVNFP Interest Form** to VTAP

Get Command Authorization and be placed on permissive TDY orders for the duration of the internship

Please direct all inquiries regarding program enrollment and submit completed application of interest to:
Virginia Department of Veterans Services
hvnfellowship@dvs.virginia.gov
804.482.8514

HIRE VETS NOW Fellowship Program Applicant Interest Form

AREA OF INTEREST: _____

NAME (LAST, FIRST): _____

CONTACT (PHONE OR EMAIL): _____

BRANCH OF SERVICE: _____

MILITARY RATING / OCCUPATION: _____


CURRENT RANK: _____

SEPARATION DATE: _____
This is your actual End of Active Service (EAS) / End of Active Obligated Service (EAOS) date.

INTERNSHIP AVAILABILITY DATE: _____
You are only eligible to begin an internship 180 days prior to your EAS / EAOS date.

About HIRE VETS NOW

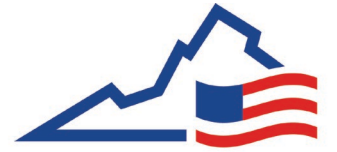
A joint initiative of the Virginia Chamber Foundation and the Virginia Department of Veterans Services, this program brings together transitioning service members, veterans and dedicated businesses to share in camaraderie, professional development and career networking.

 **VA CHAMBER FOUNDATION**

*The Department of Defense and service branches do not endorse any company, sponsor or their products or services.



Marketing



Virginia Department of Veterans Services
Veterans Education Training and Employment
Virginia Transition Assistance Program

Outreach Table on Naval Station
Norfolk every Wednesday
(currently offering virtual sessions)

Employer Marketing

Word of Mouth

Navy Region Mid-Atlantic

HIRE VETS NOW Events

Job Fairs/Resource Fairs

Transition Connection


HIRE VETS NOW
FELLOWSHIP PROGRAM

Presented by the Virginia Department of Veterans Services,
Virginia Chamber Foundation, and Navy Region Mid-Atlantic



What is the HIRE VETS NOW Fellowship Program?

The HIRE VETS NOW Fellowship Program provides transitioning Service members the opportunity to network with Veteran Certified employers offering 6-12 week internships to eligible applicants, with commander approval, up to six months prior to separation. Participation in a fellowship program while still serving in the military allows you to gain marketable skills and experience to enhance your civilian career opportunities. Enroll now to begin networking your way to an internship!

Service Member Benefits:

- As early as 18 months prior to separation you can begin networking with Veteran Certified employers offering internship and direct employment opportunities
- SkillBridge internships allow you to gain valuable skills and industry experience in the private sector, while still on active duty
- Training occurs in lieu of duty for eligible applicants, with command approval, up to six months prior to separation

If you are interested in program enrollment and are within 18 months from separation, please email: hunfellowship@dvs.virginia.gov for an Applicant Interest Form.

Don't wait to get started on your next career!

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Data



Service Member Tracking

- Inquiries
- “Pipelined” Service Members
- Selected Interns

Employers

- Monthly Reporting
- Report Hires

Training Changes?

- Intern separates
- Covid-19 unexpected changes (location and/or modality)

*DVS uses this information to report back to NRMA per our MOU

Other service branches participate, their command authorizations forms look different. Reach out if help is needed



Additional Resources

- ❖ **HIRE WOMEN VETS!** The U.S. Department of Labor has announced \$4.1 million in grants (2020) available to community organizations to recruit, mentor, train and retain more women in quality apprenticeship programs, and to help those women pursue successful careers in manufacturing, infrastructure, cybersecurity, healthcare and other industries

- ❖ Apply for G.I. Bill approval with the SAA
 - ❖ Provide employees the opportunity to utilize their earned G.I. Bill, while gaining knowledge and skills as a trainee.
 - ❖ Receive training and assistance with developing a program
 - ❖ Partner with the Department of Labor and Industry (Registered Apprenticeships)



POCs



Employer Inquiries, Patrice Jones: 804-212-8091,

hvnfpemployer@dvs.Virginia.gov

Service Member Inquiries, Alfredo Torres: 804-482-8517,

hvnfellowship@dvs.virginia.gov



Thank you for Joining Us Today!

Questions?

Patrice Jones, Apprenticeship Manager
HVNFPemployer@dvs.virginia.gov

CR-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:

Role of the Vice Mayor

Continue the precedent of agenda oversight assigned to Vice Mayor to ensure that the role of Chair/Mayor is ceremonial to avoid authority to act as a Strong Mayor/Policy-Maker for City Council. Keeping in line with the past two years.

ISSUE: A majority of members of City Council internally decided to temporarily shift Agenda oversight from the Chair/Mayor of Hopewell to the Vice Mayor due to disagreements within the City Clerk’s Office. City Council conducted an inquiry, received legal guidance on personnel matters, and held interviews with prior City Clerk staff. Ultimately, a majority of City Councilors opted to ignore legal guidance, voted to not submit the Chair/Mayor’s concerns about the Clerk Office operations to unbiased external experts and did not investigate claims submitted for personnel records by Chair. A majority of City Council voted to support the request of the Vice Mayor to permanently move all duties under the Chair/Mayor, with the exception of presiding over City Council meetings.

The position of a majority of City Council included the role of the Mayor should not a “Strong Mayor.” The duties of the office should be divided to ensure that the Chair/Mayor remained a ceremonial role and did not have policy/oversight of City Council. The Vice Mayor assumed all duties pertaining to:

- City Council Open Public Meeting Agenda, to include adjusting Meeting Template
- Organizing the City Council Closed Meeting Agenda
- Overseeing the City Clerk’s Office and Talent Bank Resumes from citizens wishing to serve on Hopewell Boards, Commissions and Authorities.

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			

Since the members of Hopewell’s City Council remain the same after the November election and a majority voted to reorganize the City Council structure, the same layout of duties should remain in place.

RECOMMENDATION: City Council vote to assign the Vice Mayor the duties of Chair/Mayor, excluding presiding over meetings, to ensure that the role of Chair/Mayor is ceremonial to avoid authority to act as a Strong Mayor/Policy-Maker for City Council, keeping in line with the past two years.

TIMING: Immediate.

BACKGROUND: A majority of City Council voted to redefine the role of Mayor and reorganize after the City Council bi-annual reorganization meeting by shifting duties of the Chair. The structural changes should continue with all of those in favor to avoid personal/political interference in the operations of local government.

ENCLOSED DOCUMENTS:

- None

STAFF:

Councilor Pelham

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"/>	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

CR-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:

Purchase and Utilize Software Module of Municode for Council Boards and Commissions

ISSUE: Currently all Council and Citizen Boards, Commissions, and Committees are managed manually by the Clerk or a designee.

RECOMMENDATION: Council Vote to procure a software module from Municode to track and maintain Boards and Commissions, and integrate into the City website to provide a location for constituents to identify what Boards and Commissions are available, which have openings and submit talent bank application all online. Cost is \$2000.00 per year.

TIMING:

BACKGROUND: During interviews for the Clerk position, one of the candidates mentioned that in her current position they use a software to perform and track the boards and commissions. So I did some research on a number of different companies and then asked if our software provider also had a module for this. Dr Manker checked into it and also gave me the quote this past Tuesday for the expense.

ENCLOSED DOCUMENTS:

- Presentation will be done the night of the council meeting

STAFF:

City Manager, Dr Manker

Motion: Council to approve the City Manager / Dr. Manker to purchase Municode Boards and Commissions software module and integrate into the City website for constituent's benefit.

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"/>	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			

CR-3

CR-4

CR-5

CR-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
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- 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:

Formal creation of the City Council Finance Committee

ISSUE: The City Council Standing Finance Committee was not officially established by ordinance or resolution. As such, the City Council does not have clear guidelines of the role of the committee and members do not have cited authority to staff/information as it relates to the City of Hopewell finances.

Members of the last term’s Finance Committee (Councilor Gore and Councilor Pelham) requested for City Council to support providing support and guidance to support the effort to provide financial oversight. A majority of City Councilors chose to not vote to direct staff to support the Finance Committee and did not provide clear guidance. In addition, the belief of a majority of City Council was that all finance information should be provided to the entire body and not just the finance committee. Due to this effort, the Finance Committee did not meet on a routine basis.

RECOMMENDATION: City Council vote to formally establish a Finance Committee or void new appointments.

TIMING: At the will of City Council.

BACKGROUND: None

ENCLOSED DOCUMENTS:

- None

STAFF: Councilor Pelham

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			

EnterTextHere

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"/> | 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 |

CR-7

CR-8

CR-9

CR-10

CR-11