

# AGENDA



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

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### CITY COUNCIL

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

July 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

**SUGGESTED MOTION:** Move to go into closed meeting pursuant to Va. Code Section 2.2-3711 (A)(1) to discuss and consider personnel matters, including the assignment, and performance of specific City Council appointees, to-wit: the city manager, city clerk, city attorney, as well as to consider and evaluate applications and conduct interviews for appointment to the CPMT, Economic Development Authority, and Crater District Area Agency on Aging; and to the extent such discussion and consideration is aided thereby (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

**Roll Call**

### CLOSED MEETING

### RECONVENE OPEN MEETING

**CERTIFICATION PURSUANT TO VIRGINIA CODE § 2.2-3712 (D):** Were only public business matters (1) lawfully exempted from open-meeting requirements and (2) identified in the closed-meeting motion discussed in closed meeting? If any member believes that the discussions varied from the motion, please state so before you vote.

**Roll Call**

**SUGGESTED MOTION:** To amend/adopt work session agenda

**Roll Call**

**REGULAR MEETING**

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

Prayer by Rev. Jeff Butler of Woodlawn Presbyterian Church, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Gore.

**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:** May 7, 2019, May 14, 2019, and June 6, 2019.

**C-2 Pending List:**

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

**C-3 Routine Approval of Work Sessions:**

**C-4 Personnel Change Report & Financial Report:** Personnel Change Report

**C-5 Ordinances on Second & Final Reading:**

**C-6 Routine Grant Approval:**

**C-7 Public Hearing Announcement:** Aug. 20, 2019 - Conditional Use Permit for 710 W City Point Rd

**C-8 Information for Council Review:** Minutes - Crater District Area Agency on Aging - Feb. 28, 2019

**C-9 Resolutions/Proclamations/Presentations:**

**C-10 Additional Announcements:** Tri-Cities Multimodal Train Station Update; I Love Hopewell History Mystery Tour

**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)*

**PH-1 Public Hearing for properties on Spot Blight list 2019-#1**

**ISSUE:** In accordance with the Hopewell City Code, Chapter 19, Article VI, Spot Blight, the City Manager has recommended nine properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**PH-2 Hold a public hearing to consider citizen comments regarding the proposed Community Development Block Grant (CDBG) FY 2019-2020 Budget**

**ISSUE:** The City of Hopewell has been notified that it will receive \$190,398 in CDBG funding for the FY 2018-2019. City Staff has reviewed all applications for funding submitted by various agencies and have developed a proposed CDBG budget for City Council's consideration. City Administration provided City Council with three priorities for the 2015-2020 Consolidated Plan. They are housing /homelessness, early childhood development, and elder care. Funding recommendations for the upcoming year are based on these goals. The 19-20 Annual Action Plan describes the projects that will be funded in the fourth year of the Consolidated Plan.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**PH-3 Public Hearing for an Additional Appropriation to the FY 2019-2020 Schools Budget**

**ISSUE:** Recent Audits required the Schools to return surplus funds from prior fiscal years within the School Operating Budget as well as the Schools Building and Bus Replacement Fund. The public hearing tonight as well as the recommended action from the City Manager is to appropriate a portion of the funds to the Schools FY 2019-2020 Budget to fully fund their budget request for Fiscal Year 2019-2020. Such action, as it is a budget appropriation, requires a Public Hearing before City Council can take action on this request from schools and recommendation from the City Manager.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**PH-4 Monthly fee increase for refuse and recycling services**

**ISSUE:** The 5-year contracts for refuse and recycling will expire June 30, 2019. CVWMA and the City Of Hopewell have entered into contracts with Container First Services (CFS) and TFC Recycling (TFC) to provide these services (respectively) for the next 5 years. The total additional cost to the City for these new contracts is \$315,000 a year throughout the life of the contract.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**Unfinished Business**

**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 Modification of Existing Construction Contract**

**ISSUE:** City Contract 10-18 was awarded in the amount of \$271,895.00 to complete two (2) separate VDOT Revenue Sharing Projects. During the execution of the first project (Route 156 Culvert Repair and Extension) unknown site conditions warranted additional storm drainage and slope repairs within the project limits. This additional work did not exceed the original contract value, but will exceed the modification increase of twenty-five (25) percent of the amount of the original contract once the second planned project (Industrial Street Turn Lane and Circle Improvements) is completed. Staff is seeking an additional \$77,686.90 above the allowable twenty-five (25) percent increase to offset the additional unexpected work and complete the second project. The required funds are in the recently approved FY 2020 Capital Improvement Program for VDOT Match Projects and was included as the number one priority project.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**Reports of City Attorney:**

**Reports of City Clerk:**

**Reports of City Council:**

**Committees:**

**Individual Councilors**

**IR-1 Randolph – Request to set a work session to discuss limiting IR’s and CCR’s for each council meeting.**

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**IR-2 Partin/Pelham - 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.

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**IR-3 Gore** - Request City Council vote to begin addressing material weaknesses found in City Comprehensive Annual Financial Reports (CAFR) and/or any other office/department audit immediately, as opposed to waiting until the FY19 or FY20 audit is completed as suggested and supported by some members of City Council. Council to begin with addressing repeat audit findings. Refer to previous Agenda Packets and IR Requests to address specific audit findings, accounts and departments to no avail. Request Council hire an internal auditor

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**IR-4 Gore** - Request City Council hire an internal auditor to begin work immediately on consolidating and investigating Council on audit findings and to provide an overview of the liabilities posed by not addressing material weaknesses and poor audit findings. Present plan on how to provide internal control structures/measures for Council to provide efficient financial oversight and to place the City in a better management status for upcoming financial/program audits.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-5 Gore** - Request City Council adopt a citywide policy that requires monthly reconciliation of all public accounts and the elimination of budget transfers between City Departments. Records must be supplied to City Council Finance Committee for review and then disseminated to all members of City Council. Request draft be submitted to City Council for review at July 9<sup>th</sup> Regular Meeting- at the start of the FY20 Fiscal year that begins on July 1<sup>st</sup>.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-6 Gore** - Request a July 9<sup>th</sup> or 23<sup>rd</sup> Work Session with Financial auditors PB Mares for City Council to be briefed on FY17 audit results. Include staff briefing on Fy15, Fy16, Fy17-Fy19 Audits. To include Schedule of Expenditures of Federal Awards (SEFA)'s & consequences for that final report not being completed. To include individual cost for each CAFR to date. (to include outside staff/temps not previously within Finance Department –FY15-16 audits in particular) To include how many separate financial management systems are utilized by City Staff outside of MUNIS, and which ones do not currently integrate with the City's Financial System.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-7 Gore** - Request all internal city policies existing policies and procedures over the billing, third-party booking, collections and accounting functions of the Sewer Service Fund, Solid Waste Fund, Storm Water Fund, social services department, and Beacon Theatre Fund. Request all internal city policies pertaining to all forms of reconciliations (credit card/account, etc.), repeated purchasing from same vendor/store (threshold/frequency) and requirements for supporting documents and/or purchase justifications. Deadline to submit to Council July 8<sup>th</sup>.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-8 Gore** - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**IR-9 Gore** - Strategic Plan- Determine deadline for staff to have draft tasks, costs and time frame for items listed by Council in part II of the Strategic Plan Advance. Council will need to set a work session to review cost and time frame to determine level of priority and approval.

**MOTION:** \_\_\_\_\_

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**Roll Call**

**Citizen/Councilor Requests**

**Presentations form Boards and Commissions**

**Other Council Communications**

**Adjournment**

# **CONSENT AGENDA**

# MINUTES

**MINUTES OF THE MAY 7, 2019 SPECIAL CITY COUNCIL MEETING**

A special meeting of the Hopewell City Council was held Tuesday, May 7, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jasmine E. Gore, Mayor, Ward 4  
Patience Bennett, Vice Mayor, Ward 7  
Deborah Randolph, Councilor, Ward 1  
Arlene Holloway, Councilor, Ward 2 (arrived at 5:32 p.m.)  
John B. Partin, Jr., Councilor, Ward 3  
Janice B. Denton, Councilor, Ward 5  
Brenda Pelham, Councilor, Ward 6 (arrived at 5:32 p.m.)

Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

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

**ROLL CALL**

Mayor Gore opened the meeting at 5:31 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 5:32 p.m.)
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 5:33 p.m.)

**CLOSED MEETING**

At 5:32 p.m., Councilor Partin moved to go into closed meeting for To go into closed meeting for (1) discussion and consideration of specific appointees of city council (city attorney, city manager, city clerk); (2) discussion and consideration of the disposition of publicly-held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council; and consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters, requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1), (3), and (8), respectively. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**DRAFT**  
**May 7, 2019**  
**Special Meeting**

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**RECONVENE OPEN MEETING**

At 7:41 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

**Roll Call**

The Mayor requested a roll call:

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

**AMEND/ADOPT AGENDA**

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

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

**Motion passed 7-0**

Mayor Gore requested a roll call, which resulted as follows:

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

**DRAFT**  
**May 7, 2019**  
**Special Meeting**

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**WORK SESSION**

Mayor Gore announced that the scheduled Work Session regarding FY20 City of Hopewell Budget was canceled due to the illness and absence of the City Manager.

**SPECIAL MEETING**

Mayor Gore called the meeting to order, and thanked all for attending.

**PUBLIC HEARINGS**

**PH-1 Disposition of Property**

**ISSUE:** The transfer of City-owned parcels 042005, 0420010, 0420015, 0420020, 0420025, 0420027, and 0420030 to the Hopewell Economic Development Authority (EDA). The parcels are adjacent to Cavalier Square at the intersection of Salem Avenue and Winston Churchill Drive.

At Mayor Gore's request, Charles Dane, Assistant City Manager, provided more details concerning the exact location of the proposed property to be transferred to the EDA. Mayor Gore opened the public hearing at 7:44 p.m. There being no one signed up to speak, and no one coming forward to speak at the meeting, Mayor Gore closed the public hearing at 7:45 p.m. Councilor Randolph moved approve the transfer of City-owned parcels 042005, 0420010, 0420015, 0420020, 0420025, 0420027, and 0420030, which parcels are adjacent to Cavalier Square at the intersection of Salem Avenue and Winston Churchill Drive, to the Hopewell Economic Development Authority. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**PH-2 Approval of 2020 Tax Rate**

**ISSUE:** A tax rate needs to be established before tax bills can be sent out and before the schools' budget can be approved. Staff is not seeking a tax increase this year, but Council still needs to approve the rate.

Charles Dane, advised Council that Staff was not seeking a rate increase, and that if Council approved the current rate, but during further budget deliberations decided a decrease was needed, they could do so, but they could not increase the taxes without starting the process over again. Mayor Gore requested that Mr. Dane state the rates so that the public would be aware. Mr. Dane said that the current and proposed rate was \$1.13/\$100. Mayor Gore then requested that Mr. Dane provide more detailed information regarding other taxes, as well per the information in Council's packet, which he did. Joan Gosier, City Treasurer and Debbie Reason, Commissioner of Revenue responded to Council questions. Mayor Gore opened the public hearing at 7:53 p.m. There being no one signed up to speak, and no one coming forward to speak at the meeting, Mayor Gore closed

**DRAFT**  
**May 7, 2019**  
**Special Meeting**

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the public hearing at 7:54 p.m. Councilor Denton moved to adopt the proposed 2020 Tax Resolution. Her motion was seconded by Vice Mayor Bennett. After discussion\*, and upon the roll call, the vote resulted:

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

**Motion passed 6-1**

\*Some members of Council requested that certain items be “read” into the record. Their readings are below:

Partin: This is just going to be a quick comment and, if you will allow, I’d look to put it on the record [Mayor Gore approves]. I feel that, since we had very large real estate assessments go up this year, and which percentages ranged, at least for the people in my ward, anywhere from 5% to 25, 30, 40%, and I think that there needs to be a way that we can, kind of, level this off. And I think that it would actually end up helping a lot of our constituents. I think that with this, keeping the rate the same, we are still asking them to pay more, even though, I personally haven’t seen a whole of improvements over the years, in the neighborhood specifically to garner or to allow for that increase, so I will be voting no for this tax resolution.

Pelham: I think that, it might have been a misnomer about the tax not increasing. Based on the background information he [Charles Dane] gave us, the assessment increase, the total assessment is increased by 2.3%, is that correct? And then, based on the proposed real estate property tax rate, and the changes in other revenues, the total budget for the City you projected will exceed 1.8%. So, I guess, there is an increase. I would ask again, when he does assessment, bring that to us in actual dollar amounts, so that we will have some type of comparison other than the pure percentages. And the fact is, he also could give us the numbers for what the revenue would be at \$1.10, \$1.11, \$1.12, so that just in case we don’t get the majority for \$1.13, we could do it at \$1.12, what do we have to take away...what are the things that he recommends we not include in the budget that he currently gave to us if its \$1.11 or maybe \$1.10.

Councilor Pelham and Councilor Partin both submitted Transactional Disclosure Statement for item PH-2 because they are citizens of Hopewell who would be impacted by Council’s decision regarding the tax rate, but both stated they were able to participate fairly, objectively, and in the public interest.

**ADJOURN**

At 8:15 p.m., Councilor Denton moved to adjourn the meeting. Councilor Partin seconded the motion. All councilors present responded “aye” to the question, and the meeting was adjourned.

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

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

## MINUTES OF THE MAY 14, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, May 14, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jasmine E. Gore, Mayor, Ward 4  
Patience Bennett, Vice Mayor, Ward 7  
Deborah Randolph, Councilor, Ward 1  
Arlene Holloway, Councilor, Ward 2  
John B. Partin, Jr., Councilor, Ward 3  
Janice B. Denton, Councilor, Ward 5 (left at 6:41 p.m.)  
Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk  
Michelle Hicks, Interim Assistant City Clerk

### ROLL CALL

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

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present (left at 6:41 p.m.)
Councilor Pelham	-	present

### CLOSED MEETING

At 5:32 p.m., Vice Mayor Bennett moved to go into closed meeting for **(1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); and (2) discussion, consideration or interviews of specific appointees or employees of city council (city manager, city clerk, city attorney), in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], and (8), respectively.** Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**DRAFT**  
**May 14, 2019**  
**Regular Meeting**

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**RECONVENE OPEN MEETING**

At 6:41 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

At 6:41 p.m. Councilor Denton became ill and had to leave the meeting. John M. Altman, Jr., City Manager, left the meeting to take Councilor Denton home, and then returned.

**AMEND/ADOPT AGENDA**

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

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

**Motion passed 6-0**

Mayor Gore requested a roll call, which resulted as follows:

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

**DRAFT**  
**May 14, 2019**  
**Regular Meeting**

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**WORK SESSIONS**

**WS-1 Land use work session to provide an overview of a request for a Conditional Use Permit at 219 N. 15<sup>th</sup> Avenue** – Tevya Griffin, Director of Development, presented information to Council regarding the request for the CUP. She stated that most of the homes in the area had been built before 1950, except two. She also noted that the average square footage for homes in the area was 1,411 or 1,800 if the home had a basement. Mr. Barber, the requestor, was seeking to build a 1,400 square-foot home in the Craftsman style, which would have three bedrooms, two bathrooms and a porch. Councilor Partin requested that the foundation of the house be brick. Ms. Griffin said that the required public hearing for this item would appear on the May 28, 2019 agenda.

**WS-2 Land use work session to provide an overview of a request for a Rezoning of property located at 5, 7, 9, and 11 Curtis Harris Street** – Ms. Griffin also presented on this item. She said that the requested rezoning would be from B-2 to M-2. She also noted that the requestor (Bennie Jones) had already had an established business in Hopewell (Battle Boats), and wanted to keep his business in Hopewell. She noted that the requested rezoning was in keeping with the Comprehensive Plan. Ms. Griffin stated that the public hearing for this item would be on the June 11, 2019 agenda.

**REGULAR MEETING**

**ROLL CALL**

At 7:32 p.m. Mayor Gore requested a roll call, as follows:

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

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Michael Wyche of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Partin.

**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:** March 26, April 10, April 16, April 18, April 23, April 30, 2019

**C-2 Pending List:**

**C-3 Routine Approval of Work Sessions:** May 21, 2019 (budget work session); May 28, 2019 (spot blight, amendment of Enterprise Zone ordinance)

**C-4 Personnel Change Report & Financial Report:** Attached

**C-5 Ordinances on Second & Final Reading:**

**DRAFT**  
**May 14, 2019**  
**Regular Meeting**

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- C-6**    **Routine Grant Approval:**
- C-7**    **Public Hearing Announcement:** May 28, 2019 - FY20 Budget
  
- C-8**    **Information for Council Review:** CDBG Draft minutes – 4-30-19
- C-9**    **Resolutions/Proclamations/Presentations:** Police Week and Peace Officers Memorial Day proclamation; Suicide Awareness proclamation
- C-10**  **Additional Announcements:** Woodlawn Park Grand opening

Mayor Gore verbally reviewed the Consent Agenda. During the presentation of the Proclamation for Police Week and Peace Officers Memorial Day, Councilors Gore, Pelham and Partin thanked the Hopewell Police Department and the Hopewell Sheriff’s Office for their hard work, dedication and service.

After the announcement of the Woodlawn Park Grand Opening, Vice Mayor Bennett thanked Aaron Reidmiller, Director of Parks and Recreation for his hard work, and noted that he hand-made the sign for the park.

Councilor Pelham moved to approve the Consent Agenda with the change of moving the budget work session from May 21 to the May 20, 2019 special meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**PUBLIC HEARINGS**

**PH-1    FY 2019-2020 City Operating Budget**

**ISSUE:** Public hearing to receive citizen input on the proposed FY2019-2020 City Operating Budget  
Mayor Gore opened the public hearing at 8:30 p.m. The City of Refuge signed up to speak and came forward to present to Council. With permission from Mayor Gore, the City of Refuge handed out a list of people currently being assisted by their program, and noted those from Hopewell. They asked that Council consider them for monetary assistance during this budget cycle. Mayor Gore closed the public hearing at 8:42 p.m. No action was required of Council at this public hearing.

**PH-2    Fiscal Year 2020 School Board Operating Budget**

**ISSUE:** Council is requested to approve and adopt the amended Fiscal Year 2020 School Board Budget. Mayor Gore opened the public hearing at 8:48 p.m. No one signed up to speak at this public hearing, and no one came forward to speak. After discussion, Councilor Randolph moved to table this item.

Upon further discussion, Councilor Randolph amended her motion and moved to re-open PH-1 to continue it until

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the May 28, 2019 meeting, and to also table PH-2 to the May 28, 2019 meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Councilor Pelham submitted a transactional disclosure statement for items PH-1 and PH-2, noticing that she is a school board employee, but stated she is able to participate fairly, objectively, and in the public interest.

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

No one signed up to speak.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Adjustment to the Employee Only City Share for the TLC (The Local Choice) Key Advantage Expanded Plan for the 2019-2020 plan year**

**ISSUE:** Request that Council approve a slight adjustment to the 2019-2020 Employee Only City Share for the TLC Key Advantage Expanded Plan as requested by TLC.

Councilor Partin moved to approve the slight adjustment to the 2019-2020 Employee Only City Share for the TLC Key Advantage Expanded Plan for the 2019-2020 plan year. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

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**Motion passed 6-0**

**R-2 Twinning Association – Trip to England**

**ISSUE:** Councillor Mrs. Jenny Webb, Mayor-Elect of Ashford in England has extended an invitation to our Mayor to join Ashford in celebrating the 20th anniversary of the official twinning of Ashford and Hopewell. This celebration will be held in England. Dr. Jane McCullen came forward and spoke to Council regarding the Twinning Association and its long-time involvement with its English counterpart. She also noted that it was time-honored that Mayor’s attend these celebrations, and named several other Mayors who had done so. Mayor Gore stated that she had a conflict and was unable to attend, but noted that if other members of Council were able to go, they were welcome to do so.

Councilor Pelham moved to authorize the Mayor and a member of Staff to attend the Twinning 20<sup>th</sup> Anniversary celebration in England, and if the Mayor was unable to attend, then the Vice Mayor or some other member of Council attend. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

**Motion passed 5-0**

Mayor Gore submitted a transactional disclosure statement for this item stating that, since she would be the recipient of Council’s vote, she did not feel comfortable voting on this item and so abstained.

Since this is an official item which may require use of the Council Letterhead, per Council rules, Councilor Pelham moved to allow Mayor Gore to create a letter accepting the invitation and thanking the Mayor of Ashford, England for the invitation on Council Letterhead. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**Report of City Attorney – Council Rules**

Stefan Calos of Sands Anderson PC, City Attorney, presented his revisions to Council Rule 203, which he revised again, per request of Council. Councilor Pelham moved to approve the clean version of Rule 203 as presented. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

Item No.	Councilor	Item Description
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IR-1	Gore	<p><b>30-day Report Out</b> – ClearGov (return item) – <i>Councilor Pelham moved to authorize and move forward with the purchase of Open Finance during next fiscal year after completion of the CAFR. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:</i></p>
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Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	----
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	--- (absent from dais)

**Motion passed 6-0**

IR-2	Gore	<p><b>Hopewell B-Corp creation</b> - In 2018, I started the “Pillars” initiative in response to the Cities of Opportunity Grant award. Pillars calls on all “pillars of the community” to share what they provide as free or low cost resources to the City and its residents. The goal is to create a local database of services and resources to begin to fill in the gaps within the community. Request City Council to approve using a \$10,000 budget decrease from City Council’s budget to create a community incentive for business to become a “local” variation of B-Corps and to demonstrate that they are “Pillars of the Community”. Money to be provided in the form of a grant to any local organization that provides free services, supports community events, provides goods, manpower, leave for employees to support community initiatives/Big Brother’s Big Sisters, etc. Request that Mayor work with City Manager to develop a policy and guidelines for submission in anticipation of the FY20 budget adoption. I will be investing a portion of the Ward 4 Improvement to create “Pillar” decals to provide to businesses that are members. The goal is honor and display the “Pillars in the Community” during the “I ♥ Hopewell” festival by conducting a Community Awards program. Invite City Council participation to join efforts to co-host Community Call to Action and Awards Program. (return item). <i>Mayor Gore requested to table this item until she could speak with Mr. Altman and get more information.</i></p>
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IR-3            Gore            **Beacon Theater Sunday use** - Last year, City Council supported adding an additional \$100,000 to the Beacon Theaters budget for community programs. Requesting Beacon Theater financial report to show expenditures from that amount and current plans for remaining community funding. Request City Council to approve FREE access to theater on Sundays after the Beacon Church service for community events. Request City Council develop an Ad-Hoc Committee to review submissions and recommended approval of programs to be offered at theater for the public. Request that the City Manager serve as the Chair of the Ad-Hoc since his role serves as the Chair of the Beacon Theater LLC. (return item). *Councilor Partin moved that an ad hoc committee consisting of Mayor Gore and Councilor Randolph be created to look at courses of action with the Beacon Theater and to meet with the Beacon Theater LLC Manager. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:*

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

**Motion passed 6-0**

Councilor Pelham submitted a transactional disclosure statement noticing that her father, C. Ray Edmonds, is a member of the Beacon Theater LLC, but stated she is able to participate fairly, objectively, and in the public interest.

IR-4            Gore            **Pending List** - Request City Manager and City Clerk meet to create list for the re-established pending list. City Council approved including the list in the City Council Agenda Packet. Since Feb, City Council has requested several Work Sessions and IR items. We need a list to visualize order of requests, action deadline and next steps. Request City Council approve list to be included in the next City Council Agenda Packet for initial approval and then to be updated by the City manager's Office and submitted to Clerk per agenda rules for inclusion in City Council's Agenda Packet. (return item) *This item was tabled until the May 20, 2019 meeting.*

IR-5            Denton            **Council requested figures from the City Manager for the entire renovation budget for all departments (return item).** *The City Manager stated that he had the requested figures and he would email them to Council.*

IR-6            Randolph            Set work sessions to discuss Limiting agenda IR and CCR's for each council meeting. *Councilor Randolph asked the City Manager was Council going to set a work session for this immediately, or was the City Manager to advise Council as to when a work session for this could be set? Mayor Gore requested that this item be placed on the Pending List. Councilor Randolph asked the Mayor to*

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*provide the City Manager with guidance as to how items on the Pending List to be addressed.*

IR-7            Partin            **New Neighborhood Road Repaving Program** - For many years the city has had to cut funding from repaving roads and fixing our neighborhood infrastructure. These cuts have had a detrimental effect on the safety, appearance, and housing stock in our neighborhoods. I would like to request City Council to allow the City Manager and his staff to research the idea of establishing and implementing a road repaving program that will ensure every neighborhood road is paved at least once every 10-15 years and to bring back a proposal to City Council within the next 90 days that includes the capital costs and the staff/manpower cost to fund and implement the program. *Councilor Partin requested that the City Manager and Staff research the idea of establishing and implementing a road repaving program neighborhood program within part of the strategic plan to address paving or repaving roads and fixing infrastructure for every neighborhood road in Hopewell every 12 years. His request was agreed to by Council by consensus.*

**ADJOURN**

The meeting ended at 10:30 p.m.

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

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

## MINUTES OF THE JUNE 6, 2019 SPECIAL CITY COUNCIL MEETING

A special meeting of the Hopewell City Council was held Thursday, June 6, 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 (arrived at 8:08 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 (arrived at 6:07 p.m.)  
Brenda Pelham, Councilor, Ward 6

Faith Alejandro of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

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

### ROLL CALL

Mayor Gore opened the meeting at 6:03 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 8:08 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	absent (arrived at 6:07 p.m.)
Councilor Pelham	-	present

### CLOSED MEETING

At 6:06 p.m., Councilor Randolph moved to go into closed meeting for consultation with legal counsel employed or retained by city council regarding specific legal matters (interpretation of Virginia Code § 22.1-100) requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (8). Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

### **Motion passed 5-0**

At 7:30, Council continued its closed meeting and joined the School Board in their closed meeting. Council relocated its closed meeting to 103 N. 12<sup>th</sup> Avenue, Hopewell, Virginia.

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**Roll Call**

At 7:36 p.m., the Mayor requested a roll call:

Mayor Gore	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Vice Mayor Bennett	-	absent (arrived at 8:08 p.m.)
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Partin	-	present

City Council and the School Board held a joint closed meeting.

**RECONVENE OPEN MEETING**

At 8:46 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

**ADJOURN**

At 8:47 p.m., Councilor Denton moved to adjourn the meeting. Councilor Partin seconded the motion. All councilors present responded “aye” to the question, and the meeting was adjourned.

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

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

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 20, 2019**

A Special Meeting of Hopewell City Council was held Thursday, June 20, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jasmine E. Gore, Mayor, Ward 4  
Patience Bennett, Vice Mayor, Ward 7  
Deborah Randolph, Councilor, Ward 1  
Arlene Holloway, Councilor, Ward 2  
John B. Partin, Jr., Councilor, Ward 3  
Janice Denton, Councilor, Ward 5  
Brenda Pelham, Councilor, Ward 6 (arrived at 6:31 p.m.)  
  
Ronnieye L. Arrington, City Clerk  
Debra McKnight, Assistant City Clerk  
Stefan Calos, Sands Anderson PC, City Attorney

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

**ROLL CALL**

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

Councilor Randolph	-	present
Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 6:31 p.m.)

**CLOSED SESSION**

At 6:31 p.m. Councilor Partin moved go into closed meeting for **discussion and consideration of specific appointees of city council (boards, commissions, authorities\*)**; in accordance with Virginia Code § 2.2-3711 (A) (2). 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**

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**June 20, 2019  
Special Meeting**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 8:03 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

**APPOINTMENTS**

Councilor Partin moved to appoint Councilors Pelham and Denton to the Ashford Civic Plaza Committee, as well as Martin Mitchell of Ward 3. Councilor Denton 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**

Councilor Partin moved to appoint Patrice Gilliam, Kathleen Vincent, and Rita Joyner to the Architectural Review Board; Jesse Spruill, Jr., to the Board of Zoning Appeals; Ed Pappas to Friends of the Lower Appomattox River; Craig Gilkison, Anthony Zevgolis and Johnny Shelton to the Dock Commission; Ed Pappas, Queniece Miles, Lorraine Goff and Herbert Townes to Keep Hopewell Beautiful; Fara Jenkins to the Planning Commission; Wendy Lynch and Sean Shearin to the Recreation Commission; Queniece Miles to the Transportation Safety Board; Thomas Wagstaff to the Economic Development Authority; and Christopher Reber to the School Board. Councilor Denton 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**

**June 20, 2019  
Special Meeting**

Councilor Partin submitted a Transactional Disclosure Statement stating that Mr. Wagstaff was his campaign treasurer, but that he was able to participate fairly, objectively and in the public interest.

Councilor Pelham submitted a Transactional Disclosure Statement stating that she was a School Board employee, but that she was able to participate fairly, objectively and in the public interest.

**DISCUSSION WITH TREASURER**

At 8:13 p.m., Joan Gosier, Hopewell City Treasurer came before Council to discuss the issues relating to the errors in the Real Estate tax bills. Mr. Partin introduced the item by noting that Councilor Randolph has suggested this discussion after he called this special meeting, and so he added it to be discussed. Mayor Gore asked Council if they would prefer to hear the entire presentation from Ms. Gosier and then ask questions, or did it prefer to ask questions as they went along. Council chose the latter.

Ms. Gosier acknowledged the presence of her staff and then began to explain the process for how tax bills are distributed. She spoke about the testing that is required prior to issuing a tax bill, but noted that (in hindsight), she did the percentage of tests but not the diversity of testing. Amanda Kidd, Chief Deputy of the Commissioner of Revenue's office was also present and fielded questions from Council. Ms. Gosier noted that any citizen who overpaid their taxes based on the incorrect bill should have already been issued a refund, and steps had been taken to ensure this did not happen again.

Ms. Gosier announced the release of software that would allow the citizens to view real estate information. She said that although the system was designed to provide citizens information on their own property, but if someone knew the parcel ID number, they could also view other properties. Mayor Gore expressed concern and asked Ms. Gosier to modify the program so that a person could only view their own information.

**ADJOURN**

Pursuant to Council Rules, the meeting ended at 9:30 p.m.

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

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

# PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC</p> <p>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</p> <p>2-21-17</p>	<p>Date when LLC can be dissolved</p> <p>Mayor requested Plan when submitted.</p>	<p>Mark Haley Stefan Calos</p>	<p><b>ONGOING</b></p> <p>2/1/2018, if notice is given on the first possible business day of the year.</p> <p>2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.</p> <p>1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.</p>

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	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	5/12/15 3-15-16 2-7-17  2-21-17	Email/Printed logos collected used  City Manager to provide RFP for Branding during the Retreat In March 2017.	Haley	<p><b>PENDING</b>  <b>6-23-17 email reminder sent to Haley</b></p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p><b>No RFP needed.</b></p>

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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

**PENDING CITY COUNCILOR REQUEST**

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



**PENDING CITY COUNCILOR REQUEST**

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

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC                      City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17  2-21-17</p>	<p>Date when LLC can be dissolved  Mayor requested Plan when submitted.</p>	<p>March Altman Stefan Calos</p>	<p><b>ONGOING</b>                      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.   <b>2-13-18 – Council reviewed</b>                       2-27-18 – to come back to Council   <b>2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</b></p>

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding &amp; 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><b>PENDING</b> <b>6-23-17 email reminder sent to Haley</b></p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p><b>No RFP needed.</b></p> <p><b>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</b></p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p> <p><b>9-19-18 City Manager to include proposal and budget request as part of FY20 budget</b></p>

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

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

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	<b>PENDING</b> <b>CPMT is reviewing draft policies</b>
Request to review credit card policy		Pelham	March Altman	<b>PENDING</b>
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	<b>PENDING</b>
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	<b>PENDING</b>
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	<b>PENDING</b>
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes.	3-27-18	Jasmine Gore	March Altman Renia Coles	<b>PENDING</b>
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	<b>PENDING</b>
Request information regarding status of Fire Department collections from last year	5-1-18	Council	March Altman Donnie Hunter	<b>PENDING</b>
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	<b>PENDING</b>

# City Council Request Pending List



June 25, 2019 Meeting

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

# City Council Request Pending List



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

# City Council Request Pending List



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

**PERSONNEL  
CHANGE  
REPORT**

**DATE:** June 26, 2019  
**TO:** The Honorable City Council  
**FROM:** Michelle Ingram, Human Resources Specialist  
**SUBJECT:** Personnel Change Report – June 26, 2019

**APPOINTMENTS:**

NAME	DEPARTMENT	POSITION	DATE
ANDERSON, JAMES	WATER RENEWAL	WWO II	06/26/2019
HARRIS, JALEELAH	RECREATION	TPT SUM PRG ASST	06/19/2019
HEARINGTON, EMMA	RECREATION	TPT SUM PRG ASST	06/19/2019
LOWE, ETHAN	RECREATION	PT SPEC EVNT ASST	06/19/2019
LOWE, SAMUEL	RECREATION	TPT SUM PRG ASST	06/24/2019
MILLER III, HARRY	SHERIFF	PT SHERIFF DEP	06/19/2019
POPE, ASSANTE	RECREATION	TPT SUM PRG ASST	06/19/2019
ROBINSON, SANDRA	CITY ATTORNEY	CITY ATTORNEY	06/24/2019
ROBINSON, SHADAIA	RECREATION	TPT SUM PRG ASST	06/19/2019
SIEBER, DIAMOND	RECREATION	TPT SUM PRG ASST	06/19/2019
TURNER, JASMINE	RECREATION	TPT SUM PRG ASST	06/19/2019

**SUSPENSIONS:** 0

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

**REMOVALS:**

NAME	DEPARTMENT	POSITION	DATE
BOLYARD-BAGHAW, MARY	TREASURER	DELIQ TAX COLL	06/14/2019
EMERSON, MEGAN	TREASURER	PT GEN CLK	06/06/2019
HINES, SARAH	RECREATION	P/T CUST SVC AGNT	06/15/2019
MUMPHERY, ELBERT	COMM ATTY	DEP COMM ATTY IV	06/24/2019
PAYNE, SHARON	FIRE	ALS/FIREFIGHTER	06/19/2019
WILKINSON, AMY	RECREATION	P/T ATH SITE ASST	06/18/2019

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

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

# **PUBLIC HEARING ANNOUNCEMENTS**

Aug. 20, 2019 - Conditional Use Permit  
10 W City Point Road

**INFORMATION  
FOR COUNCIL  
REVIEW**

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

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

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

GUEST PRESENT: Tony Zevgolis

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

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

### **MINUTES**

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

### **AFFIRMING ACTIONS OF THE EXECUTIVE COMMITTEE**

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

### **CHAIRMAN'S REPORT**

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

### **EXECUTIVE DIRECTOR'S REPORT**

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

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

## **CRATER COMMISSION MINUTES**

**February 28, 2019**

**Page Two**

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

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

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

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

### **FINANCIAL REPORT**

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

### **OLD BUSINESS**

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

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

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

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

## **CRATER COMMISSION MINUTES**

**February 28, 2019**

**Page Three**

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

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

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

### **NEW BUSINESS**

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

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

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

## **CRATER COMMISSION MINUTES**

**February 28, 2019**

**Page Four**

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

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

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

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

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

### **ADJOURNMENT**

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

# CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1964 Wakefield Street • Post Office Box 1808 • Petersburg, Virginia 23805  
PHONE: (804) 861-1666 • FAX: 804-732-8972 • E-MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org  
Dennis K Morris, Executive Director

## AUTHORIZING RESOLUTION

Resolution authorizing the filing of an application with the Virginia Department of Rail and Public Transportation, Commonwealth of Virginia, for a grant for federal funds under Section 5303 of the Federal Transit Act of 1991, as amended.

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local project costs;

**WHEREAS**, it is required by the U. S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act of 1991, as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and other pertinent directives, and the U. S. Department of Transportation and the Virginia Department of Rail and Public Transportation requirements thereunder; and

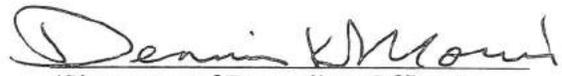
**WHEREAS**, it is the goal of the Applicant that minority business enterprise (disadvantaged business enterprise and Women business enterprise) be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts and purchase orders when procuring construction contracts, supplies, equipment contracts, or consultant and other services:

**NOW, THEREFORE, BE IT RESOLVED BY** the Crater Planning District Commission

1. That Dennis K. Morris is authorized to execute and file an application on behalf of Crater Planning District Commission with the Virginia Department of Rail and Public Transportation, to aid in the financing of the activities described in the FY 2020 UPWP for the Tri-Cities area.
2. That Dennis K. Morris is authorized to execute and file with such application and assurance or any other document required by Virginia Department of Rail and Public Transportation effectuating the purpose of this grant.

3. That Dennis K. Morris, Executive Director, is authorized to furnish such additional information as the Virginia Department of Rail and Public Transportation may require in connection with the application or the project.
4. That Dennis K. Morris is authorized to set forth and execute Minority business enterprise (disadvantaged enterprise business and woman enterprise) policies and procedures in connection with the project's procurement.
5. That Dennis K. Morris is authorized to execute a grant agreement on behalf of Crater Planning District Commission with the Virginia Department of Rail and Public Transportation to aid in the financing of the Tri-Cities Area FY 2020 Unified Transportation Work Program.

The undersigned duly qualified and Executive Director of the Crater Planning District Commission certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Crater Planning District Commission held on February 28, 2019.

  
(Signature of Recording Officer)

Secretary  
(Title of Recording Officer)

February 28, 2019  
(Date)

# CRATER PLANNING DISTRICT COMMISSION

Monument Professional Building • 1904 Wakefield Street • Post Office Box 1808 • Petersburg, Virginia 23805  
PHONE: (804) 861-1666 • FAX: 804-732-8972 • E MAIL: info@craterpdc.org • WEBSITE: www.craterpdc.org  
Dennis K. Morris, Executive Director

## RESOLUTION BY THE CRATER PLANNING DISTRICT COMMISSION ACCEPTING THE RESPONSIBILITY TO ADMINISTER THE STATE PLANNING AND RESEARCH (SPR) FUNDS TO PROVIDE RURAL TRANSPORTATION PLANNING ASSISTANCE TO THE LOCAL JURISDICTIONS WITHIN THE DISTRICT

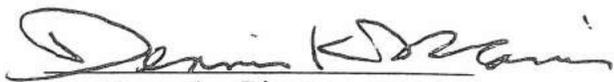
WHEREAS, State Planning and Research (SPR) funds are being made available to the Crater Planning District Commission in cooperation with the Virginia Department of Transportation; and

WHEREAS, the purpose of the SPR funds shall be to provide rural transportation planning assistance to the local jurisdictions within the District; and

NOW, THEREFORE, BE IT RESOLVED, that the Crater Planning District Commission, this 28<sup>th</sup> day of February, 2019, formally accepts the responsibility to administer the SPR funds, and

BE IT RESOLVED, FURTHER, that the Commission directs its staff to administer the FY 2020 SPR funds and to provide assistance to the Virginia Department of Transportation by carrying out rural transportation planning assistance to the local jurisdictions within the District, per the scope of work; and

BE IT RESOLVED, FURTHER, that the Commission authorizes the Executive Director to execute all necessary documentation to carry out the intent and purpose of this resolution.



Executive Director  
Dennis K. Morris



Chairman  
Dr. Mark Moore

February 28, 2019  
Date

February 28, 2019  
Date

Minutes of the Executive Committee meeting of the Crater Planning District Commission held on Thursday, May 9, 2019, at the Commission office.

MEMBERS PRESENT: Mark Moore, Dinwiddie County, Lin Pope, Raymond Bryant, Greensville County; Steve Elswick, Chesterfield County; John Wood, Colonial Heights; Sam Parham, Petersburg; Floyd Brown, Prince George County.

MEMBERS ABSENT: Michelle Johnson, Charles City County; Jasmine Gore, Hopewell; John Seward, Surry County; Eric Fly, Sussex County; Woodrow Harris, Emporia.

STAFF PRESENT: Denny Morris, Martha Burton, Judy Smith

The meeting was called to order by the Chairman, Dr. Moore.

### **EXECUTIVE DIRECTOR'S REPORT**

**Roof Replacement** - Mr. Morris shared photos of the new roof project and said the roofing company is an excellent company. He said he believes that the roof replacement will reduce HVAC costs. He said the next step will be to replace ceiling tiles throughout the building. He then said the total cost for the roof replacement, including architectural work, asbestos testing, and one change order related to wood sheathing was \$72,950 and those funds will come out of reserve funds, not the operating dollars.

### **OLD BUSINESS**

**Proposed 2018-2019 Operating Budget Amendments** – Mr. Morris referred members to pages 12-15 of the agenda package. He pointed out on page 12 that there are changes in the Personal Services section and noted that changes to budgets for partner agencies do not impact the Commission's operation, those agencies cover 100% of their costs.

Regarding Contractual, he said that \$100,000 allocated to FOLAR by the General Assembly was one-time money and the Commission agreed to have the funds run through our budget per request from the Virginia Department of Conservation & Recreation. He then noted that there was a reduction of approximately \$26,000 in overhead. He then said that total revenue was reduced by about \$3,000 and the amount proposed to go to Reserve is \$30,753.

Upon motion of Mr. Parham, seconded by Mr. Elswick and carried, the Executive Committee approved all budget amendments as proposed by staff to the adopted 2018-2019 Budget.

**Chesapeake Bay Phase III Watershed Implementation Plan (WIP-III) Participation** – Mr. Morris referred to the handout and explained that this is the Commission's second round of work with DEQ on this initiative. He said that a first meeting was held with representation from four different soil and water conservation districts and the localities working on this. He said the process is moving toward the state's draft plan, which is to reduce nutrients and sediments. He said that only the unregulated portions are involved in this process as the MS4s have their own regulations/permits. He then said that next Thursday the South Central Wastewater Authority will hear a presentation on impacts the authority can expect. He said it is estimated that there

## **EXECUTIVE COMMITTEE MINUTES**

**May 9, 2019**

**Page Two**

could be \$60-\$105 million in additional costs because of this process. He said the PDC has an agreement with DEQ that carries through September.

**GO Virginia Initiative** – Dr. Moore reported that three projects were approved at the April 23<sup>rd</sup> Region 4 meeting and they will now go to the State Board for review and approval. These projects are: 1) Commonwealth Center for Advanced Manufacturing-\$50,000 for a business operating plan for apprentice and advanced manufacturing education; 2) \$100,000 for VCU's Cybersecurity Ecosystem development; and 3) \$100,000 for Lighthouse Labs Regional Entrepreneurship Initiative.

Mr. Morris said, regarding the CCAM project, that it will bring Southside Virginia and John Tyler Community Colleges in to work with CCAM and the Region 4 Board would like to see a contribution from the localities, which the PDC will provide on behalf of the localities. He said this effort will bring back training for Fort Lee's transitioning soldiers at Greenville County's education center, which has been very successful in the past.

### **NEW BUSINESS**

**2019-2020 Proposed Commission Work Program and Budget** – Referring to the Work Program document and cover letter, Mr. Morris reminded members that at this meeting the executive committee reviews and makes a recommendation to the full Commission for adoption in June. In his overview letter, Mr. Morris pointed out that the budget includes a six percent increase in both revenue and expenditures. He said health insurance premiums will only increase by a modest four percent. He said no new full-time positions are being recommended. He also said that he is not recommending salary increases at this time, but he would hope to re-visit that when all revenue is firm. He added that the same eleven work elements are retained, as are the priorities of small business and economic development and continued work with the region's military assets. He touched on several other work efforts: the improvements necessary to have the museum enclave at Fort Lee may eventually come to the MPO for funding support; staff will continue to provide GIS support; and the Route 58 Report was just received and several improvements are being recommended. He also said staff is already working with the localities on the 2020 Census, in particular working to ensure that the Census has the correct mapping.

Mr. Parham asked about the reduction for Petersburg Area Regional Tourism.

Mr. Morris explained that the six member localities contribute together \$278,000 and there is no change in that amount for 2019-2020. He added that each year it has been the practice to roll over approximately \$100,000 unexpended in case there are unanticipated needs. He said; however, that this year PART has produced a new visitor guide and accomplished a complete overhaul of the website after seven years, so he said he is anticipating a smaller carryover.

Mr. Morris then pointed out that all of the Commission's insurance is under the Virginia Municipal League Insurance Program.

## **EXECUTIVE COMMITTEE MINUTES**

**May 9, 2019**

**Page Three**

Regarding revenue, he said there are still a couple of revenue sources that are not firm, but staff will probably know in early June.

Mr. Elswick asked Mr. Morris when he thinks he will be able to bring back a recommendation on salary increases.

Mr. Morris responded that hopefully it will be early-mid fall.

Upon motion of Mr. Elswick, seconded by Mr. Parham and carried, the Executive Committee agreed to recommend the proposed 2019-2020 Work Program and Budget to the Commission for approval as presented.

**BUY FRESH BUY LOCAL Guide and Appomattox River Guide** – Mr. Morris distributed two new brochures developed with support of Commission staff. The 2019 BUY FRESH BUY LOCAL Guide contains information about all of the region's farm markets. He said this effort is done in coordination with the South Centre Corridors Resource Conservation-Development Board. The other is a new and updated Appomattox River Guide, which is developed in coordination with the Friends of the Lower Appomattox River (FOLAR). It is funded through DEQ's Coastal program dollars awarded to the Commission.

**CCAM Education Day** – Mr. Morris distributed flyers about CCAM's upcoming Advanced Manufacturing Education Day, which will be held on May 1. He said it is open to high school, college and graduate school students, parents, educators and supporters.

### **ADJOURNMENT**

The meeting was adjourned at 8:00 p.m.

**ADDITIONAL  
ANNOUNCEMENTS**

# SCAVENGER HUNT DETAILS

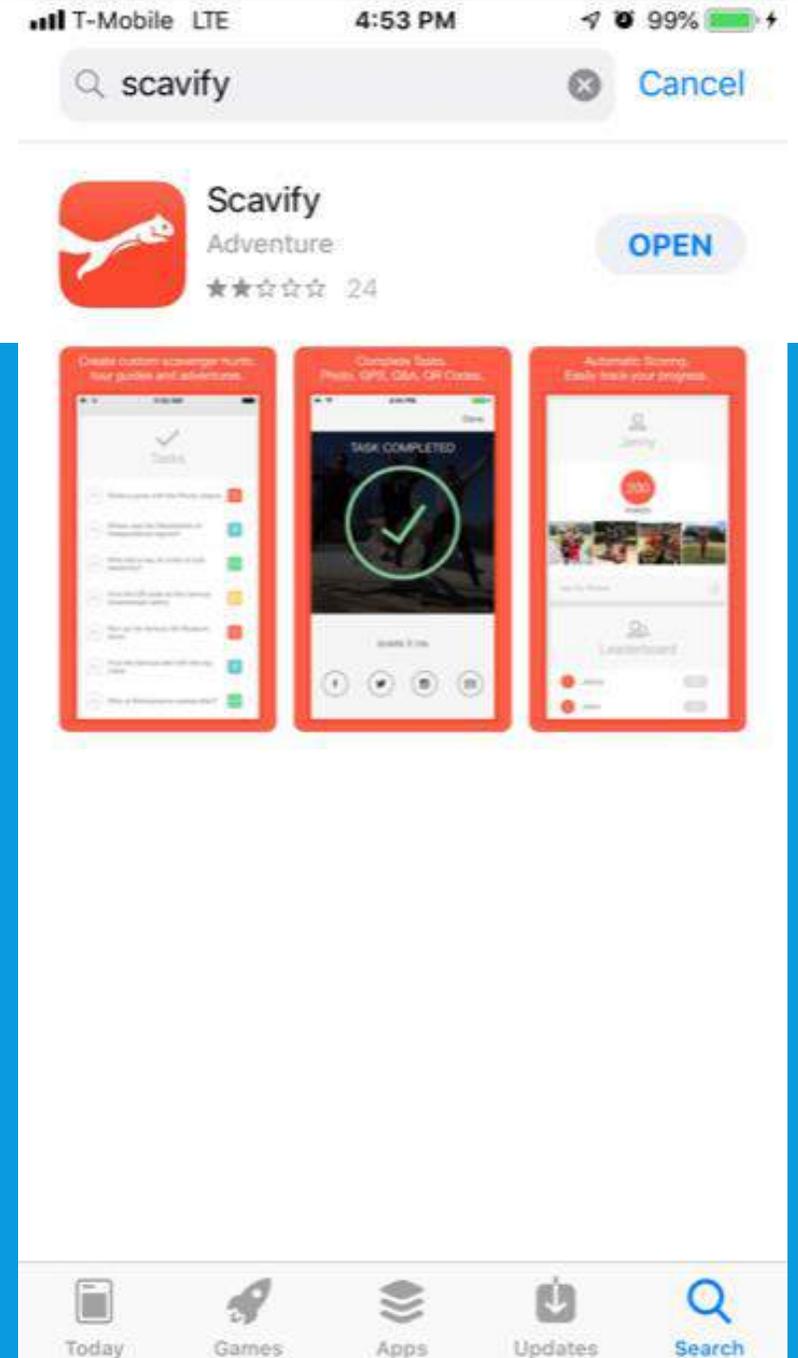
- Begin August 2<sup>nd</sup> and end August 17<sup>th</sup> with a special clue that is only available on August 17<sup>th</sup> from 5:30pm-6:00pm.
- Scavenger hunt is run through the Scavify mobile app, which is free for participants to download.
- 50 different clues will lead participants to specific locations that are significant to Hopewell's history and future.
- Once participants are in the correct location, they will scan the QR code located at the site.
- Once the correct QR code is scanned, that player will receive points based on the level of difficulty of the clue.
- Prizes will be awarded to those who collect the most points throughout the hunt!

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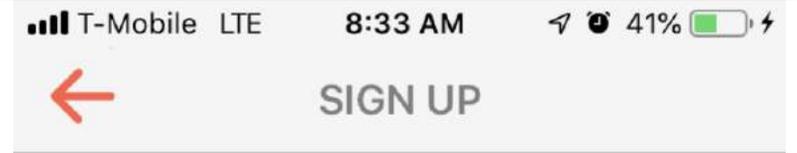
# DOWNLOADING SCAVIFY

Search “Scavify” in the Google Playstore or Apple App Store. This app is free for participants to download.



# SIGN UP FOR SCAVIFY

Provide your details so that we can track and contact the winners of the scavenger hunt.

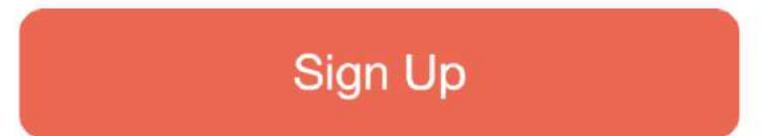


Username

Password

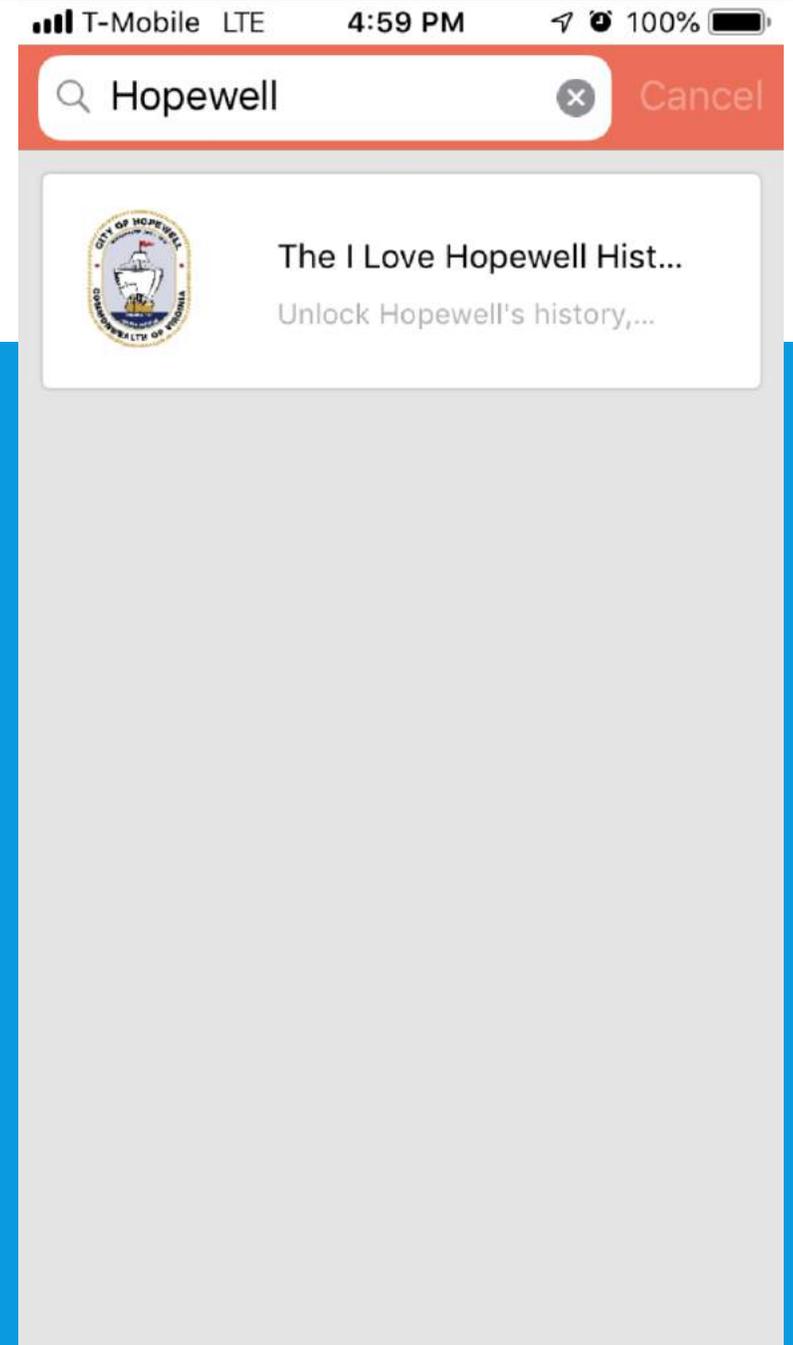
Email

I agree to the [Terms](#) and [Privacy Policy](#)

The form consists of four vertically stacked input fields. Each field has a circular icon on the left: a person icon for 'Username', a padlock icon for 'Password', and an envelope icon for 'Email'. The 'Email' field is followed by a checkbox and the text 'I agree to the Terms and Privacy Policy', where 'Terms' and 'Privacy Policy' are underlined and colored red.

# FIND & JOIN THE HOPEWELL HISTORY MYSTERY HUNT

Search "Hopewell" in the "Find a Hunt" dialogue box. Click on the "I Love Hopewell History Mystery Tour", and then click on "Join Hunt."



# SCAVENGER HUNT HOMEPAGE

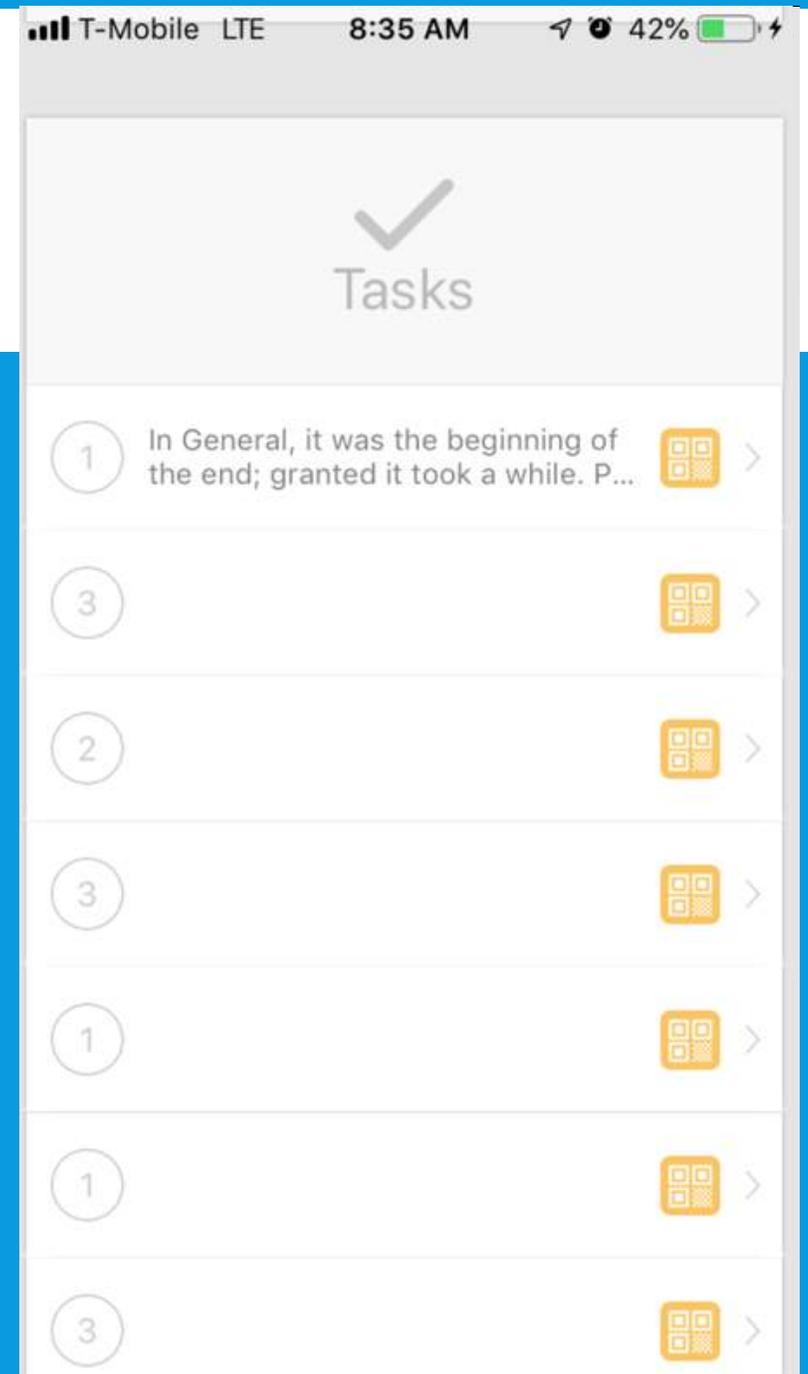
On the homepage, you have access to a lot of information:

Your points: how many points you have accumulated throughout the hunt

Leaderboard: who is accumulating the most points, and where you stand among participants

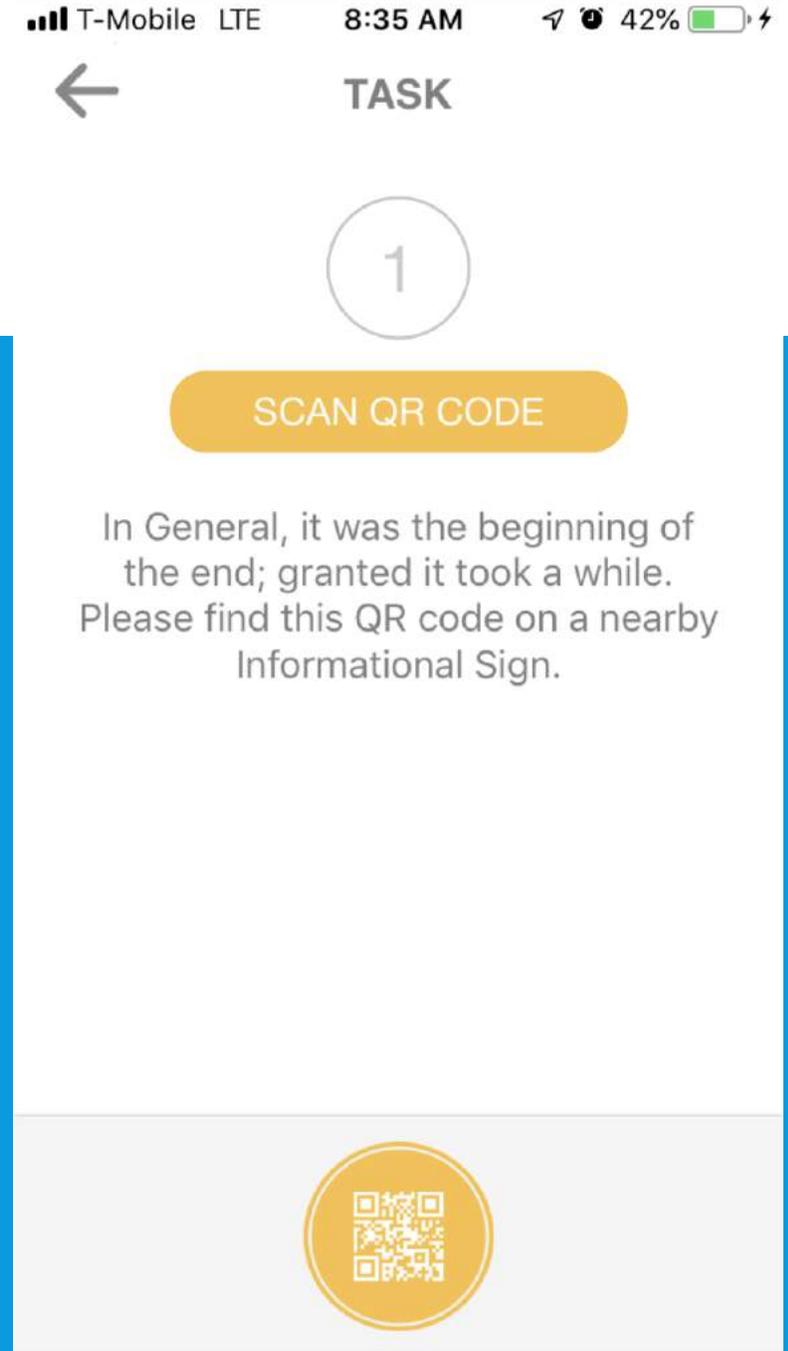
Photostream: pictures from all participants of the hunt

Tasks: the clues for the scavenger hunt--this is what you need to decipher in order to figure out where to go to solve the clue



# START HUNT!

On August 2<sup>nd</sup>, at 6pm, the first clues will be released for the hunt. You will be able to access the clues and begin to search for those significant locations! Once you've deciphered the code, head to the location to find the QR code!



# SCANNING THE QR CODE

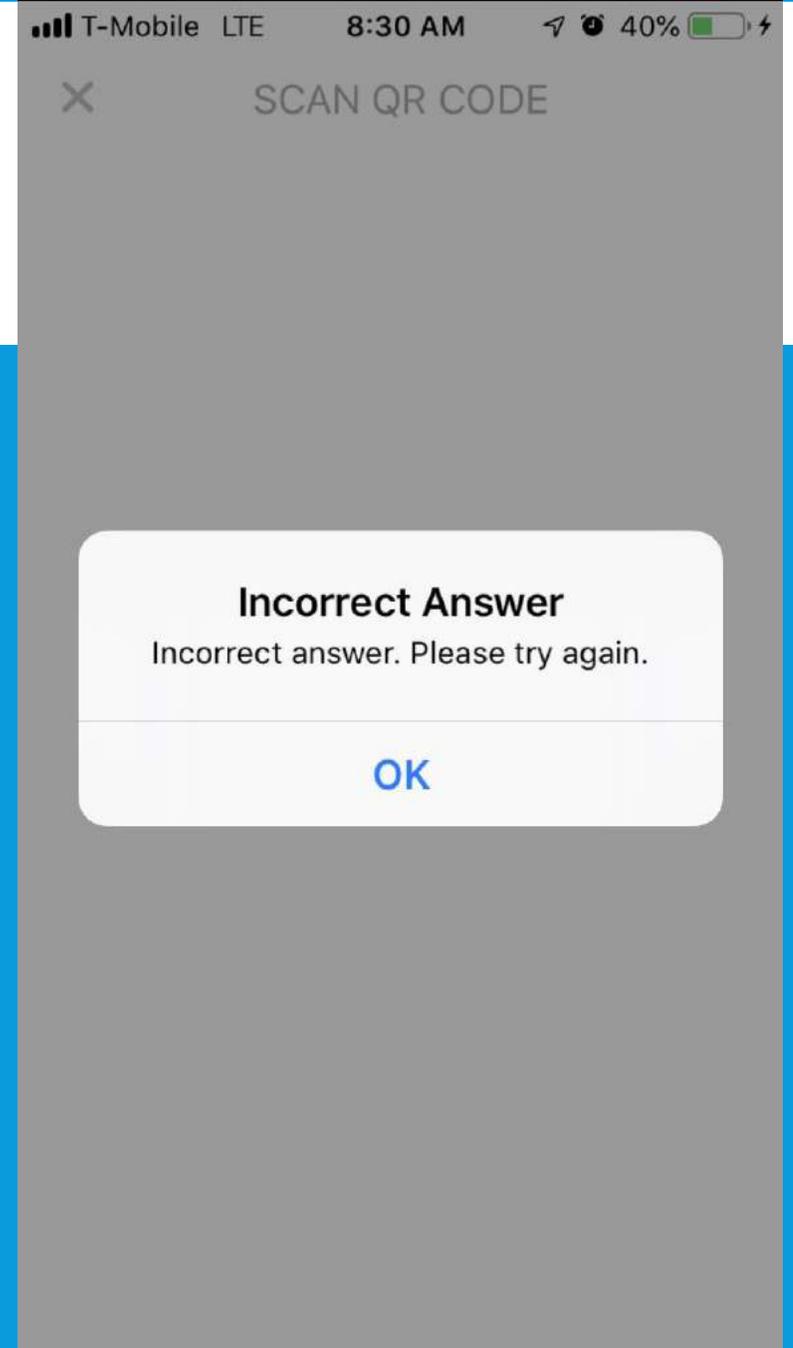
Once you've reached the correct location, you will need to locate the QR code. Each clue will lead you to the QR code at that location. Once you have clicked on the clue in which you want to solve, click on the bottom circle with the QR code symbol.

In General, it was the beginning of the end; granted it took a while. Please find this QR code on a nearby Informational Sign.



# INCORRECT ANSWER

If that is not the correct QR code for that specific clue, you will get an “incorrect answer” message. You will need to figure out which clue leads to that location, and scan the QR code for that clue.



Done

# CORRECT ANSWER!

If it is the correct QR code for that clue, you will get a "task completed" message!

TASK COMPLETED



SHARE IT ON



# LOCATION INFORMATION

Each location will have historical information available once the correct QR code is scanned. This way participants not only visit significant locations in Hopewell, they learn why these locations are significant!

## **Appomattox Manor**

Governor John West granted Captain Francis Eppes the 1,700 acres of land that Appomattox Manor now stands on in 1635. The Manor and surrounding property stayed in the Eppes family until 1979, which made it the oldest unbroken family property holding in the nation. The Manor was first constructed in 1763 with substantial additions over time. During the Revolutionary War, General Benedict Arnold marched his troops through City Point and Appomattox Manor en route to Petersburg, where Petersburg was captured.

Appomattox Manor is most well-known for its involvement in the Civil War. Early in the Civil War, on May 19, 1862, Union officers came ashore at City Point, and a battle ensued in which Appomattox Manor received damage from the shelling. Brigadier General Rufus Ingalls, who was the chief quartermaster for the Union, occupied Appomattox Manor. The quartermaster was responsible for providing transportation and housing for soldiers, as well as issuing uniforms and all equipment. On June 15<sup>th</sup>, 1864 Ulysses S Grant established his headquarters on the lawn of Appomattox Manor during the siege of Petersburg. Suddenly, Hopewell was home to over 100,000 soldiers. President Abraham Lincoln also visited City Point twice, once after the initial attack on Petersburg, and then a two week stint during which Petersburg and Richmond fell to the Union. Many confederate Prisoners of War were held at City Point during this time. Union soldiers stayed in City Point well after the war was over, with the final infantry being removed in November of 1867.

# FINISHING THE HUNT

Participants will have until Saturday, August 17<sup>th</sup> at 6pm to answer as many clues as possible! Winners will be announced based on those who have accumulated the most points by the end of the hunt! There are tie-breakers in place in case two or more participants accumulate the same number of points.



# **PUBLIC HEARINGS**

**PH-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:****Public Hearing for properties on Spot Blight list 2019-#1**

**ISSUE:** In accordance with the Hopewell City Code, Chapter 19, Article VI, Spot Blight, the City Manager has recommended nine properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance.

**RECOMMENDATION:** Staff recommends the demolition of all structures provided to City Council.

**TIMING:** Hold a public hearing to consider citizen comments at the July 9, 2019 City Council meeting.

**BACKGROUND:** The Spot Blight Ordinance was adopted September 9, 2014. The approval of the Spot Blight Ordinance was an action identified in the 2014 City Council’s Strategic Plan. The proposed list is the third list provided to Council since the ordinance’s creation. After considering citizen comments, City Council can pass an ordinance to approve the demolition, acquisition or rehabilitation of a building at a cost to the City. A lien would be placed on the property by the City to recapture the cost of the work.

**ENCLOSED DOCUMENTS:**

- Excel spread sheet with description of each spot blight case
- Power point presentation with pictures of each structure

**STAFF:**

Tevya W. Griffin, Director of Development, and Todd Hawkes, Building Official

**SUMMARY:**

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

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

---

**Roll Call**

---

**SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <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        |

- |                          |                          |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                      |
| <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 |



Spot Blight Public Hearing  
HOPEWELL CITY COUNCIL WORK SESSION  
JUNE 25, 2019

# Housing in the City

- ▶ Issues Identified in the Community Survey
  - ▶ Owner and Rental Occupancy
  - ▶ Housing Vacancy
  - ▶ Age of Housing
  - ▶ Housing Affordability
  - ▶ Maintenance/ Up-keep
  - ▶ Diversity in Housing Stock
  - ▶ Quality of Housing

# Housing Goals identified in 2028 Comprehensive Plan

- ▶ Upgrade deteriorating neighborhoods;
- ▶ Promote home ownership;
- ▶ Provide a variety of housing choices;
- ▶ Establish programs that incentivize green construction;
- ▶ Discontinue and/or relocate nonconforming housing units to compatible land uses;
- ▶ Market the City to the broader Richmond region;
- ▶ Establish safe and healthy neighborhoods

- ▶ Safety
- ▶ Blight – Crime
- ▶ Design (limited)
- ▶ Preservation
- ▶ Quality
- ▶ Affordability

## Tools

- ▶ Property Maintenance
- ▶ Protective Maintenance
- ▶ Declaration of Eminent Danger
- ▶ Low income housing rehabilitation for homeowners
- ▶ Tax abatement
- ▶ Vacant Building Registry
- ▶ Historic Preservation
- ▶ Declare Nuisance/Unfit Unsafe
- ▶ Zoning Incentives
- ▶ Economic Development
- ▶ Rental Inspection Program
- ▶ Architectural Guidelines
- ▶ Ordinance Amendments

# Spot Blight

- ▶ Answers the call for:
  - ▶ Safety
  - ▶ Removing Blight-Crime
  - ▶ Providing Quality Housing
  - ▶ Increasing Desirability to move into the community and for others to maintain their property.

# SCORING CRITERIA

- **Public Safety** - Does the building represent a potential danger to occupants or the public?
- **Structural integrity** - Is the building in jeopardy due to structural issues?
- **Fire hazard** - Does the building represent a fire hazard to surrounding buildings?
- **Context** - Where the building is located in proximity to a neighborhood. Is the building an eyesore?
- **Attractive Nuisance** - Is the building open and accessible and does it attract an illicit activity?
- **General Appearance** - The general appearance of the building and its surrounding appurtenances.

**Objective Score: Cumulative score (6-60)**

The team that conducted the evaluation included:

1. Director of Development Department
2. Fire Official
3. Building Official
4. Building Inspection staff (as selected)
5. Senior Planner

# Spot Blight (SB) List

- ▶ Since 2017 Identified 53 blighted buildings
- ▶ 24 current list
- ▶ 14 have been rehabbed
- ▶ 15 have been demolished
- ▶ 5 structures identified as imminent danger
  - ▶ 2 in 2018 – have been demolished
  - ▶ 3 in 2019 - waiting to have utilities disconnected
- ▶ 8 of the 24 properties currently on the SB list are recommended for demolition at this time

**Score 35**

**801 Winston  
Churchill Drive**

**Presented to City  
Council in 04/17**



**Score 54**

**2308 Lee Street**

**Conditional Use  
Permit requested and  
approved. Title  
Issues. Sale cancelled**



**Score 54**

**3505 Sussex Drive**

**Presented to Council  
4/17 and 6/18**

**No action by owners.**



**Score 60**

108 North 3<sup>rd</sup>

Presented to City Council  
6/2018



**Score 45**

**1113 Delaware Street**



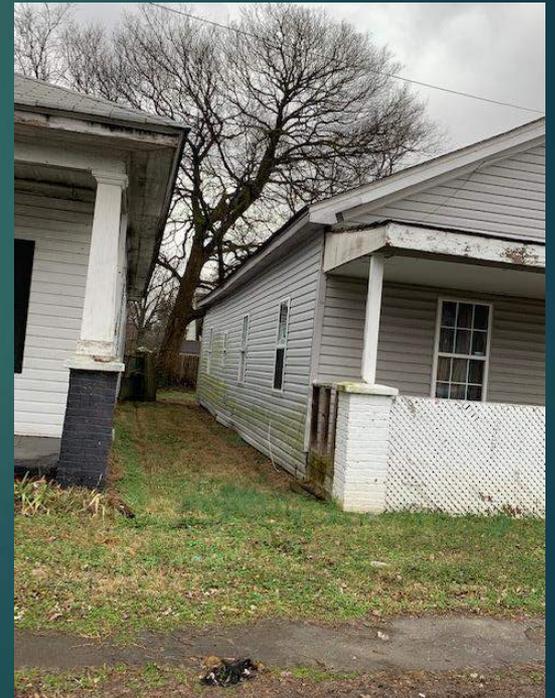
**Score 57**

**135 South 13<sup>th</sup>  
Avenue**



137 South 13<sup>th</sup> Avenue

Score 55



# 1503 Atlantic Street

Score 55



**Score 55**

**4100 Oaklawn Boulevard  
Posted as Spot Blight 2/2019  
VMC Violations  
Trash and Debris**





Request a public hearing be set for July 9, 2019

Thank you

Score	Sub-Parcel	Property Address	Use	Owner's Information	Vacant	Letter 1/Building Tag	Outcome	Letter 2	Outcome2	NOTES	WARD	Council Decision	Date of Action		
2/2019 <b>35</b>	610400	<b>801 Winston Churchill Drive</b>	C	Hopewell Holdings LLC C/O Intiaz Kapadia 11100 Kentshire Lane Chester, VA 23831	✓	11/15/2016- Munis#666 (SP) Red tag 8/7/18	Owner plans to sell to an investor. NOT SOLD AND NO IMPROVEMENT AS OF 8/7/18	8/7/2018	OWNER CAME IN AND SAID A PLAN WOULD BE SUBMITTED BY 8/24/18 AS OF 9/24/18 <b>NO PLAN RECEIVED</b>	6/17/19-NEW Pictures 6/18/19: No plan received and no improvement. Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>54</b>	130920	<b>2308 Lee</b>	SFD	Earman Novella N 3800 Moreel Ave #5 S Prince George VA 23805	✓	6/6/18 Letter and Red Tag- Munis #3939 (JG)	Owner is attempting to sell the property. New owner submitted Conditional Use Permit application. Wants to demolish home and build new	2/25/2019	3/11/19 meeting with BO at 10:00 am Novella Erman	1/18/19: Email from TG, owner not selling property. 4/24/18- CUP App # 20180271 submitted and approved. 6/17/19: Sending to council June 25th 2019	<b>W-1</b>				
2/2019 <b>54</b>	1210110	<b>3505 Sussex Drive</b>	SFD	New Owner: Hartman William L Or V H Bent 3505 Sussex Dr Hopewell, VA 23860 Old Owner: Rwn Auto Inc. PO Box 1623 Hopewell	✓	10/26/2016- Munis# 669 (TR)	11/21/17: No response from owner. Forwarded to City Council. Public Hearing Decision to Rehab	2/25/2019 Re-send	3-16-19: Cert Letter # 2 returned	7/3/18: REGISTERED VACANT BUILD 6/17/19: Sending to council June 25th 2019	<b>W-4</b>				
2/2019 <b>60</b>	110160	<b>108 North 3rd Avenue</b>	SFD	Robert Terry 705-B W Broadway Hopewell, VA 23860	✓	4/5/17- Munis #661 (BR) red tag placed on 8/7/18	NO RESPONSE	5/16/2018 2/25/2019 Re-send	6/12/18: Forwarded to City Council. Public Hearing. Staff requested the item be tabled because contact was made with the owner. <b>Signed 2nd Cert Letter.</b>	7/2/18: VB REGISTERED AND PLAN RECEIVED TO BE CHECKED FOR IMPROVEMENTS IN ACCORDANCE WITH SPOT BLIGHT IN OCT. 6/17/19-NEW Pictures and per BO owner requested demo by city 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>45</b>	670085	<b>1113 Delaware</b>	SFD	Jones Marjorie 1113 Delaware Ave. Hopewell, VA 23860		Letter 1 and Red tag 8/7/18 Munis #1696 (SP)	9/20/18: No respond from owner 8/9/18: <b>CERTIFIED LETTER RECEIVED</b>	9/20/2018 HAND DELIVER Y	9/24/18: HOME OWNER IS WORKING WITH BO AND SP TO GET SOME WORK DONE TO HER HOME. SHE HAS FOUND A CONTRACTOR AND WILL BE PULLING PERMITS IF NEED BE. MPD	11/5/18: per BO no more letters to be sent 6/17/19: unable to attain contractor sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>57</b>	230170	<b>135 S 13th</b>	SFD	Leath Garland L Et Als 3103 Poplar St. Hopewell, VA 23860	✓	6/6/18- Munis #4152 (JG)	<b>6/12/18: RETURNED BUT</b> Meeting with BO requested	7/9/2018 2/25/2019 Re-send	7/5/18: owner met with BO to be checked for improvent on 8/6/18 <b>NO IMPROVEMENT TO BE RATED</b> 3/22/19: Letter 2 returned	8/6/18 DWIGHT LEACH CALLED TO SAY HE IS IN THE PROCESS OF TRYING TO SELL THE PROPERTY; IF HE CANNOT SELL IT THEN HE WILL SUBMIT AN ABATEMENT PLAN TO REPAIR THE HOUSE.JB 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>45</b>	230175	<b>137 S 13th Ave.</b>	SFD	Leath Garland L Et Als 3103 Poplar St Hopewell, VA 23860	✓	7/9/18- Munis #4228 (JG)	7/5/18 owner met with BO to be checked for improvent on 8/6/18 <b>NO IMPROVEMENT</b>	8/7/2018 2/25/2019 Re-send	3/22/19: Certified Letter 2 Returned	8/7/18: no plan submitted-no work done. JG 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-2</b>				
2/2019 <b>55</b>	240865	<b>1503 Atlantic St.</b>	SFD	Wyatt Raymond L C/O Rannette Jones 413 Jefferson Ave. Hopewell, VA 23860	✓	6/6/18: Letter 1 and Red Tag Munis #4145 (JG)	6/8/18: Cert Letter Signed by Ranette Jones 7/4/18: Plan Received TO BE CHECKED FOR IMPROVEMENT IN OCT 15, 2018 AND JAN. 2019	N/A	6/7/19: Letter 2 not required because plan was received but not followed	6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019	<b>W-1</b>				
	1060493	<b>4100 Oaklawn Blvd</b>	Zoned B3	Shree Arihant Motel Inc C/O Bharat Shah 12406 Hogans Alley Chester, VA 23836		Letter 1 Red Tag 2/25/2019 (Sammy)	3/4/19: 1st Letter signed Cert Receipt. MET WITH OWNER ON PROPERTY TO BOARD.			6/17/19: Sending to council June 25th 2019	<b>W-7</b>				

## ORDINANCE 2014-14

An Ordinance amending and reenacting Chapter 19, Article VI (Spot Blight Abatement) of the Code of the City of Hopewell.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Chapter 19, Article VI (Spot Blight Abatement) of the Code of the City of Hopewell is amended and reenacted as follows:

Chapter 19 HOUSING CODE\*

### ARTICLE VI. SPOT BLIGHT ABATEMENT

#### DIVISION 1. GENERALLY

Sec. 19-131. - Purpose.

The purpose of this article is to provide for the city to acquire or repair any blighted property by purchase or through the exercise of the power of eminent domain, and further to hold, clear, repair, manage or dispose of such property for purposes and in a manner consistent with general law and the authority set forth in section 36-49.1:1 of the Code of Virginia (1950), as amended.

Sec. 19-132. - Adoption of state law by reference.

All of the provisions and requirements of the laws of the Commonwealth of Virginia contained in sections 36-49.1:1, 25.1-200 through 25.1-251 and 36-27(B) of the Code of Virginia (1950), as amended, and all future amendments to such laws, are hereby adopted and incorporated into this article by reference.

Sec. 19-133. - Definitions.

The following words and terms used in this article have the following meanings, unless the context clearly indicates otherwise:

*Blighted property* means any individual commercial, industrial or residential structure or improvement that endangers the public's health, safety or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, or any structure or improvement previously designated as blighted pursuant to 36-49.1:1, under the process for determination of "spot blight."

*City Blight Abatement Plan* means the plan prepared by the City to address spot blight if the owners fail to respond with an acceptable Spot Blight Abatement Plan.

*City Manager* means the City Manager, or a person designated by the City Manager to perform the duties and responsibilities that this article places on the City Manager.

*Spot blight* means a structure or improvement that is a blighted property as defined in this section.

*Spot Blight Abatement Plan* means the written plan prepared by the owner or owners of record of the real property to address spot blight.

In addition, some terms not defined herein are defined in section 36-3 of the Code of Virginia (1950), as amended, and are incorporated by reference herein

#### DIVISION 2. PROCEDURE

Sec. 19-134. - Procedure—Preliminary determination of blight.

(a) The City Manager shall make a preliminary determination that a property is blighted property in accordance with

this article. The City Manager shall send by certified mail, postage prepaid, written notice to the owner or owners of record of such property, at their last known address as contained in the records of the treasurer, specifying the reasons why the property is blighted.

(b) The owner or owners of record shall have thirty (30) days from the date the notice is sent in which to respond in writing with a Spot Blight Abatement Plan to address the blight within a reasonable time consistent with the authority set forth in section 36-49.1:1 of the Code of Virginia.

Sec. 19-135. – Failure to eliminate blight and/or submit Spot Blight Abatement Plan

If the owner or owners of record fails to eliminate the blight within the thirty (30) day period or if the owner or owners fails to respond within the thirty (30) day period with a Spot Blight Abatement Plan that is acceptable to the City Manager, then the City Manager may request the locality to declare the property as blighted, which declaration shall be by ordinance by the governing body.

Sec. 19-136. - City Council action.

The City Council shall adopt an ordinance to affirm, modify or reject the City Manager’s findings and recommendations on the plan. If the City Manager’s recommendation is affirmed by the City Council, then the City Manager may cause the approved plan to be implemented. If the City repairs or acquires property under its City Blight Abatement Plan, it shall have a lien on all property so repaired or acquired as provided by section 36-49.1:1(E) of the Code of Virginia (1950), as amended, to recover the costs of improvements made by the City to bring the blighted property into compliance with applicable building codes and (ii) disposal, if any.

Sec. 19-137. - Policies and regulations.

The City Manager may issue policies and regulations, which may be revised from time to time, for implementation of this article and consistent with the purpose and intent of section 36-49.1:1 of the Code of Virginia (1950), as amended.

Sec. 19-138. - Other laws and ordinances.

Nothing in this article shall be construed to relieve an owner of blighted property, or any other person or entity from complying with other applicable laws relating to the development, use, rehabilitation, condition, maintenance or taxation of real property. The provisions of this article shall be in addition to any other remedies for blight abatement set out in general law or this Code.

State law references: Authority for above section, Code of Virginia, §36-3 (Definitions) and §36-49.1:1. (Spot blight abatement authorized; procedure.), of Title 36 (Housing) of the Code of Virginia (1950), as amended.

(Ord. No. 2014-14, adopted September 9, 2014, amended and reenacted Ch. 19 (Housing Code), by addition new Article VI, Spot Blight Abatement.

**AFFIDAVIT OF MAILING**

I, (**Melissa Perez Diggs**), under oath, hereby certify that the Hopewell City Council will conduct a public hearing at a meeting on Tuesday, July 9 at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, to consider citizen comments regarding the declaration of certain structures, located at the addresses listed below, as blighted in accordance with the Hopewell City Code, Chapter 19, Housing Code, Article VI. Spot Blight Abatement.

- |                                 |                            |
|---------------------------------|----------------------------|
| 1.) 801 Winston Churchill Drive | 5.) 135 South 13th Avenue  |
| 2.) 2308 Lee Street             | 6.) 137 South 13th Avenue  |
| 3.) 3505 Sussex Drive           | 7.) 4100 Oaklawn Boulevard |
| 4.) 108 North 3rd Avenue        | 8.) 1503 Atlantic Street   |

Notice was mailed on (**June 28, 2019**) by first class mail, postage prepaid, and certified mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.

  
\_\_\_\_\_  
Signature

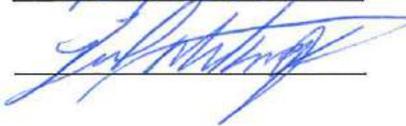
Executive Assistant  
Title

COMMONWEALTH OF VIRGINIA  
CITY OF HOPEWELL, TO WIT:

I, undersigned, a Notary Public in and for the jurisdiction aforesaid, do hereby certify that (**Melissa Perez Diggs**) whose name is signed to the foregoing as **Executive Assistant** for the (**Department of Development/Planning**), has signed, acknowledged and sworn to the same before me in my jurisdiction aforesaid and, under oath, acknowledged the contents of the foregoing instrument to be true and accurate.

Given under my hand this 28<sup>th</sup> day of June 2019.

My Commission expires: 04/30/2022

Notary Public: R# 7806969  




Property Address	Owner's Information	NOTES
801 Winston Churchill Drive	Hopewell Holdings LLC C/O Imtiaz Kapadia 11100 Kentshire Lane Chester, VA 23831	6/17/19-NEW Pictures 6/18/19: No plan received and no improvement. Sending to council June 25th 2019 <b>6/28/19: Letters mailed to inform of Public hearing on July 9th 2019.</b>
2308 Lee	Earman Novella N 3800 Moreel Ave #5 S Prince George VA 23805	1/18/19: Email from TG, owner not selling property. 4/24/18- CUP App # 20180271 submitted and approved. 6/17/19: Sending to council June 25th 2019 <b>6/28/19: Letters mailed to inform of Public hearing on July 9th 2019.</b>
3505 Sussex Drive	New Owner: Hartman William L Or V H Bent 3505 Sussex Dr Hopewell, VA 23860 Old Owner: Rwn Auto Inc. PO Box 1623 Hopewell	7/3/18: REGISTERED VACANT BUILD 6/17/19: Sending to council June 25th 2019 <b>6/28/19: Letters mailed to inform of Public hearing on July 9th 2019.</b>
108 North 3rd Avenue	Robert Terry 705-B W Broadway Hopewell, VA 23860	7/2/18: VB REGISTERED AND PLAN RECEIVED TO BE CHECKED FOR IMPROVEMENTS IN ACCORDANCE WITH SPOT BLIGHT IN OCT. 6/17/19-NEW Pictures and per BO owner requested demo by city 6/17/19: Sending to council June 25th 2019 <b>6/28/19: Letters mailed to inform of Public hearing on July 9th 2019.</b>
135 S 13th	Leath Garland L Et Als 3103 Poplar St. Hopewell, VA 23860	8/6/18 DWIGHT LEACH CALLED TO SAY HE IS IN THE PROCESS OF TRYING TO SELL THE PROPERTY; IF HE CANNOT SELL IT THEN HE WILL SUBMIT AN ABATEMENT PLAN TO REPAIR THE HOUSE.JB 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019 <b>6/28/19: letter for Public hearing on July 9th hand delivered by building official and mailed.</b>
137 S 13th Ave.	Leath Garland L Et Als 3103 Poplar St Hopewell, VA 23860	8/7/18: no plan submitted-no work done. JG 6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019 <b>6/28/19: Letter for Public hearing on July 9th hand delivered by building official and mailed.</b>
1503 Atlantic St.	Wyatt Raymond L C/O Rannette Jones 413 Jefferson Ave. Hopewell, VA 23860	6/17/19-NEW Pictures 6/17/19: Sending to council June 25th 2019 <b>6/28/19: Letters mailed to inform of Public hearing on July 9th 2019.</b>
4100 Oaklawn Blvd	Shree Arihant Motel Inc C/O Bharat Shah 12406 Hogans Alley Chester, VA 23836	6/17/19: Sending to council public hearing June 25th 2019. Letters mailed <b>6/28/19: Letters mailed to inform of Public hearing on July 9th 2019.</b>

**PH-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:****Hold a public hearing to consider citizen comments regarding the proposed Community Development Block Grant (CDBG) FY 2019-2020 Budget**

**ISSUE:** The City of Hopewell has been notified that it will receive \$190,398 in CDBG funding for the FY 2018-2019. City Staff has reviewed all applications for funding submitted by various agencies and have developed a proposed CDBG budget for City Council’s consideration. City Administration provided City Council with three priorities for the 2015-2020 Consolidated Plan. They are housing /homelessness, early childhood development, and elder care. Funding recommendations for the upcoming year are based on these goals. The 19-20 Annual Action Plan describes the projects that will be funded in the fourth year of the Consolidated Plan.

**RECOMMENDATION:** Hold a public hearing to consider citizen comments regarding the proposed FY 2019-2020 Community Development Block Grant (CDBG) Budget. Re-appropriate \$62,961.12 of CDBG dollars. Approve and appropriate a total of \$253,359.12 for the FY2019-2020 CDBG Budget, and authorize the City Manager to submit the 2019-2020 Action Plan to the United States Department of Housing and Urban Development (HUD).

**TIMING:** City Council action is requested on June 25, 2019..

**BACKGROUND:** The City of Hopewell is a HUD entitlement community. Each year the City receives funding through the CDBG. Every five years the City must undergo a rigorous public input process to update the goals and priorities of the CDBG program. This process was completed in 2014. Each year a public hearing must be held by City Council to consider citizen comments regarding the proposed CDBG budget.

**ENCLOSED DOCUMENTS:****SUMMARY:**

- |                          |                          |                                    |                          |                          |                                      |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    | <b>Y</b>                 | <b>N</b>                 |                                      |
| <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        |                          |                          |                                      |

- Power Point presentation

**STAFF:** Tevya W. Griffin, Director of Development  
Bill Dore, Housing and Grants Coordinator

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

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**Roll Call**

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**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

# Community Development Block Grant Funding

Fiscal Year 2019-2020

# Mission of HUD

HUD's mission is to create strong, sustainable, inclusive communities  
and  
quality affordable homes for all

# Strategic Goals of the City Council (Adopted September 2014) Pertaining to CDBG Funding

- ▶ City Beautification
  - ▶ Rehabilitation of Housing
  - ▶ Education, primarily adult and pre-school literacy
  - ▶ Household Services including elderly and disabled
  - ▶ Public Safety

# Impact of Federal Budget Increases

- ▶ Increase in total funding of 7.1 percent or \$12,550
- ▶ Public Service Funds increased \$1,882 (capped at 15% of total allocation)
- ▶ Administrative funds increased \$2,509 (capped at 20% of total allocation)
- ▶ Other funds are applied based on remaining amounts

# FY 2019-2020 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$190,398	\$190,398	0.0%	No Comments
Public Service at 15%	\$28,559	\$28,553	<0.1%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$38,079	\$38,079	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted,
Remaining Balance for Housing Rehabilitation	\$123,760	\$123,766	0.0%	Rehabilitate Housing for Qualified Owner-Occupants

# HOWEVER

## Re-purposed Funds from Previous Years

- We are de-obligating funds that HUD has ruled have been for ineligible activities in the amount of 62,961.12. These funds will be re-allocated for use in FY 2019-2020. Funds for both Public Service and Administrative purposes are capped based on the actual allocation from HUD.
- Total APPROPRIATION IS \$253,359.12 for FY 2019-2020

# FY 2019-2020 Proposed Budget

Budget Item	Amount by Rule	Funding Recommended	Change	Comments
HUD Allocation	\$190,398	\$253,359.12	10.0%	No Comments
Public Service at 15%	\$28,559	\$28,553	<0.1%	These items typically support homeless prevention, homelessness programs, victims of violence and potential child abuse and elderly projects
Administrative Planning	\$38,079	\$38,079	0.0%	Technical training of non-profits, numerous new HUD regulations to create operating procedures to be enacted.
Remaining Balance for Housing Rehabilitation	\$123,760	186,727.12	2.8%	Rehabilitate Housing for Qualified Owner-Occupants
Disaster Recovery (Preventive Measure)	\$0.00	\$0.00	0.0%	The activity is in our budget in case we have a disaster that HUD funds might be utilized in the future. Helps cut red tape.

# 2019-2020 Appropriation Recommendations



# Public Service Funds (\$26,667)

Recommended Amount	Project	Organization	Description	Goal
\$4,079	Yellow Card Program	Hopewell Food Pantry (CD911)	Provides food on a monthly basis to seniors and disabled persons in Hopewell	Household Services
\$4,079	Respite Care Program - Elderly	Recs and Parks, City of Hopewell (CD909)	Provides funds for recreation, day care, education and cultural activities to the elderly and disabled their care givers	Household Services - Disabled and Elderly
\$4,079	Home Visitation	Hopewell-Prince Georges County Health Families (CD905)	Provides funds for early intervention to reduce incidences of child abuse in “at-risk”	Household Services

# Public Service Funds (\$ 26,667)

Recommended Amount	Project	Organization	Description	Goal
\$4,079	Women's and Children's Shelters	CARES, Inc. (CD906)	Provides funds to provide emergency shelter for homeless women and children	Family Services
\$4,079	Domestic Violence Intervention	The James House (CD907)	Provides housing assistance and case management support for victims and families of violence.	Family Services
\$4,079	Family Resource Center	STORY (Formerly HRHA but now in a separate non-profit under HRHA umbrella) (CD923)	Assists public housing residents in obtaining job skills as they work toward self-sufficiency	Family Services
\$4,079	Permanent Supportive Housing	COMMONWEALTH CATHOLIC CHARITIES (CD924)	Provides funds to prevent homelessness and to rapidly re-house households that have become homeless	Household Services

# Housing Rehabilitation Funds (\$100,000)

Recommended Amount	Project	Organization	Description	Goal
\$93,363.56	Housing Rehabilitation	Rebuilding Together of Richmond (CD920)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization
\$93,363.56	Emergency Housing Rehabilitation	PROJECT: Homes (CD919)	Provides grant funds to rehabilitate homes owned by income eligible homeowner households	City Beautification; Neighborhood Revitalization

# General Administrative Funds (\$35,570)

Recommended Amount	Project	Organization	Description	Goal
\$38,079	General Administration	City of Hopewell- Department of Development (CD901)	Provides funds to manage all aspects of grants management for HUD funds including budgeting, written agreements, reporting, compliance management and monitoring, advertising and fair housing.	Maintain effective government with optimal management and service practices, fully compliant with federal programs

# Recommendations

1. De-Obligate and Appropriate \$62,961.12 from previous years for FY 2019-2020
2. Approve our Fifth-Year Annual Action Plan with the Appropriations as presented
3. Provide Council Authorization for City Manager to submit the Fifth-Year Annual Action Plan to the Department of Housing and Urban Development

# Department of Development

Tevya Griffin - Director

Thank You

**PH-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Public Hearing for an Additional Appropriation to the FY 2019-2020 Schools Budget

**ISSUE:** Recent Audits required the Schools to return surplus funds from prior fiscal years within the School Operating Budget as well as the Schools Building and Bus Replacement Fund. The public hearing tonight as well as the recommended action from the City Manager is to appropriate a portion of the funds to the Schools FY 2019-2020 Budget to fully fund their budget request for Fiscal Year 2019-2020. Such action, as it is a budget appropriation, requires a Public Hearing before City Council can take action on this request from schools and recommendation from the City Manager.

**RECOMMENDATION:** To appropriate a total of \$5,155,904 in Surplus Funds from FY 2015-2016 Unexpended Funds to the Schools FY 2019-2020 Budget. The total is inclusive of \$2,252,545 into the School Operating Fund and \$2,903,359 to the School Building and School Bus Replacement Fund.

**TIMING:** Immediate

**BACKGROUND:****ENCLOSED DOCUMENTS:**

- Budget Resolution

**STAFF:**

J. March Altman

**FOR IN MEETING USE ONLY****SUMMARY:**

- |                          |                          |                                    |
|--------------------------|--------------------------|------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    |
| <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        |

- |                          |                          |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                      |
| <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 |

**MOTION:** \_\_\_\_\_

---

**Roll Call**

---

**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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 |

BUDGET AMENDMENT RESOLUTION  
FISCAL YEAR 2019-2020

WHEREAS, at the July 9, 2019 Hopewell City Council meeting, a FY 2019-2020 budget amendment was introduced to appropriate \$2,252,545.00 in revenue for School Operating Fund, and

WHEREAS, at that same meeting, a FY 2019-2020 budget amendment was also introduced to appropriate \$2,903,359.00 in revenue for the Building and Bus Replacement Fund, and

WHEREAS, the total of these two appropriations equals \$5,155,904.00, and

BE IT RESOLVED by the Hopewell City Council that the following revenues from Fiscal Year 2015-2016 Unexpended Funds are hereby appropriated and transferred to the Department of Recreation and Parks in support of regular operating expenses and capital improvements.

School Operating Fund

Resources:

Unexpended Funds 2015-2016 ..... \$2,252,545.00

Appropriations:

School Operating Fund..... \$2,252,545.00

Unexpended Funds 2015-2016 ..... \$ 2,903,359.00

Appropriations:

School Building and Bus Replacement Fund..... \$ 2,903,359.00

**PH-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Monthly fee increase for refuse and recycling services

**ISSUE:** The 5-year contracts for refuse and recycling will expire June 30, 2019. CVWMA and the City Of Hopewell have entered into contracts with Container First Services (CFS) and TFC Recycling (TFC) to provide these services (respectively) for the next 5 years. The total additional cost to the City for these new contracts is \$315,000 a year throughout the life of the contract.

**RECOMMENDATION:** City Council approve an increase in the monthly service rate by \$3.04 per customer. The new collection rates for city customers for refuse and recycling shall be \$23.69/month for residential service and \$27.10/month for commercial service

**TIMING:** The new service contracts for refuse and recycling will go into effect on July 1, 2019. The additional costs for the new contracts are included in the approved budget for FY 20. Therefore, the proposed rate increases should be implemented immediately.

**BACKGROUND:** At the August 14, 2018 meeting of the Hopewell City Council, City Council authorized the City Manager and CVWMA to negotiate and award contracts for refuse and recycling collection and disposal services at a rate that will not affect the residential collection rate more than \$2.54 per household per month. While negotiations for these services proceeded, the recycling market failed to recover from a dramatic drop in the recycling market. The low bidder for recycling services withdrew their proposal to service Hopewell. With this surprise development, CVWMA and the City Manager were able to get TFC to provide recycling services at the rate approved by the City Council. However, the contract with TFC requires that the City provide an original inventory of trash receptacles (toters).

**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        |                          |                          |                                      |

The City Manager and CVWMA negotiated with County Waste Industries to purchase the existing toters for \$125,000 lump sum. This cost of this purchased is budgeted to be funded by a loan from the Refuse Fund Balance. The proposed increase of 50 cents per customer per month will repay this loan in 5 years.

**ENCLOSED DOCUMENTS:**

Original Report presented to Council on August 14, 2018.

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**STAFF:**

Edward Watson, Director of Public Works  
Monique Robertson, Administrative Support Manager

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Roll Call**

**SUMMARY:**

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

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

**PUBLIC NOTICE**

Hopewell City Council will conduct a public hearing at a meeting on Tuesday, June 25, 2019, at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, for the purpose of receiving comments regarding proposed fee increases for solid waste and recycling collections, as follows:

<b>Citizen's Convenience Center – Proposed Fee Changes</b>		
	<b>Current</b>	<b>Proposed</b>
<u>Residential Solid Waste and Recycling</u>	\$20.65/month	\$23.69/month (\$3.04 increase)
<u>Commercial Solid Waste and Recycling</u>	\$24.06/month	\$27.10/month (\$3.04 increase)

## Summary of New Contract Proposals for Refuse and Recycling Collections

CVWMA has received contract renewal proposals from both Container First Services (CFS) for trash collection and County Waste for recycling services for the City of Hopewell. Both proposals include significant rate increases that will go into effect July 1, 2019. The estimated total cost increase for both programs is \$290,000 a year (FY 19/20). The estimated impact on residential rates is an increase from \$20.65 to \$23.19 (\$2.54 or 12.3% increase) per month. This new cost will hold constant for the life of the 5-year contract.

### Domestic Trash (CFS)

CFS has proposed a new rate of \$8.10 per household (HH) per month. This is a \$1.10 increase from the current rate of \$7.00/HH (15.7%). In addition, CFS has proposed 7% increase for new carts, 8% increase for hauling from the convenience center, a 24% increase for disposal of convenience center containers, and a 7% increase for Front-End Loader services. Based on the 8,672 households in the program, and the average volumes collected at the convenience center, the overall resulting increase in trash services would be approximately 16% or roughly \$140,000 per year for refuse collection.

#### Pricing information:

- A \$7.00/HH rate has been in place since the start of the contract executed July 2014
- Prior to July 2014, Hopewell was paying \$12.17 per HH per month
- The bids received for refuse collection in 2014 RFP were \$10.00/HH - County Waste; \$9.50/HH - Republic Services (incumbent); \$9.25/HH - Virginia Waste Services; \$9.62/HH - Waste Management and \$7.00/HH - CFS
- CFS owns and operates the closest refuse disposal facility: Tri-Cities Regional Landfill, located in the City of Petersburg. Therefore, transportation costs for other potential proposers will likely be higher.
- Pricing per HH in recent procurements in the area have all increased by 20% or greater. A recent procurement in the City of Colonial Heights resulted in a 51% increase in per HH cost (\$2.53/HH/month).

### Recycling

County Waste has proposed a new rate of \$2.98 per HH per month. This is an increase of \$1.44/HH per month from the current rate of \$1.54/HH per month (93.5% increase). The overall resulting increase in recycling services would be approximately 94% or roughly \$150,000 per year for recycling.

#### Pricing information:

- The current commodity market pricing for mixed paper products in May 2018 is zero. Historically this number has averaged \$66 per ton. This has forced recycling collection companies to increase their pricing dramatically as 60% of the recycling stream is paper products.
- The market for mixed paper should recover in the next two to three years. China has been the major importer of mixed paper, in the last few months the Chinese Government has effectively stopped accepting US recycling materials. As a result, there is an extreme oversupply of post-consumer mixed paper generated by the US and other countries.

# **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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Modification of Existing Construction Contract

**ISSUE:** City Contract 10-18 was awarded in the amount of \$271,895.00 to complete two (2) separate VDOT Revenue Sharing Projects. During the execution of the first project (Route 156 Culvert Repair and Extension) unknown site conditions warranted additional storm drainage and slope repairs within the project limits. This additional work did not exceed the original contract value, but will exceed the modification increase of twenty-five (25) percent of the amount of the original contract once the second planned project (Industrial Street Turn Lane and Circle Improvements) is completed. Staff is seeking an additional \$77,686.90 above the allowable twenty-five (25) percent increase to offset the additional unexpected work and complete the second project. The required funds are in the recently approved FY 2020 Capital Improvement Program for VDOT Match Projects and was included as the number one priority project.

**RECOMMENDATION:** Staff recommends modification of the contract in the amount of \$77,686.90 above the allowable twenty-five (25) percent increase to complete the work.

**TIMING:** Staff is seeking approval on July 9, 2019 so that the contract modification can be executed and work started.

**BACKGROUND:** Virginia Public Procurement Act § 2.2-4309

**ENCLOSED DOCUMENTS:**

- None

**STAFF:****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			

Johnnie Butler, City Engineer

Austin Anderson, Construction Manager

**FOR IN MEETING USE ONLY**

**MOTION:** \_\_\_\_\_

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**Roll Call**

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**SUMMARY:**

- | <b>Y</b>                 | <b>N</b>                 |                                    |
|--------------------------|--------------------------|------------------------------------|
| <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        |

- | <b>Y</b>                 | <b>N</b>                 |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <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**

<b>Board, Commission, Committee</b>	<b>Current members</b>	<b>Vacancies</b>
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
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**