



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

www.hopewellva.gov

info@hopewellva.gov

cityclerk@hopewellva.gov

CITY COUNCIL

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

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

April 27, 2021

ELECTRONIC MEETING

Closed Meeting: 5:30 PM

Worksession: 7:00 PM

Regular Meeting: 7:30 PM

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

CLOSED MEETING

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the recruitment and appointment of a City Clerk; (A)(7) and (A)(8) to consult with legal counsel and staff regarding specific legal matters and probable litigation, where such consultation in open meeting would adversely affect the City's interests; and to the extent these discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

WORKSESSION

7:00 p.m.

WS-1. Worksession – Conditional Use Permit Request, 5113 Plaza Drive

REGULAR MEETING

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

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

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

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

C-1 Minutes: February 9, 2021, Regular Meeting Minutes; March 10, 2021, Joint Special Meeting Minutes; March 30, 2021, Special Meeting Minutes; April 6, 2021, Special Meeting Minutes

C-2 Pending List:

C-3 Information for Council Review:

C-4 Personnel Change Report & Financial Report:

C-5 Public Hearing Announcements: May 11, 2021 – Calendar Year 2021 Tax Rates, Hopewell Public School FY22 Budget and City of Hopewell FY22 Budget

C-6 Routine Approval of Work Sessions: May 4, 2021, FY22 Budget Worksession

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

NONE

Public Hearings

NONE

Unfinished Business

NONE

Regular Business

Reports of Boards and Commissions:

R-1. **Regular Business** – Hopewell Water Renewal Commission

Reports of City Manager:

R-2. **Regular Business** – Amend Hopewell Public Schools FY21 Budget

MOTION: _____

Roll Call

R-3. **Regular Business** – Subdivision of 501 Sherman Avenue

MOTION: _____

Roll Call

R-4. **Regular Business** – Community Center Roof Replacement

MOTION: _____

Roll Call

R-5. **Regular Business** – In-Home Family Services Specialists

MOTION: _____

Roll Call

R-6. **Regular Business** – Open Finance Software

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

Councilors Request

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

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

MOTION: _____

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

WS-1



**Applicant: At & T Wireless by Sharon Weddle
c/o Jacobs Telecommunication LLC**

5113 Plaza Drive

Conditional Use Permit

Staff Report prepared for the City Council Regular Meeting

April 27, 2021

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

I. PUBLIC HEARINGS:

Planning Commission April 1, 201 Recommended Approval

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-3, Highway Commercial District
Acreage:	1.470 acres
Owner:	Nav Yuga Hospitality LLC
Location of Property:	Plaza Drive
Election Ward:	Ward 7
Land Use Plan Recommendation:	Interchange Commercial
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 245-0080 Lots 3,4 & Part of Lot 21, .067 Mitchells
Zoning of Surrounding Property:	North: B-3 South: B-3 East: B-3 West: B-3

III. EXECUTIVE SUMMARY:

A request for a Conditional Use Permit submitted by AT&T Wireless at 5113 Plaza Drive, also identified as Sub-Parcel #245-0080. The project will replace an existing light pole with another light pole and attach a small cell wireless antenna and associated equipment within a concealment canister on top of the pole. The Hopewell Zoning Ordinance requires an owner to receive a Conditional Use

Permit from City Council to place any private utility, towers or antenna for wireless transmission above the frequency of twenty thousand (20,000) hertz

APPLICABLE CODE SECTIONS:

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

Article XI, Highway Commercial District, Statement of Intent

This district is intended to provide sufficient space in appropriate locations for a wide variety of commercial and miscellaneous service activities, generally serving a wide area and located particularly along certain existing major thoroughfares where a general mixture of commercial and service activity now exists, but which uses are not characterized by extensive warehousing, frequent heavy trucking activity, open storage of materials or the nuisance factors of dust, odor, and noise associated with manufacturing. This includes such uses as retail stores, banks, business offices, drive-in restaurants and automobile sales and service facilities.

Article XI, Highway Commercial District, Section A

Structures to be erected and land to be used shall be for the following uses:

69. Private utilities, towers or antenna for the wireless transmission above the frequency of twenty thousand (20,000) hertz, with a conditional use permit issued by city council.

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

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

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

4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:
 - i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic, circulation, noise, lighting, hours of operation and similar characteristics; and
 - ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.

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

d. Approval Criteria

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

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

the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.

5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.
6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests, which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

IV. SUBJECT PROPERTY:

The subject property is located at 5113 Plaza Drive at the Candlewood Suites Ft. Lee, Petersburg, Hopewell Hotel. The light pole that will be replaced is located to the east to the east of the parking. It will contain a small cell wireless antenna and associated equipment within a concealment canister on top of the pole (see attached diagram). The property is surrounded by commercial uses, including restaurants, retail, car dealerships, and two assisted living facilities.



5113 Plaza Drive highlighted
Aerial map of area
Source: Hopewell GIS

VI. ZONING/STAFF ANALYSIS:

The applicant has provided the purpose of the cellular tower in the application, and a schematic depicting the location and details of the light pole on which the antenna will be affixed. The antenna would increase connectivity in this area.

Light poles currently located in the parking lot are approximately 27 feet high. The proposed light pole and antenna will be approximately 33 feet high, 6 feet higher than current light poles.

The conditions that must be considered by the Commission in order to grant a Conditional Use Permit are provided on pages 3 and 4 of this report. It is Staff's opinion that the applicant has fulfilled the requirements of Criteria 1-3 5, and 7. While the proposed light pole is 5 feet higher than current poles, the only difference is the addition of the small wireless antenna and the concealment canister on top of the pole.

In regards to Criteria 4, a cell tower of this height will never conform to the character of the zoning district unless it is industrial in nature, however, this would disallow all cell towers in districts other than industrial. This is not the spirit of Criteria 4. Instead the Planning Commission should consider if the applicant has taken all measures to ensure the tower's location, type, size, and height will not be detrimental to the zoning district or surrounding area.

Staff concludes that Criteria 5 is not applicable for cellular towers. This criteria deals with the architectural compatibility of like structures such as homes or commercial buildings.

Criteria 6 cannot be answered until the Commission considers the opinion of residents and others during a public hearing.

The proposed property is not located within an historic district, therefore, Criteria 7 is only applicable in regards to scenic or ecological importance. During the site plan process, the application will be required to meet all regulations of the Chesapeake Bay Protection Area.

VII. PLANNING COMMISSION RESOLUTION:

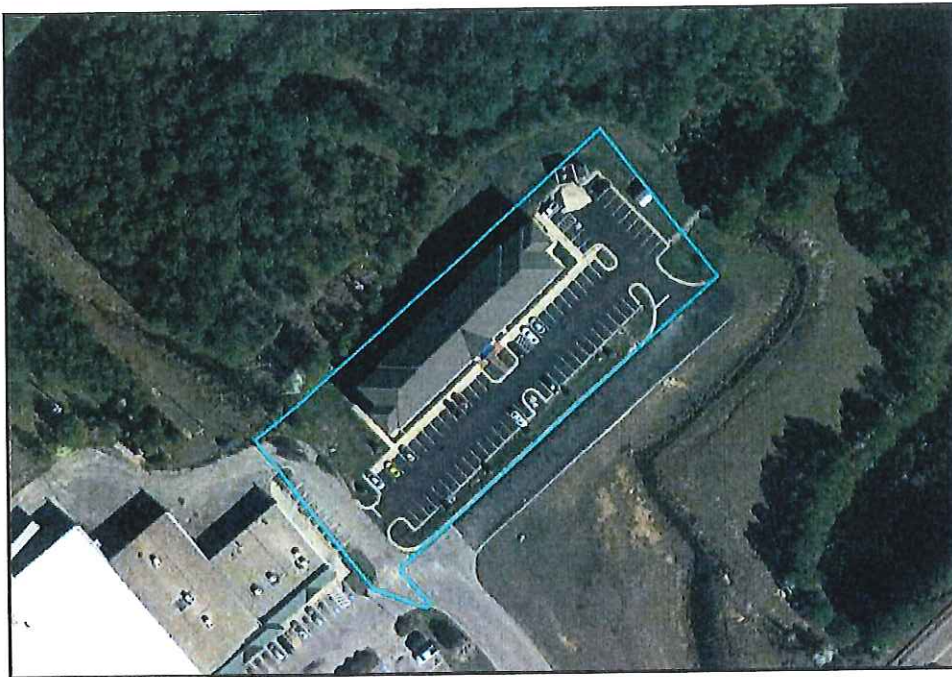
At their meeting on April 1, 2021 the Hopewell Planning Commission recommended approval of the Conditional Use Permit in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, by a vote of 4 - 0 to approve the request submitted by AT&T Wireless at 5113 Plaza Drive, also identified as Sub-Parcel #245-0080. The project will replace an existing light pole with another light pole and attach a small cell wireless antenna and associated equipment within a concealment canister on top of the pole.

VIII. CITY COUNCIL RESOLUTION:

The Hopewell City Council in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, by a vote of ___ - ___ (approves) (approves with conditions) (denies) the request submitted by AT&T Wireless at 5113 Plaza Drive, also identified as Sub-Parcel #245-0080. The project will replace an existing light pole with another light pole and attach a small cell wireless antenna and associated equipment within a concealment canister on top of the pole.

Attachment(s):

1. Application for Conditional Use Permit
2. Location Maps & Site Plan



Aerial of hotel property
Source: Hopewell GIS



Photograph of hotel; 5113 Plaza Drive
Source: Hopewell Qpublic Software

CITY COUNCIL WORK SESSION

CONDITIONAL USE
PERMIT- 5113 PLAZA DRIVE
APRIL 27, 2021

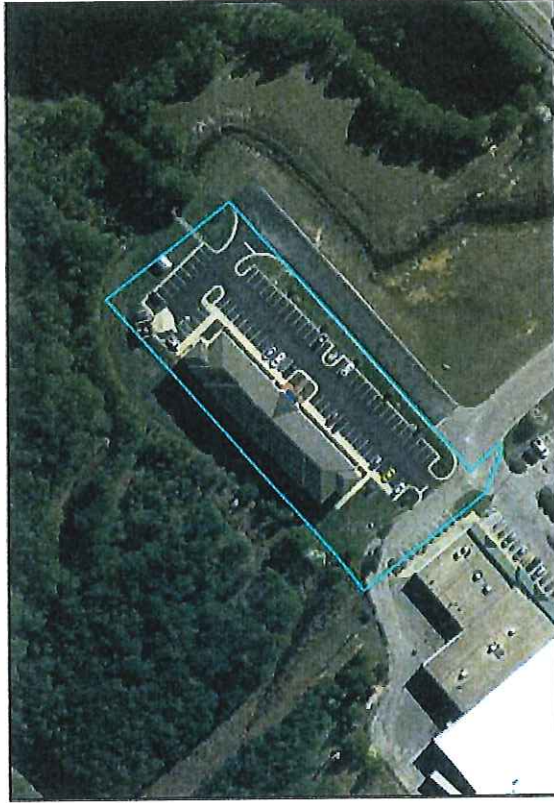
**5113 PLAZA DRIVE
SUB-PARCEL #245-0080**

- Owner: Nav Yuga Hospitality L.L.C.
- Submitted by AT&T Wireless at 5113 Plaza Drive, also identified as. The project will replace an existing lighting pole with another light pole and attach a small cell wireless antenna and associated equipment within a concealment canister on top of the pole.

LOCATION

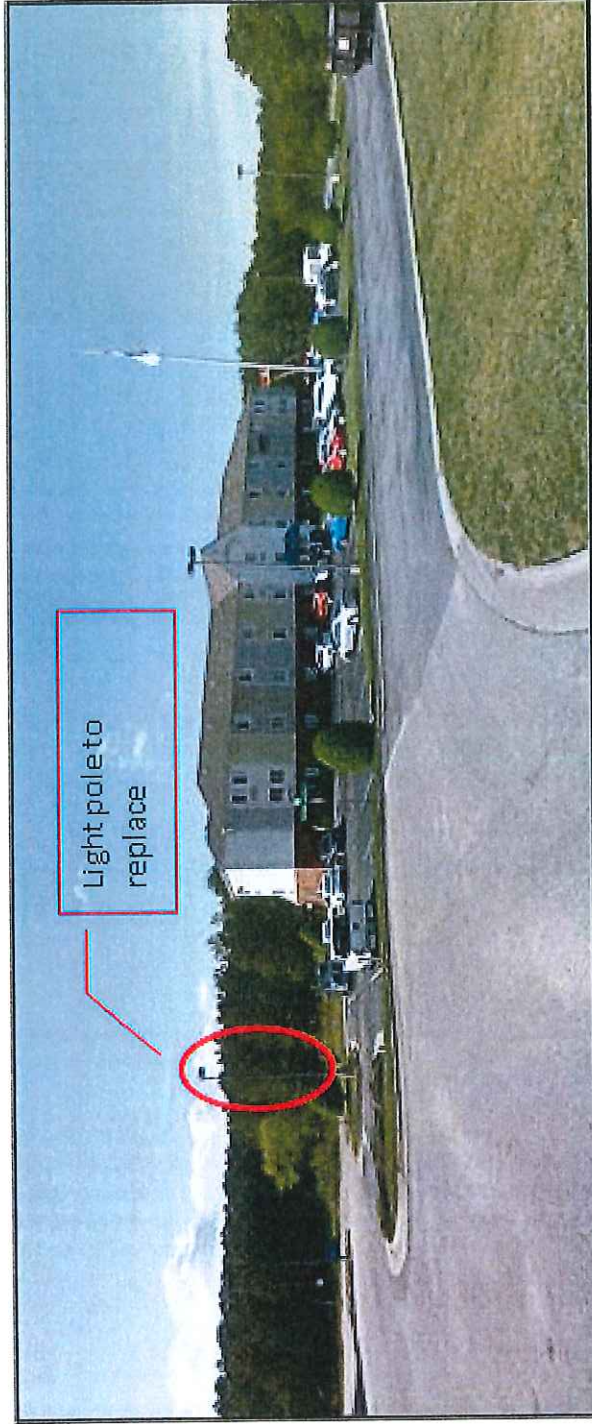


5113 Plaza Drive highlighted
Aerial map of area
Source: Hopewell GIS



Aerial of hotel property
Source: Hopewell GIS

LIGHT POLE REPLACEMENT



Photograph of hotel; 5113 Plaza Drive
Source: Hopewell Qpublic Software



PLANNING COMMISSION RECOMMENDATION

- Planning Commission public hearing held on April 1, 2021
- Commission recommended approval of request (4-0)
 - Application met approval criteria for Conditional Use Permits outlined in Article XXI, Amendments, Section D, Sub-Section d. in the Hopewell Zoning Ordinance



NEXT STEPS

- Set public hearing for May 2021

CONSENT AGENDA

February 9, 2021
Regular Council Meeting

MINUTES OF THE REGULAR MEETING OF CITY COUNCIL HELD FEBRUARY 9, 2021

An Electronic (Zoom) Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, February 9, 2021 at 5:30 p.m.

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

 John M. Altman, Jr., City Manager
 Sandra R. Robinson, City Attorney
 Charles E. Dane, Assistant City Manager
 Aaron A. Reidmiller, Director of Recreation and Parks
 Austin B. Anderson, Construction Engineer
 Tevya W. Griffin, Director of Development

ROLL CALL

Mayor Bennett opened the meeting at 5:34 pm and appointed Mr. Altman as City Clerk Pro Tem. Roll call was taken as follows:

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

CLOSED MEETING

Motion was made by Vice Mayor Partin, seconded by Councilor Denton, and unanimously passed to convene into Closed Session at 5:37 p.m. for discussion of City Clerk position; 2 part time employees on a temporary basis and the Temp Agency. Upon the roll call, the vote resulted:

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

**February 9, 2021
Regular Council Meeting**

OPEN MEEETING

Council convened into Open Session. Councilors responded to the question: "Were the only matters discussed in the Closed Meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into Closed Session?" Upon the roll call, the vote resulted:

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

Motion was made by Vice Mayor Partin and seconded by Councilor Randolph to appoint Stephanie Mayberry to Architectural Review Board.

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

WORK SESSION - CITY COUNCIL RULES
6:30 P.M.

Hopewell City Council Rules of Procedure. Rule 411 no formal action will be taken. Discussed Rule 306 and the proposed amendment and effect on Rule 301. Discussed changes to Rule 406, Decorum and Rule 407 suspension of Rules.

REGULAR MEETING

Mayor Bennett opened the regular Meeting at 7:30 p.m.

Roll call was taken as follows:

Patience A. Bennett	-	Present
John B. Partin, Jr., Vice Mayor	-	Present
Deborah B. Randolph, Councilor-	-	Present
Arlene Holloway, Councilor	-	Present
Jasmine E. Gore, Councilor	-	Present
Janice B. Denton, Councilor	-	Present
Brenda S. Pelham, Councilor	-	Present

Prayer was offered by Charlie Dane followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Holloway. Mayor Bennett welcomed everyone and asked City Council for any good news. It was noted that Rashad Briggs was Employee of the Quarter.

**February 9, 2021
Regular Council Meeting**

AMEND THE AGENDA

Motion was made by Vice Mayor Partin and seconded by Mayor Bennett, and unanimously passed to postpone R-3 to next meeting and adopt agenda.

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

CONSENT AGENDA

Motion was made by Vice Mayor Partin, seconded by Mayor Bennett, and unanimously passed to accept the consent agenda.

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

REGULAR BUSINESS

R-1 CAMERON FOUNDATION HEALTH DISPARTIES GRANT UDPATE

Mr. Altman introduced Ms. Tevya Griffin, Director, Department of Development. Tevya reintroduced Dr. Cliff Mom's. Dr. Mom's presented Council an update of the grant work to date. The grant is for \$50K, team will decide how money is spent, question was asked how decisions will be made for City to be addressed. Dr. Morris stated that grants will fund a program manager (FT); and will look to raise additional funds; once grant is complete and approved by the Cameron Foundation it will be brought back to the City Council. Vice Mayor Partin thanked Dr. Morris for his work in the City.

Motion was made by Vice Mayor Partin and seconded by Mayor Bennett, and unanimously passed to extend the meeting to 10:00 p.m. Upon the roll call, the vote resulted:
7 ayes – 0 nays

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

**February 9, 2021
Regular Council Meeting**

R-2 Riverwalk Phase II

Plan for Phase II was presented to City Council. Vice Mayor Partin motioned to approve the appropriation of money to support construction for Phase II Riverwalk, it was seconded by Councilor Randolph.

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

Motion was made to amend motion to require all contracts come back to City Council noting this is an agreement with DCR not contract with contractor. This project was part of FY20 budget, 20% of the cost. Discussion on grant Phase II, change with ability to cross VAWCO intake increased cost. P.O. information has been submitted. RFP process is completed and action is needed tonight to award contract. Worked with engineering firm to get 15% plans and project cost estimate, both bids were within estimated cost; based on 15% plans (project cost estimate), knew it would exceed grant funds that did not have a cost. No 2nd received and Motion died.

R-4 HRHA March 10, 2021 @ 6:30PM

All members of City Council agree to the date and time of the joint meeting.

INDIVIDUAL REQUESTS

IR-1 Boards and Commissions

Discussion - City Council support including under City Clerk vacancies; develop flyer; or outreach on all media; develop a tool for website to increase updates of vacancies; old work session to review for relevancy, letter to chair for action. - Motion died.

Motion made by Councilor Gore and seconded by Vice Mayor Partin to have a work session in March/April for Board & Commissions.

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

IR-2 City Council Laptops

Discussion of City Council needs for a shared drive; would like for all of CC to have laptops so they can have a shared drive; would like for Technology Committee to bring back recommendation of shared drive content. Motion by Councilor Randolph and seconded by Vice Mayor Partin. Upon the roll call, the vote resulted:

**February 9, 2021
Regular Council Meeting**

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

Will check to ensure there is money to purchase laptops. If WiFi is supported we will be paying monthly WiFi fee. It is decided that we should support the purchase of laptops' and only WiFi should be available if there are connectivity issues. Motion for a request for a Sub-Motion by Mayor Bennett and seconded by Councilor Gore. Upon the roll call, the vote resulted.

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

IR-3 Vaccine Strategy

The request was discussed. A Point of Order asked regarding how can we take back a vote. A discussion on how you can change a vote – a motion to reconsider or a motion to rescind; motion to reconsider is limited to next meeting; process was explained. Stated there is no time limit on a motion to rescind. – No action taken

Motion was made by Councilor Denton and 2nd by Councilor Randolph to extend the meeting until 10:30pm.

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

ADJOURN

Motion was made by Councilor Partin, seconded by Mayor Bennett, and unanimously passed to adjourn the meeting. Meeting adjourned at 10:20pm.

Patience Bennett, Mayor

February 9, 2021
Regular Council Meeting

John M. Altman, Jr., City Clerk Pro Tem

**March 10, 2021
Special Meeting
Joint with Hopewell Redevelopment and Housing Authority**

MINUTES OF THE MARCH 10, 2021 CITY COUNCIL SPECIAL MEETING

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

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

Absent: Deborah B. Randolph, Councilor, Ward 1

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

ROLL CALL

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

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

SPECIAL MEETING

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

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

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

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

PIPER SQUARE REDEVELOPMENT UPDATE

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

LONG TERM HOUSING

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

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

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

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

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

ADJOURN

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

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

Patience Bennett, Mayor

Mollie Bess, Interim City Clerk

March 30, 2021
Special Council Meeting

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

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

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

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

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

CLOSED MEETING

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

Roll Call:

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

Moved into Closed Session at 6:38pm

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

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

**March 30, 2021
Special Council Meeting**

Roll call:

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

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

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

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

CERTIFICATION

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

Roll Call:

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

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

Roll Call:

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

**March 30, 2021
Special Council Meeting**

ADJOURN

Meeting adjourned at 10:18pm.

Patience Bennett, Mayor

Mollie Bess, Interim City Clerk

**April 6, 2021
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD April 6, 2021

An Electronic (Zoom) Meeting of the City Council of the City of Hopewell, Virginia, was held Thursday, April 1, 2021 at 6:30 p.m. to discuss the continuation of the Francisco Landing Contract.

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

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

Absent - Janice B. Denton, Councilor, Ward 5

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

Mayor Bennett asked for a motion to amend or adopt this special meeting agenda? City Manager noted that staff is going to pull R-1 from the meeting agenda.

Motion made by Councilor Pelham seconded by Vice Mayor Partin to amend the meeting agenda by removing R-1.

ROLL CALL – Upon Roll Call, the vote resulted

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

Council Gore stated that she wanted it noted in the minutes that she voted NO, because she would like to see city council have a closed session so that council can figure out clarification regarding the email traffic and what is being expected with this new proposal being brought to council. She feels like council is still leaving a lot of stuff in the air. Requested this to be put in the record.

Point of Information by Gore, staff requesting to pull this from the meeting tonight, can we add a closed session after this item is done to figure out why and talk about the items we are discussing via email regarding the deal. City Attorney stated he can answer that question. Conversations were had with the developer regarding the emails traffic that went back and forth today and decision was made to pull it and we expect the developer to come forward with a new proposal next week that will be brought to council for new consideration. It is not an entire new development agreement. Just pulling the incentive and donation agreements, retooling them and bringing something back.

April 6, 2021
Special Meeting

R-2 CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

Ms. Gore presented, Council was already briefed in closed session regarding a disallowed cost for the Crater Regional Workforce Board. Council had approved an expenditure for \$3150 after looking at different agreements with the body the decision has been made to divide up the disallowed cost based off of the appropriation each locality received previously. The disallowed cost occurred in FY16 & FY17. The agreement in place at the time was from 1999. According to that agreement if there is a disallowed cost it has to be divided based off of your local workforce funds. So, that decision was made last week and Hopewell's portion of that has now increased to \$4462. Council voted for a different number, talked to CM and same situation applies in terms of having the contingency funds to cover this expenditure but did not want to ask for a check to be cut that was different than what was voted on. So the update is to ask for there to be an amended amount to pay our portion of these fees and then the update to provide is we have voted for some administrative actions to be taken within the office. Letter will be forwarded that was sent out to all of the localities yesterday recapping those steps and everyone else's portion that they have to pay and again this is divided off of the money that Hopewell received during that time period and that agreement was based off of the 1999 agreement. Just for questions in advance, yes the agreement has been updated, this council actually voted on it last year so we no longer go by 1999 agreement but at the time of this transaction that was the agreement that was in place. There will be a future follow-up with localities.

Motion made by Councilor Gore for city council approve payment for the cherry creek disallowed cost with the Crater Region Workforce Board in the amount of \$4462 to reimburse the states. Motion seconded by Vice Mayor Partin.

ROLL CALL – Upon Roll Call the vote resulted:

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

PROPOSED FY22 OPERATING & CAPITAL BUDGET

Mr. Altman gave a quick introduction of where we are with the budget, mainly revenue, will have your budget books for you in your mail boxes. Will have lime items on Friday and revenues and expenditures for you all at one time and we can also email them to you. Highlighted overview of budget and particularly primarily revenues, with additional work-sessions to discuss expenditures and the CIP. As in past this is the framework that we have, not overly aggressive in our budgeting but not being passive and not addressing budgetary issues and needs that exceed the 2021 levels. As we went through last year's budget and councils aware that every year we are dealing with escalation and contract costs for services or licenses that we have for software so as always we are dealing with those and increases in general costs as well because the price of gas has gone up and different things of that nature. We do take a fiscally responsible approach to make sure we are providing enough funding to deliver the services to the City but not overly budgeting. Touch on four pillar approach: assessment, analysis, preservation and status. Where we are right now, the total proposed operational and capital budget is \$180,848,289. Inclusive of all funds. This represents an increase of about \$8 million over last year \$8, 821,095 increase or about a 5% increase over FY21. We live in fund 11 (General Operating Fund) and that fund is at \$54,328,648 which is an increase of about \$1,710, 971 or 3 ¼ percent over last year's budget. No tax rate adjustments

**April 6, 2021
Special Meeting**

were proposed for FY22 and there are no proposals for taking any money out of the unassigned fund balance to balance the budget. We want to make sure we are balancing with reoccurring revenue every year and not one-time funds. Budget proposal has health care cost increase absorbed by the city, which this year was about a 2.2 percent increase. Looking at changing a plan option this year which will save the city some money, if we don't make the change in the plan option which will be presented at the meeting next week, there will be about a \$100 thousand increase in the budget for the health care cost if we make the change then it will be around \$50 thousand. So, looking at changing plans that we offer and also have been given the indication that if we look to change the premium plan and if we make that move this year, it is going to save us some money, which we anticipate if we don't we'll be spending more money next year and have more of an increase next year as we move through looking at our annual renewal. Again, no tax rate increase, not looking at any new projects other than what we have on books now. New capital projects, but have not funded anything beyond what was already in the list and have made the one project that we borrowed money from to move forward on the river walk, we've made that whole in this budget. No new debt and no use of fund balance and school funding is consistent at the level that we had last year. Rates currently are Real Estate is a \$1.13 per \$100 of Assess Value; Personal Property is \$3.50 per \$100 of Assessed Value; Machinery & Tools is \$3.05 per \$100 of Assessed Value and Meals Taxes is 6%. If we choose to accept the American Rescue Plan Act money which we are set to receive, half of it on May 11, it about \$5 and quarter million dollars that we would receive over two years the provision is that you cannot reduce your tax rates. What they want you to do is because you can use the funds in part to offset lost revenue, they don't want you to create the loss of revenue by reducing your tax rate. So you can reduce the tax rate and then use these funds to plug that hole that you would have, so it can't really supplant anything but it can be used to address lost revenue and there's fewer rails around the sue of these funds than it was for the karaka money. Next steps – have as work-session on April 14 to talk about their proposed budget, budget work session on 20th to discuss expenditures and again on the 27th to look at capital improvements and then we'll start the adoption process and there is a slot for another budget work-session should it be needed in May and then have final adoption on May 25th.

Making sure we have funding in place to get the schools on Munis, when we last discussed it, it was about a \$330,000 to \$350,000 expenditure to get their module up for them, so that would be part of our plan moving forward. We want our systems to be able to communicate and do things as seamlessly as possible, school board is fully supportive of using Munis.

Councilor Gore wants to be on the record stating that “some have asked for that very thing (audit work to be done) for over a year in particular a plan to divide staff so that we have people doing audits and people just doing finances, they can work on data operations and also doing the modules that we have highlighted. For me personally, I am excited that we are at that stage and am grateful that we can have this conversation, because we could have done this a long time ago. So in saying that, whenever that discussion comes up in that proposal can we get some answers as to why it couldn't be done before, because we were told that the audit was going to be done September 11 and granted my comments are not insensitive to what is going on with the finance department right now with some of the staff members, so please understand that, but prior to this situation we had a significant amount of time, but the deadline kept getting pushed back when they were supposed to be done, but the last deadline was September 11. And between September 11 and then the recent changes that occurred, it has been ample time to give us the update as to why. The last time we were given the update we were told it was the schools and treasurer's office, I in particular asked for a work-session, special means, so that we could have everyone at the table, for whatever political reasons that never occurred. So can we get an update, as to if the same situations that you told us back then are going on right now, can we have that update? I appreciate the plan, I am ecstatic about it, it needs to be

**April 6, 2021
Special Meeting**

done, but at the same time I would like to know why beside the position of councilor at the time why this couldn't be supported before but then also what is the hold-up still, why we still can't get 18 out of the door?"

City Manager stated been pushing for a while to get audit work done, had set back with who was helping create the plan, we still have issues revolving around schools, they need to correct in their number, 3 issues we have on our side the Treasurer needs to address. Schools are making progress but found some additional issues and have been waiting for those issues to be resolved through Treasurer's office. We should have an audit completed in May. No findings or issues with the 2016 Federal single audit.

ADJOURN

Motion to adjourn by Vice Mayor Partin and seconded by Councilor Randolph.

ROLL CALL – Upon Roll Call vote resulted:

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

Patience Bennett, Mayor

Mollie Bess, Interim City Clerk

R-1

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Approval of Amendment to School Division's FY21 Budget

ISSUE: The school division's FY21 budget requires updating due to the receipt of a new federal grant. The school system received federal CARES Act grant for Instruction and Technology in the amount of \$204,618. The total amount requested to amend the operating budget is \$204,618.

RECOMMENDATION: Staff recommends that City Council approve the school division's FY21 supplemental appropriations as presented.

ENCLOSED DOCUMENTS:

- FY21 Proposed School Budget, General Resolutions for March 11, 2021, Resolution Amending FY2020-2021 Hopewell Public Schools Operating Budget

STAFF: Melody D. Hackney, Superintendent of Schools

Janel F. English, Director of Finance, Hopewell City Public Schools

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

FY21 Proposed School Budget

	Approved	Changes	Adjusted
School Operating Fund - 014			
Estimated Revenues	Budget		Budget
State Sources	35,271,303	-	35,271,303
Federal Sources	8,144,745	204,618	8,349,363
Other Revenues	2,092,528	-	2,092,528
Transfer from General Fund	13,514,313	-	13,514,313
Total Revenues	<u>59,022,889</u>	<u>204,618</u>	<u>59,227,507</u>
Appropriations			
Non-Categorical	<u>59,022,889</u>	<u>204,618</u>	<u>59,227,507</u>
Total School Operating Fund	<u>59,022,889</u>	<u>204,618</u>	<u>59,227,507</u>
School Textbook Fund - 056			
Estimated Revenues			
State Sources	<u>500,000</u>	-	<u>500,000</u>
Total Revenues	<u>500,000</u>	-	<u>500,000</u>
Appropriations			
Textbook Purchases	<u>500,000</u>	-	<u>500,000</u>
Total School Textbook Fund	<u>500,000</u>	-	<u>500,000</u>
School Cafeteria Fund - 057			
Estimated Revenues			
States Sources	57,087	-	57,087
Federal Sources	2,414,560	-	2,414,560
Other Sources	<u>1,203,776</u>	-	<u>1,203,776</u>
Total Revenues	<u>3,675,423</u>	-	<u>3,675,423</u>
Appropriations			
Operating Expenses	<u>3,675,423</u>		<u>3,675,423</u>
Total School Cafeteria Fund	<u>3,675,423</u>	-	<u>3,675,423</u>
School Building/Bus Replacement Fund - 063			
Estimated Revenues			
Other Sources	<u>47,180</u>		<u>47,180</u>
Total Revenues	<u>47,180</u>	-	<u>47,180</u>
Appropriations			
Appropriations	<u>47,180</u>		<u>47,180</u>
Total School Building/Bus Repl Fund	<u>47,180</u>	-	<u>47,180</u>
Total Budget Request	<u>63,245,492</u>	<u>204,618</u>	<u>63,450,110</u>

Hopewell City School Board FY21 Budget

Fund	Board Resolution Number	Original Budget Approved	Supplemental Appropriation FY21 #1 Approved 9/10/2020 20-09-G2 10/27/2020	Supplemental Appropriation FY21 #2 Approved 9/10/2020 20-09-G3 10/27/2020	Supplemental Appropriation FY21 #3 Approved 10/8/2020 20-10-G2 11/10/2020	Supplemental Appropriation FY21 #4 Approved 10/8/2020 20-10-G3 11/19/2020	Supplemental Appropriation FY21 #5 Approved 10/27/2020 20-10-G11 11/10/2020	Supplemental Appropriation FY21 #6 Approved 11/12/2020 20-10-G12 3/23/2021	Supplemental Appropriation FY21 #7 Approved 2/11/2021 21-2-G2 3/23/2021	Supplemental Appropriation FY21 #9 Approved 3/11/2021 21-3-G2	Total of Supplemental Appropriations That Need City Approval	FY21 Revised School Board Budget
14	Operating Fund	\$54,013,952	\$1,463,699.75	\$137,094.00	\$56,391.00	\$26,972.00	\$679,928.00	\$2,243,009.00	\$401,844.00	\$204,618.00	\$204,618.00	\$59,227,506.75
63	Building/Bus Replacement Fund	\$47,180						\$14,560.00			\$14,560.00	\$47,180.00
56	Textbook Fund	\$500,000										\$500,000.00
57	School Food Fund	\$3,660,863										\$3,675,423.00
Total Budget		\$58,221,995	\$1,463,699.75	\$137,094.00	\$56,391.00	\$26,972.00	\$679,928.00	\$2,257,569.00	\$401,844.00	\$204,618.00	\$204,618.00	\$63,450,109.75

Approved by City: 10/27/2020 10/27/2020 11/10/2020 11/19/2020 10/27/2020 11/12/2020 3/23/2021 2/11/2021 3/11/2021

CARES Act Funds Head Start COVID relief funding JRF Grant SSO Grant Coronavirus Relief Funds Multiple federal & other grants & \$75,000 of COY Bail of COY, Security Equipment Grant, Head Start, Title I, correction to local appr CARES Act Instruction and Technology Grant

(Removed \$113,050 COY already appr. by City and \$22,273 correction already approved by City)



General Resolutions for March 11, 2021

Warrants

21-3-G1

Review of Bills

FY2021

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of \$580,472.68 (Operating Fund) & \$47,678.66 (Cafeteria Fund) for the February 2021 billing period, have been presented and reviewed by the Hopewell City School Board.

Approval of Supplemental Appropriation

FY21 #8

21-3-G2

RESOLVED, upon the recommendation of the Superintendent of Schools, that a supplemental appropriation to the Operating Fund, in the amount of \$204,618.00 for the CARES Act Instruction and Technology Grant, be and is hereby approved for FY21.

Approval of Contract

21-3-G3

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for Dryvit Siding repairs at all three elementary schools for the 2020-2021 school year, be and is hereby awarded to Keystone Waterproofing, for an amount not to exceed \$20,000.00.

Approval of Donations

21-3-G4

RESOLVED, upon the recommendation of the Superintendent of the Schools, that the Hopewell School Board accepts, with appreciation, the following donations:

- A monetary donation in the amount of \$25.00 from Malik Wheat donated to the Hopewell High School Cheerleading Team.
- A monetary donation in the amount of \$312.00 from Zeta Phi Beta Sorority, Inc.- Phi Gamma Zeta Chapter, donated to Carter G. Woodson for school supplies.
- A monetary donation in the amount of \$1,515.00 from Family of God Church, donated to Patrick Copeland Elementary School for school supplies.
- A monetary donation in the amount of \$500.00 from Rescue Agency, PBC, donated to the SCA at Hopewell High School.

**A RESOLUTION
AMENDING THE FISCAL YEAR 2020-2021
HOPEWELL PUBLIC SCHOOLS OPERATING BUDGET**

WHEREAS, the City Council of the City of Hopewell adopted Hopewell Public Schools FY21 Operating Budget on June 25, 2020; and

WHEREAS, the Hopewell Public Schools received additional revenue from federal sources during the fiscal year; and

WHEREAS, the proposed amendment does not exceed one percent (1%) of the total expenditures of the adopted Hopewell Public Schools FY21 Operating Budget; and

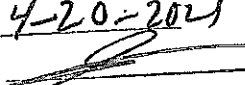
WHEREAS, the proposed amendment of the Hopewell Public Schools Operating Fund (Fund 14) amends the Fund 14 in the amount of \$204,618;

WHEREAS, the total proposed amendment of the Hopewell Public Schools FY21 Budget amends the budget in the amount of \$204,618;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Hopewell hereby approves and adopts the Fiscal Year 2021 Hopewell Public Schools budget amendment, and appropriates all funds as set forth in the amendment below:

SCHOOL OPERATING FUND -- 014

Revenues	Approved Budget	Changes	Amended Budget
From State Sources	\$ 35,271,303	-	\$ 35,271,303
From Federal Sources	8,144,745	204,618	8,349,363
From Other Revenue	2,092,528	-	2,092,528
Transfer from General Fund	13,514,313	-	13,514,313
Total Revenues	<u>\$ 59,022,889</u>	<u>\$ 204,618</u>	<u>\$ 59,227,507</u>
Appropriations			
Non-Categorical	\$ 59,022,889	\$ 204,618	\$ 59,227,507
Total School Operating Fund	<u>\$ 59,022,889</u>	<u>\$ 204,618</u>	<u>\$ 59,227,507</u>
Total FY21 School Budget Amendment	<u>\$ 63,245,492</u>	<u>\$ 204,618</u>	<u>\$ 63,450,110</u>

OFFICE OF THE CITY ATTORNEY
APPROVED AS TO FORM
DATE: 4-20-2021
SIGNATURE: 

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Subdivision of 501 Sherman Avenue, also identified as Sub-Parcel # 085- 0005f rom one lot to two lots

ISSUE: The City of Hopewell has received a request from the owner, Doug Edwards to subdivide 501 Sherman Avenue Drive.

RECOMMENDATION: The subdivision meets requirements of the Subdivision and Zoning Ordinance. The Planning Commission recommends approval of the subdivision.

TIMING: A decision is requested at the April 27, 2021 City Council meeting.

BACKGROUND: In accordance with the Hopewell Subdivision Ordinance, the Planning Commission must provide a recommendation to the City Council regarding the subdivision of property in the City. In order for property to be subdivided, the request must be approved by the City Council.

ENCLOSED DOCUMENTS:

- Staff Report
- Subdivision Application
- Subdivision Plat

STAFF:

Tevya W. Griffin, Director of Development

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

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

Roll Call

SUMMARY:

Y N

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

Y N

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



**Applicant: Doug Edwards
501 Sherman Avenue**

Staff Report prepared for the
City Council Regular Meeting

April 27, 2021

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

I. MEETINGS AND WORK SESSION:

Meeting	Date	Action Taken
Planning Commission Public Hearing	April 1, 2021	Recommended Approval
City Council Work Session	April 27, 2021	N/A
City Council Public Hearing	May 25, 2021	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning: N/A
 Existing Zoning: R1-A, Residential, Low Density District
 Sub-Parcel #: 085-0005
 Size of Area: 38,195 square feet or .87 acres
 Proposed Use: Two single family home lots
 Location of Property: Adjacent to 413 Sherman

Election Ward: Ward 5
 Land Use Plan Recommendation: Urban Residential

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Doug Edwards to subdivide one lot into two at 501 Sherman Avenue; also identified as Sub-Parcel # 085-0005. In 2019 City Council approved a right of way vacation of a portion of Oak Lane. This right of way was combined with 501 Sherman Avenue to create a larger lot that meets the requirements of the R1-A Zoning District.

IV. SUBJECT PROPERTY:

The property, 501 Sherman Avenue, also identified as Sub-Parcel # 085-0005 is 38,195 square feet. The property has four (4) easements required by the City to access various utilities. The easements allows access to the property to maintain the utilities present. Buildings cannot be constructed within an easement.

V. ZONING/STAFF ANALYSIS

The applicant is requesting the Planning Commission and City Council approve a request to subdivide the property into two parcels. The size of Parcel 1R is 16,412 square feet and 2R is 21,782. Each meets the 75 feet required width on a City right-of-way. Additionally, each parcel meets the Residential, Low Density (R1-A) Zoning District minimum square footage requirement of 10,000 square feet.

VI. APPLICABLE CITY REGULATIONS

The provision of the Subdivision Ordinance that are germane to this subdivision request include the following:

*Article 6, Preparation, Approval and Recording of Subdivision Plats,
Section 6-10, Approval of Preliminary Plat:*

"The City shall refer the preliminary plat to the Planning Commission and to the City Council for Council's information. The Planning Commission shall discuss the preliminary plat with the subdivider in order to determine whether or not the preliminary plat generally conforms to the requirements of the Subdivision Ordinance, Zoning ordinance and any other applicable City plans or ordinances. Within sixty (60) days of the preliminary plat submission to the Planning Commission, the subdivider shall be advised in writing by formal letter of approval, approval with conditions or disapproval of the preliminary plat."

*Article 6, Preparation, Approval and Recording of Subdivision Plats,
Section 6-14, Approval of Final Plat:*

"The final plat shall not be approved until the subdivider has complied with the general requirements and minimum standards of design in accordance with this ordinance, and has made satisfactory arrangements for performance bond, cash or cash bond to cover the cost of necessary improvements, in lieu of construction, to the satisfaction of Council. Approval of final plat shall be written on the face of the plat by the Council."

III. COMPREHENSIVE PLAN ANALYSIS

Land Use Plan Recommendation:

The 2028 Comprehensive Land Use Plan/Map recommends this area for Urban Residential. This request is consistent with this designation.

VII. STAFF RECOMMENDATION:

The subdivision meets the requirements of the Subdivision and Zoning Ordinance. The lots have sufficient square footage and width at the right of way and setback lines for the R-2, Residential Medium Density District.

The Stormwater Management Department has the following comments:

1. The 60" concrete storm pipe that runs through the corridor isn't shown in the correct location. See attached. The pipe was built with a horizontal bend and without manholes at critical junctions,
2. There's a sewer force main immediately adjacent to the property line along Sherman Ave.)
3. As drawn, the variable width of the total easement is approximately 45' at Sherman Ave, but less than 26' at the alley, which means there isn't enough room for a piece of equipment to access the top of the headwall or the other side of the channel where it goes underground without entering private property. The City will be responsible for any impacts to a fence, shed, landscaping, or any other personal property, or leaving tire ruts in the grass during routine or emergency maintenance. There is access from the other side of the channel so it's not critical, but it does limit the options in the case of a major repair or modification of the system.

VIII. PLANNING COMMISSION RESOLUTION:

At their meeting on April 1, 2021 in accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, the Planning Commission, recommended approval with a vote of 4 to 0 to subdivide 501 Sherman Avenue, also identified as Sub-Parcel # 085-0005 from one parcel to two parcels.

IX. CITY COUNCIL RESOLUTION:

The Hopewell City Council, in accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, votes ___ to ___ (*approve*), (*deny*), (*table*) the request submitted by Doug Edwards to subdivide 501 Sherman Avenue, also identified as Sub-Parcel # 085-0005 from one parcel to two parcels.

Attachments:

1. Application
2. Preliminary Subdivision Plat

Aerial Photo of 501 Sherman Avenue



— 501 Sherman Avenue



The City of Hopewell, Virginia

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

City of Hopewell, VA
Permits / Inspect. - 202102221SUB - 2021
014854-0002 debra mc... 03/26/2021 11:37AM
0 -
SUBDIVISION - REVIEW
Payment Amount: 250.00
Transaction Amount: 250.00
CHECK: 1586

SUBDIVISION / ADMINISTRATIVE RESUBDIVISION

APPLICATION

APP# 20210222

A. PLEASE CHOOSE THE TYPE OF LAND USE DIVISION YOU ARE REQUESTING.

SUBDIVISION X
APPLICATION FEE: \$250

ADMIN. RESUB. _____
APPLICATION FEE: \$50

B. PROPERTY INFORMATION

SUBDIVISION / ADMIN. RESUB. TITLE:

subdivision

PROPERTY ADDRESS / LOCATION:

501 Sherman Ave

PARCEL #: _____ - _____ SQUARE FEET: _____ ZONING DISTRICT: _____

NUMBER OF EXISTING / PROPOSED LOTS: 1 / 2

_____ NEW PUBLIC STREET _____ EXISTING PUBLIC RIGHT-OF-WAY

C. APPLICANT INFORMATION

APPLICANT: Doug Edwards

ADDRESS: 2011 Grant St

Hopewell VA 22860

PHONE #: 804-704-2323 FAX #: _____

EMAIL ADDRESS: EdwardsHICLLC@verizon.net

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT

IF YOU ARE NOT THE OWNER OF THE PROPERTY, PLEASE PROVIDE DOCUMENTATION THAT GIVES YOU PERMISSION TO APPLY FOR THIS APPLICATION.

D. OWNER INFORMATION

OWNER: _____

ADDRESS: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

E. ENGINEER/SURVEOR INFORMATION:

ENGINEER/SURVEYOR: Baseline Land Surveying

ADDRESS: 526 Grove Ave
Pittsburg VA 22803

PHONE #: 804-520-9180 FAX #: _____

EMAIL ADDRESS: BLS22803@MSN.com

SUBMISSION REQUIREMENTS

SIX (6) COPIES OF A PLAT OF THE SUBDIVISION / ADMINISTRATIVE RESUBDIVISION MUST ACCOMPANY THIS APPLICATION

- FOR A SUBDIVISION, THE SUBDIVISION PLATS MUST BE ON 17" x 22" SHEETS AND FOLLOW THE GUIDELINES SET FORTH IN ARTICLE 6-13 OF THE SUBDIVISION ORDINANCE.
- FOR AN ADMIN. RESUB., THE "BOUNDARY LINE ADJUSTMENT" (BLA) PLATS MUST FOLLOW THE GUIDELINES SET FORTH IN ARTICLES 6-15 AND 6-16 OF THE SUBDIVISION ORDINANCE.

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

Doug Edwards
APPLICANT SIGNATURE

3/24/21
DATE

Doug Edwards
APPLICANT PRINTED NAME

3/24/21
DATE

OFFICE USE ONLY

DATE RECEIVED 3/25/21

DATE OF ACTION _____

APPROVED

DENIED

**SUBDIVISION OF
501 SHERMAN AVENUE**

Hopewell City Council Meeting

April 27, 2021

501 SHERMAN AVENUE



OWNER: Doug Edwards

WARD: 5

LOT SIZE: 38,195 square feet or .87 acres

ZONING: R1-A, Residential Low Density District

501 SHERMAN AVENUE



SUBDIVISION PLAT

Dividing 501 Sherman Avenue into 2 lots

Lot 1R: 16,142 square feet or .377 acres

Lot 2R: 21,872 square feet or .5 acres

Criteria to Subdivide	Required	Provided
Lot	10,000	Lot 1R: 16,142 Lot 2R: 21,872
Square Footage	75 feet	Lot 1R: 80 Lot 2R: 106

SUBDIVISION CERTIFICATE
The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.

TO FIT
State of Virginia, County of Henric, City of Newport, Virginia, I, the undersigned, do hereby certify that the above described subdivision is in accordance with the provisions of the City of Newport, Virginia, and that the same is subject to the provisions of the City of Newport, Virginia.

TO FIT
State of Virginia, County of Henric, City of Newport, Virginia, I, the undersigned, do hereby certify that the above described subdivision is in accordance with the provisions of the City of Newport, Virginia, and that the same is subject to the provisions of the City of Newport, Virginia.

GENERAL NOTES

1. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
2. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
3. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
4. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
5. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
6. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
7. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
8. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
9. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
10. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
11. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.
12. The subdivision is shown on the plat, which is a true and correct copy of the original survey and is subject to the provisions of the City of Newport, Virginia.

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request to Authorize City Manager to Execute Contracts

ISSUE: The Hopewell Community Center roof was badly damaged by hail in 2020. The Department of Recreation and Parks has completed the necessary procurement procedures to select a contractor to perform repair work. Due to the size of the project and associated costs, City Council must authorize the City Manager to execute all necessary contracts related to the roof repair in the amount of \$277,471.

RECOMMENDATION: The Administration recommends authorization for the City Manager to execute all applicable contracts related to the Hopewell Community Center roof repair project.

TIMING: Action is requested at the April 27, 2021, regular meeting of Hopewell City Council.

BACKGROUND: None.

FISCAL IMPACT: The Department has received an insurance payment for damages to the Hopewell Community Center roof as a result of an inclement weather event.

ENCLOSED DOCUMENTS:

- Construction Contract
- City Contract for Goods and Services

STAFF:

Aaron Reidmiller, Director of Recreation and Parks

SUMMARY:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

RESOLUTION NO. R2021 - _____

**A RESOLUTION AWARDING PUBLIC CONTRACT
FOR ROOF REPLACEMENT (IFB #13-21)**

WHEREAS, Chap. IV, §2 of the Hopewell City Charter and §§ 15.2-1100 and 1102 of the Code of Virginia vest all of the powers the City of Hopewell in, and to be exercised by, its City Council unless that power has otherwise been expressly delegated to another; and

WHEREAS, the City is authorized to award contracts provided such awards are in conformance with the Virginia Public Procurement Act (Va. Code Ann §2.2-4300 *et seq*, as amended); and

WHEREAS, after competitive bidding pursuant to an invitation for bids, to-wit: IFB #13-21, the City desires to enter into a contract with the Contractor referenced below; now therefore

BE IT RESOLVED by the Hopewell City Council this ___ day of April, 2021 the following:

1. That the bid solicited from Roof Services, A Tecta America Company, LLC (hereinafter, "Contractor") to provide construction and installation services of a replacement roof for the Hopewell Community Center was the lowest, responsive bid received pursuant to IFB #13-21.
2. That the Contractor shall provide services as required by the terms and conditions as set forth in the Construction Contract and the Standard City Contract for Goods and Services, which are attached hereto and incorporated as if fully set forth herein (hereinafter "the attached contracts").
3. That the attached contracts are approved.
4. That any irregularities associated with the submittal of the bids related to IFB #31-21 are hereby waived.
5. The City Manager is hereby authorized to execute this contract on behalf of the City of Hopewell, and to execute all other such documents that may be necessary to effectuate the attached contracts. The authority granted herein shall not extend or be construed to extend to amend any term or condition of the contract without the express consent of City Council.

Witness this signature and seal

Mayor Patience Bennett, Ward 7

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Mollie Bess, Acting City Clerk



CONSTRUCTION CONTRACT

This contract made this 28th day of April, 2021, by and between, Roof Services, A Tecta America Company, LLC, hereinafter called the contractor and the City of Hopewell, Hopewell, Virginia, hereinafter called the owner.

WITNESSETH: That the contractor and the owner for the hereinafter named considerations, do agree as follows: The contractor shall furnish all of the materials and perform all of the work called for by specifications and plans, which plans and specifications are as fully a part hereof as if hereto attached, and described in the following enumerated specifications and addenda and bulletins.

IFB #13-21 Community Center Roof Project

Contract - The executed contract documents shall consist of the following:

- | | | | |
|----|--------------------------|----|---|
| a. | Construction Contract | g. | Bidding Requirements and Conditions |
| b. | Invitation to Bid | h. | Technical Specifications |
| c. | Notice of Award | i. | General Conditions |
| d. | Certificate of Insurance | j. | Special Conditions |
| e. | Forms of Bond | k. | Construction Plans/Drawings |
| f. | Bid Form / Bid Sheet | l. | Standard City Contract for Goods and Services |

The contractor shall commence the work to be performed under this contract on a date to be specified in a written order of the owner. The date is to be not more than ten (10) days after the contract is signed by the owner, and the contractor shall fully complete all work hereunder within the specified consecutive calendar days listed above from and including said date. For each and every day that any work remains incomplete after the contract time specified for completion of the work, the City will assess liquidated damages against the contractor at the rate of \$500 per day. The contractor is to keep in repair for twenty-four (24) months after date of final acceptance the entire work embraced in this contract, and is to replace any defective work, upon his failure to do so, such repairs may be made and such defective work replaced by the owner at the cost of the contractor who agrees to pay for same.

The owner shall pay the contractor for the performance of the contract, in the amount of

Two hundred seventy seven thousand four hundred seventy-one dollars and zero cents (\$277,471.00) subject to additions and deductions as approved by the owner, provided in the specifications or bids, in current funds as follows: On or before the 20th day each month of each calendar month, the owner will make partial payment to the contractor as set forth in the specifications. Final payment, on account of this contract, shall be made within thirty (30) days after final completion and acceptance by owner, of all work covered by this contract.

IN WITNESS WHEREOF, the parties have executed the contract the day and year. First written in three (3) counterparts, each of which shall, without proof of the accounting for the counterpart, be deemed an original contract.

ATTEST _____

Name

Title

By: _____

Name

Title

Contractor's Address: _____

OWNER:

Approved as to Form:

City Attorney

Approved as to Funding:

Finance Director

Approved for Construction:

City Engineer

Director of Recreation and Parks

City Manager



STANDARD CITY CONTRACT
FOR
GOODS AND SERVICES

THIS CONTRACT, made this 28th day of April, 2021, by Roof Services, A Tecta America Company, LLC (Hereinafter, "CONTRACTOR") and THE CITY OF HOPEWELL, a VIRGINIA municipality (hereinafter, "City"), pursuant to IFB # 13-21 for the Community Center Roof Project.

WITNESSETH:

WHEREAS, the City issued IFB # 13-21, soliciting offers for the provision of Community Center Roof Project for the City; and

WHEREAS, Contractor submitted the lowest responsive IFB, and therefore has been notified of the City's intent to award the contract to Contractor pursuant to the IFB.

NOW THEREFORE, the parties hereto mutually agree and covenant as follows:

1. Services to be provided by Contractor

Contractor agrees to provide all services and materials solicited in IFB # 13-21, a copy of which is attached hereto and incorporated by reference hereby, and Contractor's IFB submitted pursuant thereto, also attached hereto and incorporated by reference hereby, as modified herein.

2. Contract Price

Remuneration for the services and materials provided by Contractor shall be in accordance with the IFB documents referred to hereinabove.

3. Terms of the Agreement

The initial term of this agreement shall commence on request of the City, and shall continue until date specified in the IFB. This agreement may be terminated by the City at any time for any reason upon thirty (30) days written notice to Contractor.

4. Bond and Insurance Requirements

Contractor shall obtain and maintain bonds and insurance as required in IFB # 13-21, including a performance bond equal to one hundred percent (100%) of the annual amount of this contract, and insurance with coverage as outlined in the IFB specifications. The performance bond and insurance shall be submitted to the City Attorney in forms and in amounts deemed sufficient by him.

5. Emergency Contact Information

Contractor shall shall not provide the City with telephone, pager, and cell phone numbers, and shall be reachable by those numbers on a year-round 24 hour per day, seven day per week basis.

6. Response Time

Contractor shall shall not respond on site within two (2) hours from any emergency call from the City.

7. Contract Obligations of the Parties

The obligations of the parties to this contract shall be in accordance with the provisions and specifications of IFB # 13-21 and Contractor's IFB submitted in response thereto. If there is any deviation between the IFB provisions and specifications and Contractor's IFB, the provisions and specifications of the IFB # 13-21 as modified herein, shall prevail and govern the contractual relationship between the parties.

8. The amended project completion date is: June 28, 2021

THIS CONTRACT and the documents it incorporates by reference contains the final agreement between the parties hereto, and they shall not be bound by any terms, conditions, oral statements, warranties or representations not contained herein.

Contractor:

By: _____ Title: _____

Printed Name: _____ Date of Execution: _____

Witness the following signatures:

STATE OF VIRGINIA
CITY OF HOPEWELL, to-wit:

I, _____, a Notary Public in and for the City and State aforesaid, do hereby certify that _____, Contractor, whose name is signed to the foregoing writing, hearing date the _____ day of _____, _____, has acknowledged the same before me in my County/City and State aforesaid.

Given under my hand this _____ day of _____, _____.

(Notary Public)
My Commission expires: _____

City of Hopewell:

Department Director

Finance Director

City Manager

STATE OF VIRGINIA
CITY OF HOPEWELL, to-wit:

I, _____, a Notary Public in and for the City and State
aforesaid, do hereby certify that _____, City Manager, on
behalf of the City of Hopewell, Virginia, whose name is signed to the foregoing writing,
hearing date the ____ day of _____, _____, has acknowledged the same before
me in my City and State aforesaid.

Given under my hand this ____ day of _____, _____.

(Notary Public)
My Commission expires: _____

Approved as to form and:

City Attorney

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request to establish two (2) full-time permanent In-Home Family Services Specialists positions with the Hopewell Department of Social Services.

ISSUE: Additional staff resources are required to help implement the Commonwealth of Virginia's mandate for In-Home foster care prevention services (formerly known as CPS Ongoing Services) as a result of the Family First Prevention Services Act.

RECOMMENDATION: Approve

TIMING: Immediate approval is requested to afford time to recruit, hire, and train new staff prior to the implementation of In-Home foster care prevention services effective July 1, 2021 as mandated by the State.

BACKGROUND: The Family First [Prevention Services] Act, enacted by Congress in February 2018, led to significant changes to the Social Security Act enabling States to draw down Federal funding to enhance support to children and families, and prevent foster care placements.

The Commonwealth of Virginia is implementing the Family First Act as a mandatory component of local Departments of Social Services and has allocated funds to each local DSS to hire new staff for Fiscal Year 2022 to provide In-Home foster care prevention services. These staff in combination with any existing staff providing prevention services to families, will work to stabilize and build family functioning. These prevention services will help protect children and help prevent foster care placements. It has been demonstrated that preventing children from entering the foster care system results in cost savings to localities. Additionally, under the Family First Act, services such as mental health and substance use disorder services to foster children and/or their families will be covered Federal costs. Heretofore, these mental health and

SUMMARY:

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

substance use disorder services serving foster children and/or their family members were reliant on Children Services Act (CSA) funding. Consequently, Hopewell will presumably see significant savings through the implementation of the Family First Act, respective of preventing children from entering foster care, and now having a Federal funding source to cover the cost of prevention/treatment services for children in foster care and their family members.

Hopewell has been allocated \$94,061 to hire new staff to implement mandated In-home prevention services. There is no local cost for this allocation in FY2022-23. In subsequent years, the allocation will be subject to a State 84.5%/local 15.5% match.

Utilizing the above-referenced State allocation, Hopewell Social Services is proposing to establish two (2) new positions to help implement In-home prevention services. One position is for an In-home prevention specialist to complement the current 2 positions the Department designates for family prevention services. These workers will engage with families early to focus on finding solutions to issues that if left unattended may lead to incidents of child abuse and/or children entering the foster care system. Through the passage of the Family First Act, these worker will have access to Federally funded community resources, such as mental health and/or substance use disorder services, to offer to the families they are working with.

The second position is to create an additional Child Welfare supervisor position designated to administer the new In-Home Prevention Services program, in addition to Child Protective Services (CPS). Currently, the Department only has one supervisor to manage all of Child Welfare Services, including Adoption Services, Foster Care, CPS, and Resource Families (aka foster parent recruitment). Adding the above-referenced In-home prevention services program will be beyond the capacity of a single supervisor to ensure compliancy with State regulations regarding Child Welfare services to protect children and to help achieve permanency for foster children as quickly as possible. Having this new supervisor, will afford the opportunity to have the existing supervisor dedicated to administering the Department's services for Adoptions, Foster Care, and Resource Families, thus equally sharing the responsibilities of managing the complex and heavily regulated Child Welfare Services. Of the mid-sized local Departments of Social Services throughout the Commonwealth, there is believed to be no other Department besides Hopewell DSS that only has one supervisor responsible for all Child Welfare programs. The local cost to establish the 2 positions as described above for FY 2022-23 and thereafter is estimated to be \$17, 949.

FISCAL IMPACT: The Virginia Department of Social Services has allocated Hopewell DSS \$94,061 to hire new staff to implement the aforementioned mandated In-home prevention services. There is no local cost for the first year allocation in FY2022-23. In subsequent years, the allocation will be subject to a State 84.5%/local 15.5% match.

SUMMARY:

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

ENCLOSED DOCUMENTS:

- State Budget Allocation for In Home Family Services Specialist Positions
- Hopewell DSS Organizational Chart for proposed Child Welfare Services

STAFF:

Ray Spicer, Director, Social Services

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

To: Local Directors
 Local Office Managers
 Regional Directors

From: Ida Witherspoon, Chief Financial Officer
 Kristin Zagar, Family Services Director

Re: FY 2022 In-Home Family Services Specialists Budget Allocations

Date: January 15, 2021

The 2020 Special Session I Appropriation Act, Chapter 56, included additional funding beginning in FY 2022 for local departments of social services (LDSS) to continue to provide In-Home foster care prevention services (formerly known as CPS Ongoing) as a result of the Family First Prevention Services Act. The total to be allocated in FY 2022 is \$12.8M for the equivalent of 148 new In-Home Family Services Specialists positions. Each locality will receive funding for at least one half of a position based on the statewide average cost.

Local allocations were based on the following three factors:

1. General staff support (60 FTEs) - base award of 0.5 FTE to all 120 localities;
2. Existing Volume/Performance (49 FTEs); and
3. Additional support to open more high risk referrals to cases (39 FTEs)

The table below summarizes the allocation formula.

Factor		Number of FTEs per LDSS
1 - General Staff Support		0.5
2- Existing Volume and Performance	Ongoing Annual Case Volume >Top 25%	0.45
	Above Average, but below top 25%	0.15
Entries into Foster Care	> Top 25%	0.45
	Above Average, but below top 25%	0.15
High Risk or Very High Risk Referrals Opened to Cases	In Bottom 25%	0.45
	Below Average but above bottom 25%	0.15
3 - Additional Support for High Risk Referrals Opened to Cases	Percentage of 39 FTEs Based on Total FTES from Factors 1 & 2	Varies

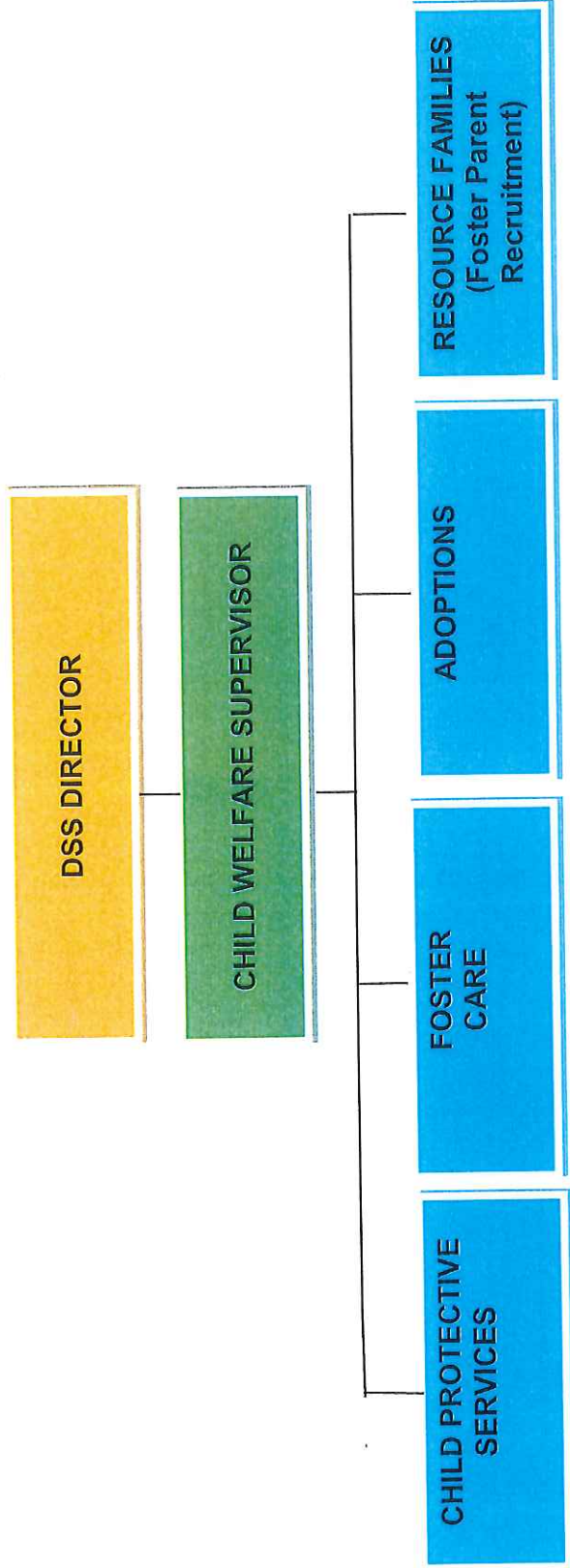
Hopewell City FY 2022 share of the total to be allocated is \$94,061.

In FY 2022, In-Home Family Services Specialists funding will be available in **budget line 847, Current Year Staff and Operations – No Local Match**, when LASER opens for June on July 19, 2021. **This funding will not require a local match for FY 2022 only.** This will allow localities time to increase In-Home Services Specialists staffing where needed and to request funding for local match from their local boards for FY 2023.

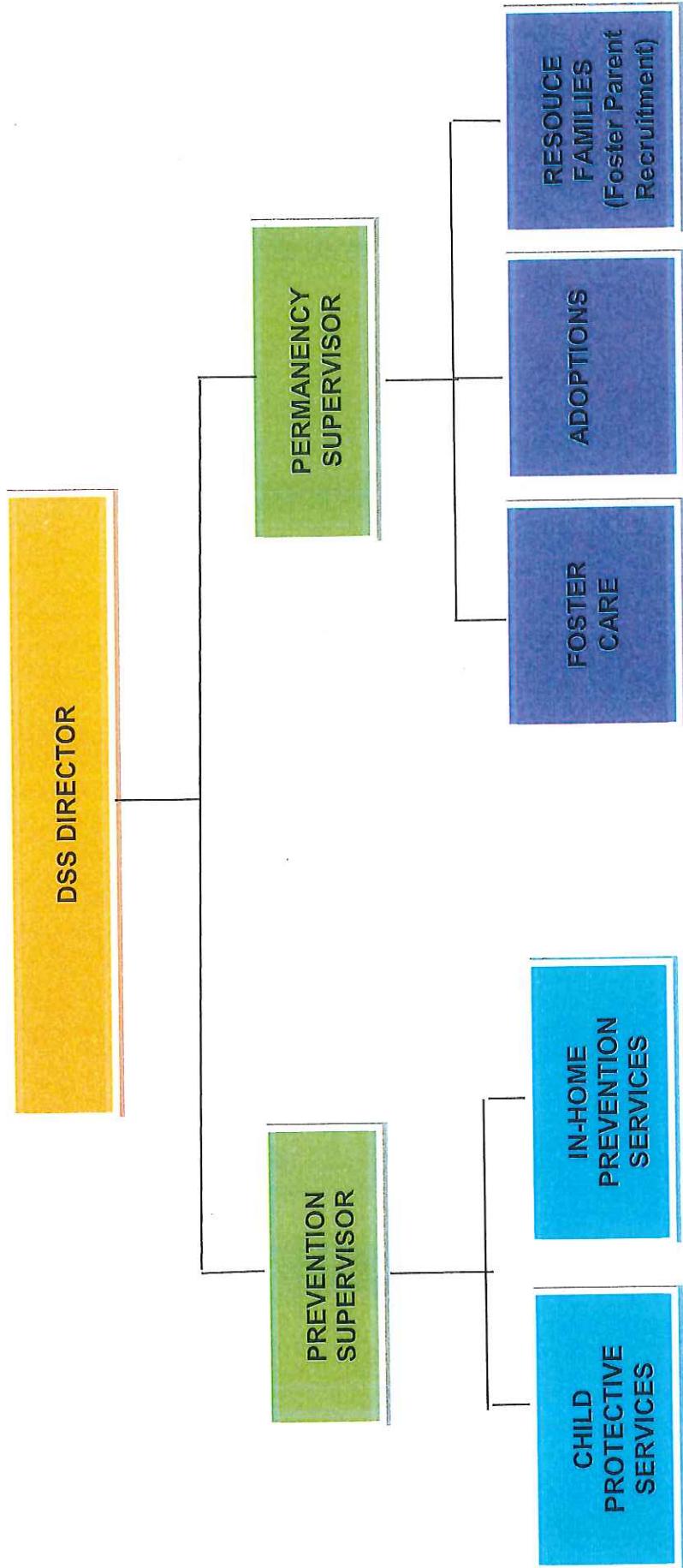
These funds are to be used for any allowable staff and operations activity that is related to In-Home Family Services such as hiring staff, procuring office space and furniture, training, etc. **This funding will be rolled into BL 855 Staff & Operations in FY 2023 and will require a 15.5% local match.**

If you have any questions, please contact Senior Financial Policy Consultant, Kim Conner at kim.conner@dss.virginia.gov or Prevention/ Protection Assistant Director, Elizabeth Lee at Elizabeth.lee@dss.virginia.gov.

HOPEWELL SOCIAL SERVICES
CURRENT ORGANAZATIONAL STRUCTURE
CHILD WELFARE SERVICES
APRIL 01, 2021



HOPEWELL SOCIAL SERVICES
PROPOSED ORGANIZATIONAL STRUCTURE
CHILD WELFARE SERVICES
APRIL 1, 2021



R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Open Finance Software

ISSUE: Purchase of Open Finance for MUNIS Software Application

RECOMMENDATION: City Administration recommends purchase of the software

TIMING: N/A

BACKGROUND: Open Finance for MUNIS is a suite of applications that provide data access and analysis tools that can assist local governments with the implementation of financial transparency, and allows for the communication of the City's budget, and for citizens to easily access the data directly from the City's website. The initial cost quote that we received was a one-time cost of \$4,800 and an annual cost of \$18,000. The revised cost quote is a one-time cost of \$3,852 and an annual cost of \$12,000. The total cost of the initial purchase and 1st year is \$15,852.

ENCLOSED DOCUMENTS

- Open Finance for MUNIS Product Sheet

STAFF:

John M. Altman, Jr, City Manager
Dr. Concetta Manker, Director of Information Technology

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

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

Roll Call

SUMMARY:

Y N

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- Councilor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
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Open Finance for Munis



FINANCIAL TRANSPARENCY

Use data and analysis tools to educate, inform, and engage the public.



INTERACTIVE VIZUALIZATIONS

Dynamically understand, analyze, share, and embed data.



IMPROVED EFFICIENCY

Reduce the backlog of Freedom of Information Act Requests.

Open Finance™ for Munis® provides unparalleled data access and analysis tools to help your organization implement principles of transparency, participation, and collaboration. Local governments and school districts are increasingly expected to provide high value information to help stakeholders understand how their tax dollars are being collected and spent. Open Finance solves this through a cost-effective, proactive approach to financial transparency.

BEYOND TRANSPARENCY

A comprehensive suite of applications, Open Finance organizes your financial data in an easily consumable, interactive way that encourages greater community involvement and helps the public understand and engage in local government and school district finances. All branding and content is fully customizable.

ACCESSIBLE DATA

Community members and policymakers, alike, can access Open Finance directly from a school district or municipal website via computer, tablet, or smartphone. Seamless integration with Tyler's ERP applications helps local governments and school districts yield the highest ROI on open data initiatives while eliminating the barriers to data and the technical problems encountered with other data analysis products. Open Finance is designed for all levels of technology proficiency.

EFFECTIVE COMMUNICATION TOOLS

Open Finance searches across all financial data — Open Budget, Open Expenditures, Open Payroll, Capital Projects — to provide intuitive results with familiar search capabilities. The highly engaging visual interface is easy to navigate and the graphics are organized by category, department, function, and vendor, providing insightful information for internal stakeholders and making it hugely popular with community members. It has been designed to automatically answer the most commonly asked questions and is compliant with public record laws in 50 states.

UP-TO-DATE AND ACTIONABLE DATA INSIGHTS

- Automatic updates to public records and reporting
- Easy access to historical data for benchmarking and procurement
- Dynamic search functionality
- Social sharing and the ability to embed views into third-party websites
- Interactive reports
- Section 508 compliant
- Reduce backlog of Freedom of Information Act requests
- Quick, low-cost, cloud-based deployment
- No additional hardware, IT support, or training required

...continued on back

For more information visit tylertech.com

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A SUITE OF FOCUSED APPLICATIONS

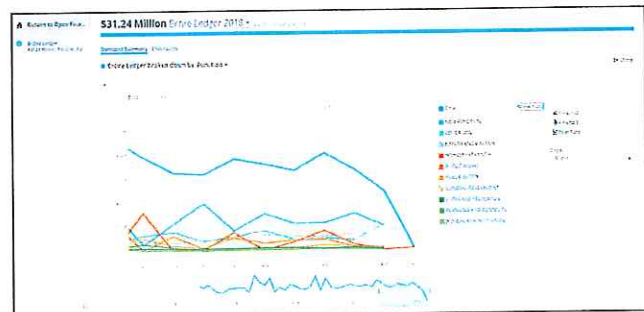
With Open Finance, data can be quickly deployed and communicated across your organization and to the public. It helps you proactively identify issues, fraud, and trends by updating datasets frequently utilizing current data. Easily review expenditures and understand how funds are appropriated by department, which vendors receive payments, or research spending for healthcare and benefits. Interactive charts and graphs allow for easy analysis and understanding.

OPEN FINANCE: A SINGLE SOURCE FOR FINANCIAL DATA TRANSPARENCY

Three ready-to-deploy applications include:

Budget

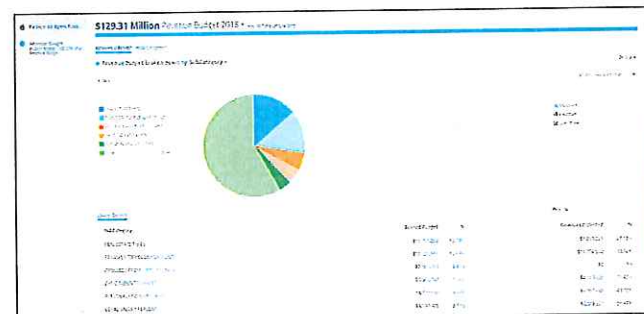
Publish the details of your operating revenues and expenses directly to your branded website. Eliminate static reports and give the public a clear picture of actual vs. budgeted financial information, helping community members understand organizational priorities and their impact.



Budget

Expenditures

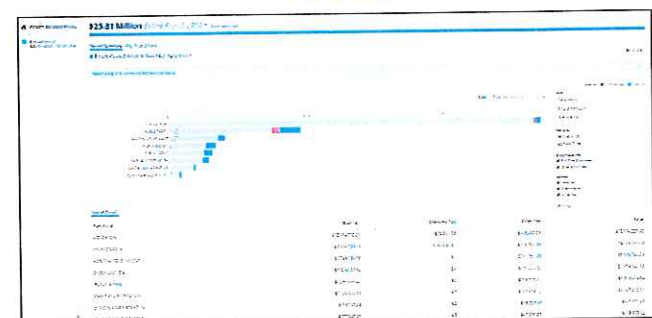
Share the transaction-level details of your organization's expenditures. This application delivers detailed spending and contract data, and allows users to navigate, analyze, and download underlying data to find specific answers to a variety of questions.



Expenditures

Payroll

Find answers to common questions, including total size of the payroll, top employees, top departments, median pay, and more. A summary page delivers at-a-glance departmental, job function, or individual employee information, and you control the level of payroll information published.



Payroll

Tyler Technologies' interactive data transparency solutions are available in two bundles:

- Open Finance: Includes operating budgets, expenditures, and payroll
- Capital Projects: Includes capital budgets and projects

Tyler's team will work with you to translate your complex chart of account structure into visualizations that are easy to navigate and understand. Open Finance puts information at your fingertips while reducing your IT and hardware burdens — making an immediate impact on your open data initiatives.

REPORTS OF
THE CITY
ATTORNEY

REPORTS OF CITY CLERK

COUNCILOR REQUESTS

CR-1

CR-2

CR-3

CR-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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- Housing
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COUNCIL AGENDA ITEM TITLE:

Formal creation of the City Council Finance Committee

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

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

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

TIMING: At the will of City Council.

BACKGROUND: None

ENCLOSED DOCUMENTS:

- None

STAFF: Councilor Pelham

SUMMARY:

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
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<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

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FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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- Councilor Arlene Holloway, Ward #2
- Vice Mayor John B. Partin, Ward #3
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- Councilor Brenda Pelham, Ward #6
- Mayor Patience Bennett, Ward #7

CR-5

CR-6

CR-7

CR-8

CR-9

ADJOURNMENT