

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2249

www.hopewellva.gov
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rarrington@hopewellva.gov

CITY COUNCIL

1

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

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

August 20, 2019

COUNCIL CHAMBERS
300 N MAIN ST. HOPEWELL VA

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

OPEN MEETING

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

Roll Call

CLOSED MEETING

SUGGESTED MOTION: To go into closed meeting pursuant to Va. Code Section 2.2-3711

(A)(1) to discuss and consider personnel matters, including the appointment, assignment, salaries, and performance of specific appointees (City Manager, City Attorney and City Clerk), and to consider prospective candidates for appointment to John Tyler Community College Board; and

(A)(3) and (A)(5) to discuss the disposition of publicly-held real property and investment of public funds where bargaining is involved, and where discussion in open meeting would adversely affect the bargaining position or negotiation strategy of the City adversely affecting the financial interest of the City; and to the extent such discussion will be aided thereby,

(A)(4) for the protection of the privacy of individuals in personal matters not related to public business

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

6:30 p.m.

WORK SESSION

SUGGESTED MOTION: To amend/adopt work session agenda

Roll Call

WS - 1 Work Session to provide information regarding a request for a Conditional Use Permit at 710 Winston Churchill Drive to operate a Night Club/Dance Hall

ISSUE: In order to operate a Night Club/Dance Hall in the Limited Business District (B-2) an applicant must request a Conditional Use Permit.

MOTION: _____

Roll Call

REGULAR MEETING

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

Prayer by Pastor Sean “Rocky” Shearin of Calvary’s Love Ministries, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Denton.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

Consent Agenda

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

C-1 Minutes: May 28, 2019, June 11, 2019, June 25, 2019, July 9, 2019, July 23, 2019

[1.](#)

C-2 Pending List:

[1.](#) Additional pending list - see attached

[2.](#) See Attached

[3.](#) Third pending list - see attached

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

[1.](#) EnterTextHere

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review: April 22, and June 24, 2019 ARB minutes; July 22, 2019 CDBG minutes; April 1 and 2, June 5, June 19, 2019 HEB minutes; July 16, 2019 ARLS minutes; June 17, 2019 CPMT minutes; May 13, 2019 HRHA minutes; May 8, and June 12, 2019 KHB minutes

[1.](#) EnterTextHere

C-9 Resolutions/Proclamations/Presentations: City Council Advance Report and State of the City Address Update (returning item); Performance Management Group Efficiency and Technology Review (new item); I Love Hopewell Showcase (returning item); Open Finance software update

C-10 Public Hearing Announcement:

SUGGESTED MOTION: To amend/adopt consent agenda

Public Hearings

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

PH-1 Monthly fee increase for refuse and recycling services

ISSUE: As of July 1, 2019, Central Virginia Waste Management and the City Of Hopewell entered into contracts with Container First Services (CFS) and TFC Recycling (TFC) to provide refuse and recycling collection services for the next 5 years. The total additional cost of these programs has increase by \$315,000 a year.

MOTION: _____

Roll Call

Unfinished Business

UB-1 Update of Conditional Use Permit at 2907 Poplar Street to allow a duplex in the R-2, Residential, Medium Density District

ISSUE: At the June 25, 2019 City Council meeting, the applicant postponed further action until a meeting was held with the Building Official to finalize the requirement for fire retardation for the proposed duplex.

MOTION: _____

Roll Call

UB-2 Continuation of a Conditional Use Permit to construct a cell tower at 130 Mercer Lane

ISSUE: The City has received a request to construct a 195 foot monopole cell tower, with a four (4) foot lightning rod at 130 Mercer Lane.

MOTION: _____

Roll Call

UB-3 Reconsider three properties presented for demolition at the July 9, 2019 City Council meeting in accordance with Hopewell City Code, Chapter 19, Housing, Article VI, Spot Blight Abatement

ISSUE: In accordance with Chapter 19, Article VI, Spot Blight, on July 9, 2019 the City Manager recommended eight properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance. The City Council approved the demolition of five structures, but tabled a decision of three. Staff was asked to meet with each property owner and discuss options.

MOTION: _____

Roll Call

Communications from Citizens

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

Regular Business

Reports of City Manager:

R-1 VDOT State of Good Repair Primary Extensions – Route 36 Pavement Resurfacing

ISSUE: The City of Hopewell was selected to receive \$377,450.00 from the VDOT State of Good Repair Primary Extensions Program for pavement resurfacing of Route 36 (Arlington Road and S 15th Ave) northbound and southbound lanes from Winston Churchill Drive to City Point Road. There is no local match required for this project and all eligible expenses will be reimbursed to the City as detailed in the agreement.

MOTION: _____

Roll Call

R-2 Action Items from Closed Agenda – If any

ISSUE: For Council to address any items discussed in Closed Meeting that need to be discussed in Open Session as well

MOTION: _____

Roll Call

R-3 Subdivision of 1400 South 1st Avenue, also identified as Sub-Parcel #071-0095 from one lot to two lots

ISSUE: The City of Hopewell has received a request from the owner, Burt Hunter, to subdivide 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095 from one parcel to two parcels.

MOTION: _____

Roll Call

R-4 Subdivision of 123 South Mesa Drive, also identified as Sub-Parcel #014-0295 from one lot to two lots

ISSUE: The City of Hopewell has received a request from the owner, The Gibbs & Story Team LLC, to subdivide 123 South Mesa Drive, also identified as Sub-Parcel # 014-0295 from one parcel to two parcels.

MOTION: _____

Roll Call

R-5 FOIA Policy

ISSUE: Pursuant to Va Code §2.2-3704.1 *Posting of notice of rights and responsibilities by state and local public bodies*, All state public bodies...any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites.

MOTION: _____

Roll Call

R-7 Appointment(s) to Community Enhancement Steering Committee

ISSUE:

MOTION: _____

Roll Call

R-8 Appointments to Census Committee appointments

ISSUE:

MOTION: _____

Roll Call

R-9 Audit Actions by Council

ISSUE: At its August 16, 2019 special meeting, Council decided to discuss actions to be taken regarding the CAFRs, such actions to include any and all necessary voting, as well as to set a work session for the September 10, 2019 meeting

MOTION: _____

Roll Call

Reports of City Attorney: Report of items due at 8-20-19 meeting, including: financial policy drafts/amendments and recommendations for new policy; review of Council's Pending List for confirmation of requests/priorities;

Reports of City Clerk: Amend agenda format to comply with law to state delay of CAFRs; request that Council consider training schedule/work session for new Agenda Management meeting software; amend agenda format to combine action items.

1 EnterTextHere

Reports of City Council:

Committees:

Individual Councilors

IR-1 Partin - New Curb and Gutter Program - Due to the age of the City of Hopewell. Neighborhoods were built with little regard to best management practices in managing storm water. One of the biggest issues facing our neighborhoods, besides the deteriorating roads, is stagnant water and flooding. Because of the neighborhood flooding, our roads are worsening faster and foundations on many houses are currently deteriorating. In order to protect our infrastructure investments and homeowner investments, we are seeking council's approval to charge the city manager and the city engineer to develop a full plan to install curb and gutter on all streets within the next 15 years, where it is physically practical, and to present a plan back to city council within 90-120 days.

MOTION: _____

Roll Call

IR-2 Gore - Strategic Plan- Determine deadline for staff to have draft tasks, costs and time frame for items listed by Council in part II of the Strategic Plan Advance. Council will need to set a work session to review cost and time frame to determine level of priority and approval.
(return item)

MOTION: _____

Roll Call

IR-3 Gore - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded. (return item - April 2019)

MOTION: _____

Roll Call

IR-4 Denton - Amend Council rules to reduce the amount of time each councilor speaks on various items to three (3) minutes (new item)

MOTION: _____

Roll Call

IR-5 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

MOTION: _____

Roll Call

IR-6 Gore - Monthly list of Council appointees – Annual Report and minutes (return item)

ISSUE:

MOTION: _____

Roll Call

IR-7 IR item – Ashford Kent Ad-Hoc Committee - Gore

MOTION: _____

Roll Call

Citizen/Councilor Requests

CCR-1- Gore - Speeding

ISSUE: Speeding in Cameron’s Landing

MOTION: _____

Roll Call

Presentations form Boards and Commissions

Other Council Communications

Adjournment

Work Session



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:

Work Session to provide information regarding a request for a Conditional Use Permit at 710 Winston Churchill Drive to operate a Night Club/Dance Hall

ISSUE: In order to operate a Night Club/Dance Hall in the Limited Business District (B-2) an applicant must request a Conditional Use Permit.

RECOMMENDATION: Staff recommends City Council hold a work session and schedule a public hearing.

TIMING: The work session will be held on August 20, 2019. The public hearing can be scheduled for a meeting in September 2019.

BACKGROUND: The City of Hopewell has received a request for a Conditional Use Permit from Thomas Kim, business owner, to operate a dance hall/night club at 710 West City Point Road.

ENCLOSED DOCUMENTS:

- Staff Report
- Conditional Use Permit Application
- Supplemental Information, to include but not limited to; petition to recommend approval, letters of opposition)

STAFF:

Tevya W. Griffin, Director of Development

FOR IN MEETING USE ONLY**SUMMARY:**

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



Applicant: Thomas Kim
710 West City Point Road
Conditional Use Permit

Staff Report prepared for the City Council Work Session

Last Revised August 12, 2019

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

I. PUBLIC HEARINGS:

Planning Commission	July 11, 2019	Recommended Denial
City Council Work Session	August 20, 2019	No Action
City Council Public Hearing	September 2019 Meeting	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	B-2, Limited Business District
Acreage:	.250 acres
Owner:	Ingram and Traylor LP
Location of Property:	710 West City Point
Election Ward:	Ward 2
Land Use Plan Recommendation:	Suburban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 046-0250 Lots 46-49, Block 12, Hopewell Park
Zoning of Surrounding Property:	North: B-2 South: R-4 East: B-2 West: B-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request for a Conditional Use Permit from Thomas Kim to operate a dance hall/night club at 710 West City Point Road.

APPLICABLE CODE SECTIONS:

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

Article I. Definitions

90. *DANCE HALL: Any place open to the general public where dancing is permitted; provided, however, that a restaurant located in the city licensed under the Code of Virginia to serve food and beverages having a dance floor with an area not exceeding ten percent of the total floor area of the establishment shall not be considered a public dance hall.*

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 property is located off of West City Point Road at corner of 8th Avenue. It is a single standing commercial building. The applicant is not the owner of the property but has the permission of the applicant to request the Conditional Use Permit. The property is .025 acres as is zoned B-2, Limited Commercial. The business owner has operated a fish market at this location for over ten years. He recently requested and was approved for zoning approval to operate a restaurant in the rear of the building.

VI. ZONING/STAFF ANALYSIS:

The Zoning Ordinance defines a dance hall and night interchangeably. The Zoning Ordinance requires a dance hall be approved by a Conditional Use Permit. The Staff provides the below time frame regarding this request.

Date	Action
December 4, 2017	Requested Zoning approval to change owner of the fish market and grocery. Application was approved. Business License obtained
January 14, 2019	Requested Zoning approval for a fish market and lounge
January 24, 2019	Request denied – see letter from the City dated January 25, 2019
February 25, 2019	Received letter from owner, approving fish market and lounge to operate at 710 West City Point Road, if approved by the City
January- April 2019	Renovations made to the restaurant to remove items for a dance hall/night club (disco ball, dance floor, and karaoke/disc jockey console/machine. Building Official, Zoning Inspector, and Building Inspector visited property to confirm items were removed.
April 11, 2019	Requested Zoning approval to operate a seafood market and restaurant. Application was approved. License obtained
May 31, 2019	Zoning Violation- Facebook post and video showing restaurant used as a dance hall/night club

May 31, 2019	Applicant filed an application for a Conditional Use Permit to operate a dance hall/night club
June 3, 2019	City closed restaurant due to activity as a dance hall/night club
June 4, 2019	Reapplied and was Reapproved for a restaurant. Received letter from property owner acknowledging approval.
June 8, 2019	Hopewell police department observed dance hall/night club activities at the location. Party was required to close per the police.
June 9, 2019	Hopewell police department observed dance hall/night club activities at the location. Party was required to close per the police.

The timeline above provides the Planning Commission with the details of the case that has led to the request for a Conditional Use Permit.

This area of Ward 2 has high crime as shown on the attached map that shows calls of service by the Hopewell Police Department in 2018. This is one of two areas designated by the Chief of Police that the City is concentrating wrap around services through Social Services, Code Enforcement, Public Works, and Police to improve the quality of life for residents and remove criminal activity. Adding a dance hall/night club and the potential for incidents that tend to occur with alcoholic consumption will work against the efforts of the City to improve this area.

The applicant has obtained a lawyer regarding this application and a zoning violation for illegally operating a dance club/night club. The City was represented by Stefan Calos, Esquire. The City also hired an interpreter for the applicant who speaks Korean.

The City took the applicant to General District Court on Monday, July 8, 2019 for violating the Zoning Ordinance. The applicant pleaded guilty and was fined \$500 for each offense for a total of \$1,500 plus court cost. Mr. Calos and the interpreter will be present at the Planning Commission meeting.

VII. STAFF RECOMMENDATION:

Staff recommends denial of the request to operate a dance hall/night club at 710 West City Point Road because it does not meet Criteria #1, 2, 3 and 6 used to determine if a Conditional Use Permit is appropriate and compatible with the zoning district and should be approved.

VIII. PLANNING COMMISSION RESOLUTION:

At their July 11, 2019 meeting, the Hopewell Planning Commission voted 4-0, in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, to recommend denial of the request submitted by Thomas Kim for a Conditional Use Permit to operate a dance hall/night club at 710 West City Point Road, also identified as Sub-Parcel # 046-0250.

Attachment(s):

1. Application for Conditional Use Permit
2. Petition in favor of Conditional Use Permit
3. Letters of opposition







The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspect... - 20190440|CUP - 2019
009713-0009 Camisha ... 05/31/2019 03:
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CASH:

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # THOMAS' Kim App# 20190440

APPLICANT: Son's Seafood & Restaurant

ADDRESS: 710 W CITY POINT Rd HOPWELL VA
23860.

PHONE #: 804-541-4221 FAX #: _____

EMAIL ADDRESS: THOMAS Kim8888@gmail.com

INTEREST IN PROPERTY: _____ OWNER OR AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: INGRAM & ASSOCIATIONS

ADDRESS: OAKLAWN Blvd.

PHONE #: 804-458-6228 FAX #: _____

PROPERTY ADDRESS / LOCATION:
710 W CITY POINT Rd Hopewell

PARCEL #: 046-0250 ACREAGE: .25 ZONING: B-2

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. _____
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Fish market & restaurant

THE CONDITIONAL USE PERMIT WILL ALLOW:

Have a music and dance hall

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

NO because we will have police & security work at the present of property. we will make sure safety for all costumers.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

NO we will assure safety by following all steps and protocols as far as having the proper enforcement on the premises.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

We will follow the steps & guidelines as needed as well as having proper authorities on the premises.

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.

TK

APPLICANT SIGNATURE

05-31-2019

DATE

Thomas Kim

APPLICANT PRINTED NAME

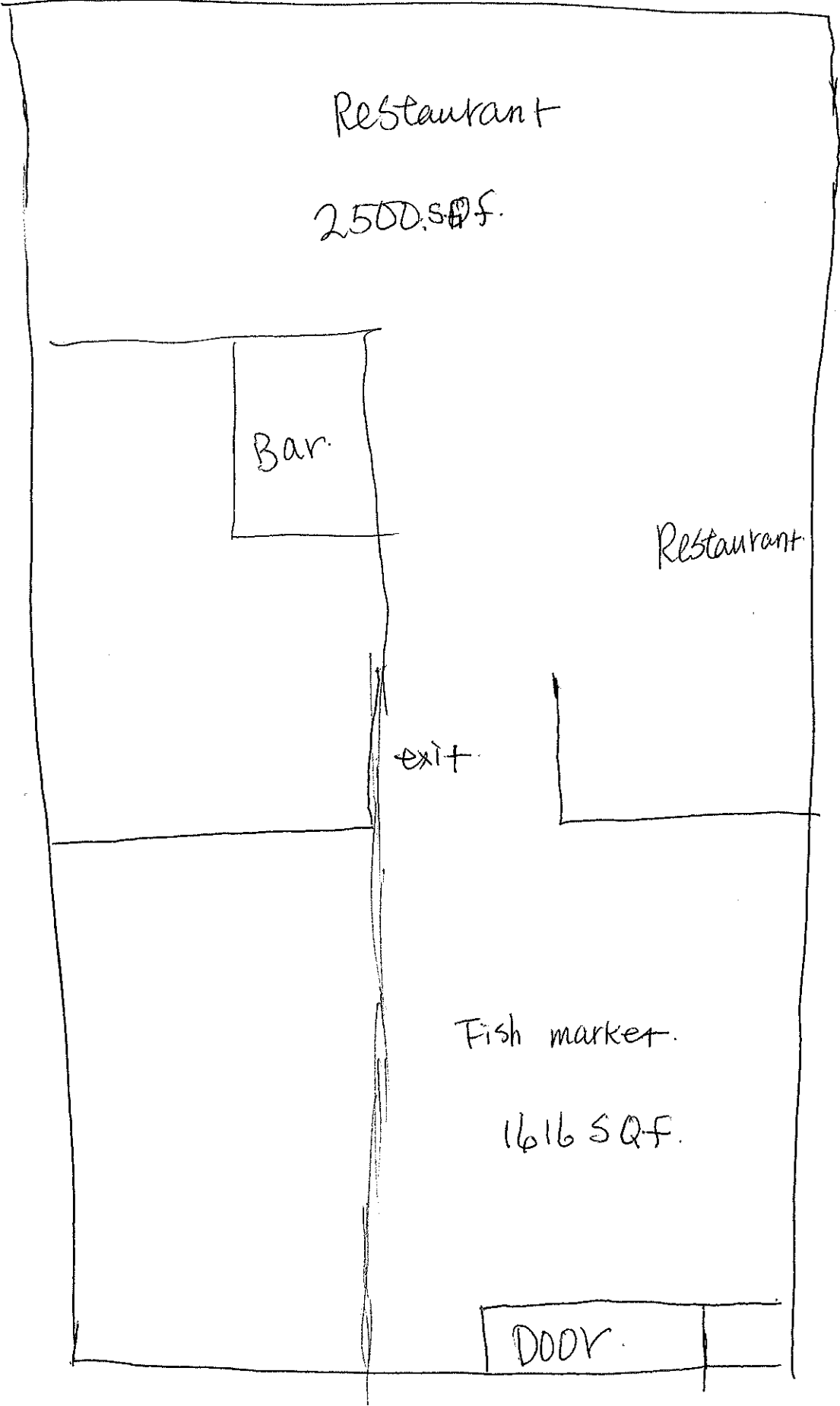
OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

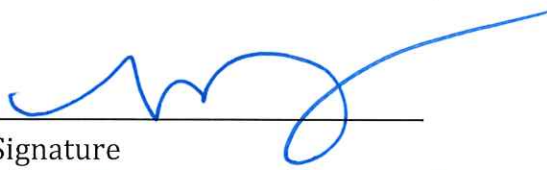
APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:



AFFIDAVIT OF MAILING

I, (**Melissa Perez Diggs**), under oath, hereby certify that the City of Hopewell received a request from Thomas Kim for a Conditional Use Permit at 710 West City Point, also identified as Sub-Parcel #046-0250, to operate a Night Club/Dance Hall in the B-2, Limited Commercial District. Notice was mailed on (**June 28, 2019**) by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.



Signature

Executive Assistant

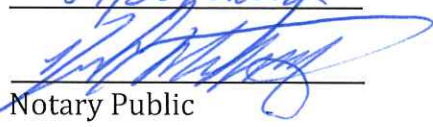
Title

COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

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

Given under my hand this 13th day of July 20 19.

My Commission expires:

04/30/2022


Notary Public



Sub-Parcel #	Property Address	Primary Owner	Mailing Address	City, State, Zip Code
460250	710 City Point Rd	Ingram And Traylor L P	P O Box 283	Hopewell, VA 23860
460245	706 City Point Rd	Besley William L	102 N Mesa Dr	Hopewell, VA 23860
460240	South 8th	Ingram And Traylor L P	P O Box 283	Hopewell, VA 23860
460002	Thomas Rolfe Court	Hopewell Redevelopment and Housing Authority	P O Box 1361	Hopewell, VA 23860
460285	100 8 S	Gonzalez-Joya Enox	1113 Durlley Court	Henrico, VA 23231
460315	800 City Point Rd	City Point Corner LLC	13802 Deer Run Way	Midlothian, VA 23112
460320	828 City Point Rd	Dennis and Kathy Franks	828 West City Point Rd	Hopewell, VA 23860
460321	101 south 9th	Mary and Wayne Winder	2410 Wets Broadway	Hopewell, VA 23860
460235	606 City Point Rd	Carol and Randy Dean	10212 Easy Street	Disputanta, VA 23842
300315	705 West City Point Rd	Chong and Tae Lewandowski	705 City Point Road	Hopewell, VA 23860
300320	707 West City Point Rd	Daniel or Charlotte Robinson	15312 Nobles Road	Disputanta, VA 23842
300345	Dolin	HBS Associates LLC	PO Box 1402	Hopewell, VA 23860

*Mailing for CUP at 710 W City Point Rd.
(Night Club / Dance Hall)*

**PETITION IN SUPPORT OF 710 W. CITY POINT RD
HOPEWELL, VIRGINIA**

The following names support the above establishment having a "nightclub" in conjunction with the restaurant. A "nightclub" to include music and dancing within the establishment.

<u>Name</u>	<u>Address</u>
Shawanda Wilson	2300 Boston St Hopewell, VA
Deanna Williams	710 Blackstone Hopewell, VA
Denisha Williams	710 Blackstone Ave Hopewell, VA
Damaris Odum	233 220 Middle Street Waverly, VA
Phyllis C Davis	4105 Old Iron Ct.; Hopewell, Va.
Sterling Gholsn	19168 Bondh Plank Rd
Maurice Gholsn	2005 Liberty Ave. Hope
Franklin Brown	2005 Liberty Ave
Barbara Brown	2005 Liberty Ave
Keondra Williams	333 Middle St. Waverly Va
Tynisha Harris	1027 Custer St Petersburg VA
Kierra Nicholas	1222 Commerce St Petersburg VA
CC/Geo G Rapsoran	212 Biltmore Dr CH, ✓
Anthony Moore	420 S 21 Ave Apt 34 Hopewell VA
M Wilson	3 Park Hopewell Va,
Corniqua Hodge	420 S 21st Ave Apt 34 Hopewell VA
Dominic Garrett	1101 Edgewood Blvd

**PETITION IN SUPPORT OF 710 W. CITY POINT RD
HOPEWELL, VIRGINIA**

The following names support the above establishment having a "nightclub" in conjunction with the restaurant. A "nightclub" to include music and dancing within the establishment.

<u>Name</u>	<u>Address</u>
Renee Coleman	South 8 th Avenue
Trey Johnson	South 8 th Ave
David Coleman	South 8 th Avenue
Kirt Berry	South 8 th AVE
Tara Mason	South 8 th Ave
Latisha Mason	South 8 th Ave
Markel Smith	South 8 th Ave
Margaret Catman	South 9 th Ave
Michelle Miles	South 8 th Ave
Anto Jones	S. 8 th Ave.
Kenya Jones	702 West City Point Rd
Kendall Christy	702 West City Point Rd
Tyrone Johnson	3593 Creekside Dr
Sharm Jackson	412 South 8 th Ave
Samuel Jackson	27 Bunker St
Yolanda Baldwin	27 Bunker St
Zed Elden	27 West Gate Rd.

**PETITION IN SUPPORT OF 710 W. CITY POINT RD
HOPEWELL, VIRGINIA**

The following names support the above establishment having a "nightclub" in conjunction with the restaurant. A "nightclub" to include music and dancing within the establishment.

Name

Address

Yvette Tyler	4408 Heritage Rd
Jamarri Jackson	1202 Westbrook Rd
Haniya Pratts	2710 Western Street
Kigra Walker	910 S 8th Ave
Jessie Estee	901 Elm St

**PETITION IN SUPPORT OF 710 W. CITY POINT RD
HOPEWELL, VIRGINIA**

The following names support the above establishment having a "nightclub" in conjunction with the restaurant. A "nightclub" to include music and dancing within the establishment.

<u>Name</u>	<u>Address</u>
Edouard Stith	2301 Trenton St
Esperanza [unclear]	1802 Sunnyside Ave
Kenneth Sorrels	1802 Sunnyside Ave
Kyerra Williams	1802 Sunnyside Ave
Candler Slaughter	5336 Javern Dr.
Garvin Stephenson	3800 Brandywine Drive
Ariana Garden	712 E Paythress ST
Sherelle Garden	4180 Baxter Ridge PE
David Chung	712 E Paythress ST
Eva J. [unclear]	524 Kenmore Dr. Petersburg VA.
Jerry Harris	1046 Dixie St.
Patrick Harris	540 Osceola Dr
Vanessa Rodriguez	5417 Collingdale RD
Sam Rodriguez	5417 Collingdale RD
Thomas Fil	1804 Noble St. Hopewell
Kupanda Williams	1111 Pine Ave Hopewell VA
Shekia Rives	250 Dupuy Rd Petersburg VA

JIM'S HOPEWELL BARBER SHOP
911 CITY POINT ROAD
HOPEWELL, VIRGINIA 23860

July 8, 2019

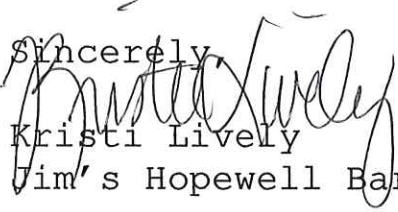
City of Hopewell
Planning Commission
Hopewell, Virginia 23860



To: All Commission Members

Please accept this letter as my request to oppose the application for a conditional use permit for the property at 710 City Point Road. A nightclub is not the best use for this property. It is too close to residential properties, and the hours of operation would affect these areas. Hopewell does need to attract new businesses, but also needs to keep crime down. I do not support this request and respectfully ask the commission to vote no on this application.

Sincerely,


Kristi Lively

Jim's Hopewell Barber Shop

**ELLIS CONSTRUCTION, LLC
913 W. CITY POINT ROAD
HOPEWELL, VIRGINIA 23860**



**Planning Commission
City of Hopewell
Hopewell, Virginia 23860**

This letter will serve as my notice that I do not wish to support the conditional use permit application for the property at 710 City Point Road allowing a nightclub and/or dance hall. The City has more than enough problems with crime, drugs, and nuisance issues and I feel that using this building for such a business is not in the best interest of the surrounding businesses and residential areas. Please do not approve this request. Thank you for considering my input.

Sincerely,

**Mike Ellis, owner
Ellis Construction, LLC**

REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE MAY 28, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, May 28, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
 Patience Bennett, Vice Mayor, Ward 7 (arrived at 5:38 p.m.)
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 John B. Partin, Jr., Councilor, Ward 3
 Janice B. Denton, Councilor, Ward 5
 Brenda Pelham, Councilor, Ward 6

John M. Altman, Jr., City Manager
 Charles Dane, Assistant City Manager
 Stefan M. Calos of Sands Anderson PC, City Attorney
 Ronnieye L. Arrington, City Clerk
 Debra Hogan Knight, Assistant City Clerk

ROLL CALL

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

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:38 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

Councilor John B. Partin, Jr., announced that he would be recusing himself from discussions regarding Project Bamboo as he had a conflict. He noted that when the topic came up on Closed Meeting, he would recuse himself by leaving the room. Councilor Pelham asked Stefan Calos of Sands Anderson PC, City Attorney, how Mr. Partin's conflict differed from hers (reference to a prior event). Mr. Calos said that Councilor Pelham was one of many people who could benefit from a vote made on the Schools, while Mr. Partin is a direct agent of the Company in question.

CLOSED MEETING

At 5:36 p.m., Councilor Pelham moved to go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion, consideration or interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (Shiloh Lodge); (4) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the community (Bamboo); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel (Francisco Landing), in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], 3, 5, and (8), respectively.. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	---- (arrived at 5:38 p.m.)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes

Motion passed 6-0

RECONVENE OPEN MEETING

At 6:30 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

Motion passed 7-0

AMEND/ADOPT WORK SESSION

Councilor Pelham moved to adopt the agenda for the work session. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

WORK SESSION

WS-1 Warming/Homeless Shelter – City Manager John M. “March” Altman, Jr. said that we had been running the shelter based on volunteer workers. Those workers are now waning, so we are looking at other options. He then introduced Assistant City Manager Charles Dane to provide Council with information on

this item. Mr. Dane spoke about other services the City wants to provide, along with the shelter. He stated that we are currently communicating with Father Joe Goldsmith regarding a property that has sufficient space (5,700 square feet) to allow for a year-round shelter, as well as classrooms we can use for other programs. He specifically mentioned the Opioid Crisis and the Opioid Task Force, and how a larger space can assist with the fight against the opioid epidemic. He also mentioned that District 19 is facing having to leave their current space at John Randolph Hospital, which will cause the loss of their three days' service to Hopewell. Jennifer Tunstall of District 19, was present at the meeting and advised Council of how important the new facility would be to District 19 and their ability to provide services to Hopewell. She said that District 19 provides intensive outpatient substance abuse therapy, as well as Crisis Assessment and Intervention. Mr. Dane mentioned various classes that could be hosted in a new space, including a veterans' resource center. Ray Spicer, Director of the Department of Social Services came forward and presented Council with four options, which included the current facility for the current timeframe, the current facility year round, the new proposed building for the current time frame, and the proposed building for year round use. Both Messrs. Dane and Spicer fielded questions from Council. Council requested that Mr. Dane come back to them with information regarding a cost analysis as to whether it is more reasonable to use the Catholic Charities to manage the building or how much it would cost to hire someone. Council agreed that Community Resource Center was a better and more accurate name than Warming or Homeless Shelter.

REGULAR MEETING

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

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

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

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

AMEND/ADOPT AGENDA

Councilor Randolph moved to amend the agenda to add an item to Regular Business (ostensibly R-1) entitled Acquisition of Shiloh Lodge, and to move the appointment of the City Attorney from IR-2 to R-2, and to renumber remaining R items accordingly. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CONSENT AGENDA

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

- C-1** Minutes:
- C-2** Pending List: Attached
- C-3** Routine Approval of Work Sessions: 6-4-19 – Budget work session; 6-11-19 spot blight, train station, and two conditional use permit work sessions
- C-4** Personnel Change Report & Financial Report: Both attached
- C-5** Ordinances on Second & Final Reading:
- C-6** Routine Grant Approval:
- C-7** Public Hearing Announcement: 6-25-19 rezoning request and two conditional use permits
- C-8** Information for Council Review: **Minutes:** HRHA 3-11-19; Recreation Commission 1-9-19, 2-13-19, 3-13-19, 4-10-19; CPMT 4-23-19; Planning Commission 2-28-19; **Report:** City of Refuge Hopewell Recovery Center information
- C-9** Resolutions/Proclamations/Presentations: Census proclamation; EMS Week proclamation
- C-10** Additional Announcements: June 6 – 8 - City Council Retreat Advance

PUBLIC HEARINGS

PH-1 Conditional Use Permit

ISSUE: Public hearing to receive and consider citizen input on the request for a conditional use permit to conduct a single family home on 219 N 15th Avenue

Tevya Griffin, Director of Development presented information to Council.

Mayor Gore opened the public hearing at 8:17 p.m. No one was signed up to speak, and no one came forward to speak. Mayor Gore closed the public hearing at 8:17 p.m. After discussion, Councilor Partin moved to approve the request for the conditional use permit, with the following eight (8) criteria:

1. The home shall be no smaller than 1,350 square feet;
2. The home shall have 3-4 bedrooms and at least 2 full bathrooms;
3. The architecture style of the home shall be Craftsman Bungalow;
4. The exterior material of the proposed single-family dwelling shall be vinyl with textured accents such as shake;
5. The proposed single-family dwelling shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer;
6. Consistent with the majority of homes on 15th Avenue from West Broadway to City Point, the home shall have a front porch. The porch shall have tapered columns;
7. The single-family dwelling shall be one or 1 ½ story's; and
8. Home shall have windows on both sides of front door.

His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-2 FY20 Hopewell City Operating Budget and FY20 Hopewell School Budget

ISSUE: Council is required to approve and adopt a budget annually.

MOTION: Councilor Pelham moved to approve and adopt the annual budget for FY20 with revisions to the Budget Resolution, namely modify Sec. 8 to include CIP in front of funds; to change Sec. 14 to delete Finance Director and replace it with City Manager; and for the City Manager to come back to Council with revisions and suggested language regarding the City Manager not being able to transfer funds. Her motion was seconded by Councilor Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed: 4-3

Councilor Pelham submitted a Transactional Disclosure Statement for this item stating that she is an employee of Hopewell City Public Schools, but that she is able to participate in this transaction fairly, objectively, and in the public interest.

Councilor Partin submitted a Transactional Disclosure Statement noting his affiliation with FOLAR, SCC RCD, VSU, Hopewell Water Renewal, Historic Hopewell Foundation and CPDC, but that he is able to participate in this transaction fairly, objectively, and in the public interest.

UNFINISHED BUSINESS

UB-1 Request to place Rev. Harris bust in Ashford Civic Plaza

ISSUE: In honor of the late Rev. Dr. Curtis West Harris, Sr., the Martin Luther King, Jr., Memorial Foundation would like to erect a monument in Ashford Civic Plaza. The sculptor that created the bust of Martin Luther King, Jr. currently in the Plaza is available and willing to do one for Rev. Dr. Curtis W. Harris. The Foundation will raise the money for the project, but seeks Council’s approval to place the bust in Ashford Civic Plaza.

Council discussed this item at length. Councilor Randolph moved to end discussion and called for the vote. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-1

Councilor Randolph moved to allow the Martin Luther King, Jr., Memorial Foundation to place a bust of Rev. Dr. Curtis Harris in the Ashford Civic Plaza, and for Council to include Ms. Allen in further discussion. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-1

COMMUNICATIONS FROM CITIZENS

No one signed up to speak and no one came forward.

REGULAR BUSINESS

Reports of City Manager:

R-1 Acquisition of Shiloh Lodge – Councilor Randolph moved to appropriate \$85,375 for the purchase of the Shiloh Mason Lodge in City Point for the purpose of a museum, and authorize the City Manage to sign all necessary documents. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Pelham submitted a Transactional Disclosure Statement for this item stating that her father is a member of the Masonic Temple Shiloh Lodge 33, but that she is able to participate in this transaction fairly, objectively, and in the public interest.

R-2 Appointment of City Attorney – Councilor Partin moved to appoint Sandra R. Robinson as Hopewell City Attorney. His motion was seconded by Mayor Gore. Councilor Partin and Councilor Randolph both said Ms. Robinson was an excellent candidate, but that they could not vote for her because she was not a Hopewell resident, nor was she willing to move to the City and become a resident. Upon the roll call, the vote resulted:

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

Motion passed 5-2

R-3 Request to accept State Grant to fund I Love Hopewell Youth Summer Workforce Opportunity Program.

ISSUE: The Commonwealth of Virginia is granting \$300,000.00 for the City’s Youth Employment Program which will commence on June 17, thru August 15, 2019. The grant will serve 60 city youths.

Councilor Partin moved to accept the Commonwealth of Virginia grant to fund the City’s Youth

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May 28, 2019
Regular Meeting

Employment Program which will commence June 17, through August 15, 2019, and to appropriate \$300,000 to fund the program. His motion was seconded by Councilor Pelham.

Upon the roll call, the vote resulted:

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

Motion passed: 7-0

R-4 Economic Development Incentive Grant for Project Bamboo

ISSUE: In a competitive process, in attempting to secure a major expansion to one of our existing Industries (AdvanSix), City Staff has negotiated a potential additional incentive grant in order to win the project for the City rather than one of two other sites apparently under consideration. This grant is in the form of a partial rebate of taxes actually paid, not in cash payment from City funds. The efforts have been successful in that it now appears the project will be built at the Hopewell site beginning later this year.

*Charles Dane, Assistant City Manager, presented information to Council. Councilor Denton moved to approve the economic development agreement with AdvanSix, and to authorize the City Manager to sign all necessary documents. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed: 6-0

Councilor Denton submitted a Transactional Disclosure Statement for this item stating that her daughter-in-law works for AdvanSix, but that she is able to participate in this transaction fairly, objectively, and in the public interest.

Councilor Partin submitted a Transactional Disclosure Statement for this item stating that he is an employee of AdvanSix, and that he prefers to recuse himself.

**Before discussion began, Councilor Partin excused himself from the meeting for the presentation, discussion and vote.*

R-5 Francisco Landing Agreement Extension

ISSUE: A request to extend the closing date for the Francisco Landing Project from the June date to November 1, 2019.

Charles Dane presented information to Council. Vice Mayor Bennett moved to allow the City Manager to sign all necessary documents to grant the extension of the closing date for the Francisco Landing project from June to November 1, 2019. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed: 7-0

EXTEND MEETING

Councilor Partin moved to waive the rules and extend the meeting beyond the three-hour limit to complete the R-items and discuss the Council Retreat only. His motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed: 6-1

R-6 Warming/Homeless Shelter

ISSUE: The lease Agreement for the current Shelter expires in October 2019. Council is asked to consider the options provided in the work session regarding future facility rent and use.

Charles Dane, Assistant Manager and Ray Spicer, Director of Department of Social Services, presented information to Council and fielded questions. Councilor Pelham moved to the St. James facility for one year at a cost of \$33,000 to include a multitude of services, not including management options, the lease effective July 1, 2019. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed: 7-0

Council requested that Mr. Dane come back to them with options for the management and services for the Warming/Homeless Shelter.

R-7 VDOT Revenue Sharing

ISSUE: The current Programmatic Project Administration Agreement (PPAA) between the City of Hopewell and VDOT expires on June 30, 2019. The current PAAA was effective from June 1, 2013 until June 30, 2019. The City is required to enter into a new agreement every three to six fiscal years in order to participate in the VDOT Revenue Sharing Program.

Johnny Butler, City Engineer, presented information to Council and fielded questions. Councilor Pelham moved that the current PPAA agreement for the Revenue Sharing Program between the City of Hopewell and VDOT be renewed and effective July 1, 2019, and authorize the City Manager to sign all necessary documents. Council Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed: 7-0

R-8 Riverside Regional Jail – Budget and Appropriate Funding

ISSUE: To amend the General Fund for Fiscal Year beginning July 1, 2018 and ending June 30, 2019 by increasing the appropriations by \$300,723 to appropriate a distribution of funds from Riverside Regional Jail Authority (RRJA) back to RRJA in compliance with bond requirements.

Councilor Partin moved to amend the General Fund for Fiscal Year beginning July 1, 2019 and ending June 30, 2019 by increasing the appropriations by \$300, 723 to appropriate a distribution of funds from Riverside Regional Jail Authority (RRJA) back to RRJA in compliance

with bond requirements. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed: 7-0

R-9 Virginia Department of Health Funding Agreement

ISSUE: The Crater Health Department submitted the annual renewal of the Hopewell Health Department Local Government Agreement Contract for 2019. This is time-sensitive as the current agreement expires June 30, 2019.

March Altman presented the information to Council. There was discussion and questions. Councilor Partin moved to accept the Health Department Local Government Agreement, and authorize the City Manager to sign all necessary agreements. His motion was seconded by Councilor Denton. There was additional discussion.

Councilor Partin moved to postpone further discussion on this item until the June 11, 2019 meeting. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed: 7-0

RETREAT

Vice Mayor Bennett moved to set June 21, and June 22, 2019 as the next meeting date for the Council Advance—the location to be decided. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

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

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May 28, 2019
Regular Meeting

Councilor Partin - yes

Motion passed: 7-0

ADJOURN

Councilor Denton moved to adjourn the meeting. Councilor Partin seconded the motion. All councilors present responded “aye” to the question, and the meeting was adjourned.

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

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

MINUTES OF THE JUNE 11, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, June 11, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Patience Bennett, Vice Mayor, Ward 7
 Deborah Randolph, Councilor, Ward 1
 Arlene Holloway, Councilor, Ward 2
 John B. Partin, Jr., Councilor, Ward 3
 Janice B. Denton, Councilor, Ward 5
 Brenda Pelham, Councilor, Ward 6 (arrived at 5:58 p.m.)

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

ABSENT: Jasmine E. Gore, Mayor, Ward 4

ROLL CALL

Vice Mayor Bennett opened the meeting at 5:30 p.m. Roll call was taken as follows:

Mayor Gore	-	absent
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived t 5:58 p.m.)

CLOSED MEETING

At 5:31 p.m., Councilor Partin moved to go into closed meeting for (1) discussion of performance of city council employees (city attorney, city manager, city clerk); (2) discussion, consideration, and interview of specific appointees of city council (boards, committees, commissions); (3) discussion of the disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (HRHA); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (police); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (3), (7), and (8), respectively. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Partin	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	---- (arrived at 5:58 p.m.)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 6-0

RECONVENE OPEN MEETING

At 7:10 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

Motion passed 6-0

AMEND/ADOPT WORK SESSION

At 7:10 p.m. Councilor Partin moved to adopt the agenda for the work session. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-0

WORK SESSIONS

WS-1 Conditional Use Permit – 130 Mercer Lane - City Manager John M. “March” Altman, Jr. introduced Tevya Griffin, the Director of Development. Mrs. Griffin presented information to Council regarding this item. She also introduced John Bynum from the Woods Rogers law firm, who presented council with additional information.

WS-2 Conditional Use Permit – operate a duplex in R-2 district – Mr. Altman again introduced Tevya Griffin, who presented information to Council regarding this item. Mrs. Griffin noted that the Planning Commission recommended denial of this request. She also noted that if this item was approved, the Owner would have to add a sprinkler system to the top and the bottom (between the floors). Mr. Jenkins, the owner of the property, came forward and expressed his willingness to abide by the request of the Planning Commission.

WS-3 Tri-Cities Multimodal Train Station – Johnny Butler, City Engineer, presented Council with information regarding the proposed location of the train station, and its impact to Hopewell.

REGULAR MEETING

Vice Mayor Bennett requested a roll call, which resulted as follows:

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

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

At 7:40 p.m., Vice Mayor Bennett called the meeting to order, and thanked all for attending. The prayer was led by Rev. Leroy Mashore of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Holloway.

CONSENT AGENDA

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

- C-1 Minutes:** May 20, and May 22, 2019
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** 6-25-19: Spot Blight and Community Development Block Grant
- C-4 Personnel Change Report & Financial Report:** Attached
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:** 6-25-19: HRHA, two Conditional Use Permits, rezoning request; 7-9-19: Community Development Block Grant
- C-8 Information for Council Review: Minutes:** Planning Commission (12-6-2018, 01-10-2019, 3-7-19); Board of Zoning Appeal (May 15, 2019); Appomattox Regional Library System (5-21-19); Electoral Board (3-6-19, 4-10-19, 5-6-19); and Order appointing Board of Equalization members
- C-9 Resolutions/Proclamations/Presentations:** FOLAR presentation
- C-10 Additional Announcements:**

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

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

Motion passed 6-0

As part of the Consent Agenda, FOLAR gave a presentation. Aaron Reidmiller, the Director of Parks and Recreation introduced Wendy Austin and Heather Barra, who presented information and a resolution to Council regarding the River Walk. The ten-minute time limit for presentations was insufficient, so Councilor Pelham moved to extend the time limit so that FOLAR could complete its presentation. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-0

FOLAR RESOLUTION

After the FOLAR resolution was read into the record, Councilor Partin moved that the resolution be adopted by Council. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Councilor Holloway	-	---- (absent from dais)
Councilor Partin	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 5-0

Councilor Partin submitted a Transactional Disclosure Statement stating that he was a past board member, but that he was able to participate fairly, objectively and in the public interest.

PUBLIC HEARINGS

PH-1 School Board Vacancies

ISSUE: Pursuant to Va. Code § 22.1-29.1 (*public hearing before appointment of school board members*), a public hearing is required to receive public comments regarding the nominees for appointment to the School Board prior to Council making the appointment. There are two positions which will expire June 30, 2019, and which will need to be filled. The applicants for these positions are: Cadeidre Alexander, Christopher Reber, ~~Anthony Sylvester~~, Anthony Zevgolis, ~~Johnathan Branch~~, Susan Temple, John Griffin, Jr., Duran Williams, and ~~Lee Bujakowski~~.

Vice Mayor Bennett opened the public hearing at 8:15 p.m. There was no one signed up to speak and no one came forward when the Vice Mayor issue the invitation. Vice Mayor Bennett closed the public hearing at 8:15 p.m.

Councilor Pelham submitted a Transactional Disclosure Statement stating that she was an employee of Hopewell Public Schools, but that she was able to participate fairly, objectively, and in the public interest.

COMMUNICATIONS FROM CITIZENS

Dr. Emily DeCarlo came forward and spoke about the real estate tax deadline, and asking Council if they could assist the citizens by extending the deadline. After discussion between Council and the Treasurer, Councilor Randolph moved to amend the agenda to include item R-5 that will allow the City to extend the penalty date for real estate taxes to June 28, 2019. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Holloway submitted a transactional disclosure statement stating that Dr. DeCarlo is her cousin, but that she was able to participate fairly, objectively, and in the public interest.

REGULAR BUSINESS

Reports of City Manager:

R-1 CDBG Reappropriation - The United States Department of Housing and Community Development (HUD) Richmond Field Office has concluded that funding for two capacity building activities are ineligible and that repayment is required. Tevya Griffin, Director of Development, presented information to Council regarding this item and the request for re-appropriation. Councilor

Partin moved to reappoint \$62,970 from the Planning Commission account to the CDBG account. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-0

R-2 FY2019-2020 City Budget Resolution Amendment - City Council requested amended language to the budget resolution. Mr. Altman presented Council with the revised Budget Resolution. After discussion, Councilor Denton moved to approve the revised budget resolution. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 5-1

R-3 Request to Appropriate Capital Improvement Funds and Receipt of Grant for King’s Court Park - The Hopewell Recreation and Parks Department was notified on Monday, June 3, 2019, that it had received a \$30,000 grant, provided by the National Recreation and Park Association and Disney, in support of the King’s Court Park renovation project. The grant requires a 1:1 ratio in matching funds. To complete the renovation project as designed, \$50,000 is required in capital funding. Aaron Reidmiller presented the background information to Council regarding the requested capital funding. Upon discussion, Councilor Partin moved to appropriate the \$50,000 to match the \$30,000 grant for the Kings Court Park project. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

R-4 Tri-Cities Multimodal Train Station - Endorsement for Multimodal train station. Johnny Butler, City Engineer again spoke to Council regarding this item. Upon discussion, Councilor Pelham moved to postpone this item to the June 25, 2019 meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 6-0

R-5 Request to extend deadline date for real estate taxes – This item was added by Council upon the request of a citizen, and communication with the Treasurer, to extend the deadline for real estate taxes. Councilor Pelham moved to extend the deadline to 6/28/19 without penalty, per § 58.1-3916. Councilor Partin seconded her motion.

Councilor Partin then made a substitute motion to resolve to extend the deadline for payment of real estate taxes until June 28, 2019, pursuant to §58.1-3916, and that if any tax is not paid by the end of the extension period, any penalties will revert back to the original taxes. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Pelham submitted a Transactional Disclosure Form stating that she owed taxes to the City of Hopewell, but that she was able to participate fairly, objectively, and in the public interest.

Reports of City Attorney: **Rule 306.** Mr. Calos presented Council with requested revisions to Rule 306. Upon discussion, Council requested additional revisions. Mr. Calos asked if he could make the revisions Council requested and come back to Council. Councilor Pelham moved that Mr. Calos bring Rule 306 back to the next meeting. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Partin	-	yes

DRAFT
June 11, 2019
Regular Meeting

Councilor Denton	-	yes
Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 6-0

Reports of City Clerk: None

Reports of City Council: Randolph – Mentioned that her IR item had been left off of the agenda. The Clerk requested that Council review the draft agendas to ensure that no items are missed.
Pelham – reminded everyone that school is almost out. Last day is Friday for ½ a day, so be very conscientious about that. She also noted that her granddaughter was graduating. Thanked Dr. Hackney and her staff and the School Board.

Partin – Congratulated and thanked the Vice Mayor for doing a great job.

Bennett – Vice Mayor Bennett thanked Council, the City Attorney, and Staff for their assistance.

ADJOURN

At 9:35 p.m. Councilor Partin moved to adjourn the meeting. Councilor Denton seconded the motion. All councilors present responded “aye” to the question, and the meeting was adjourned.

/s/ Patience Bennett
Patience Bennett, Vice Mayor

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

MINUTES OF THE JUNE 25, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, June 25, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager
 Charles Dane, Assistant City Manager
 Stefan M. Calos of Sands Anderson PC, City Attorney
 Ronnieye L. Arrington, City Clerk
 Debra Hogan Knight, Assistant City Clerk

ABSENT: Arlene Holloway, Councilor, Ward 2

ROLL CALL

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

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	absent
Councilor Denton	-	present
Councilor Pelham	-	----- (arrived at 5:32 p.m.)

CLOSED MEETING

At 5:32 p.m., Vice Mayor Bennett moved to go into closed meeting for (1) discussion of performance of city council employees (city attorney, city manager, city clerk); (2) discussion, consideration, and interview of specific appointees of city council (boards, committees, commissions); (3) discussion of the disposition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (HRHA, downtown development); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (3), and (8), respectively.

Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

RECONVENE OPEN MEETING

At 7:10 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

AMEND/ADOPT WORK SESSION

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

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

Motion passed 6-0

WORK SESSION

WS-1 Current Spot Blight List – City Manager John M. “March” Altman, Jr. introduced Tevya Griffin, Director of Development. Ms. Griffin presented the properties to Council, recommending that all be demolished.

WS-2 – Community Development Block Grant (CDBG) FY19-20 Budget Allocation – shifted to item R-1, per City Council vote.

REGULAR MEETING

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

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

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

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

Councilor Denton raised a point of order regarding items added to the agenda after the deadline, specifically items IR-3, IR-4, IR-5, IR-6 and IR-7. After discussion, Mr. Calos ruled that the agenda did contain items after the deadline, and that Council’s remedy was to either enforce the rules and remove all items submitted after the deadline, or waive the rules, and allow those items to remain. Councilor Pelham moved to waive the rules for agenda preparation deadlines and keep the agenda that’s public as is, and to move forward tonight, and then to comply with the rules at the next regular scheduled meeting. The motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-1

AMEND/ADOPT AGENDA

Councilor Partin moved to amend the agenda to move WS-2 to item R-1, and shift other R-items down one, and to table PH-1 due to notice concerns. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 6-0

CONSENT AGENDA

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

C-1 Minutes:

C-2 Pending List:

1. See Attached

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

1. See attached

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement: July 9, 2019 - School Supplement FY20 Budget Appropriation; disposition of land (old Social Services Building and Marina Park); and Refuse Collection Fee

C-8 Information for Council Review:

1. Minutes: CPMT May 20, 2019 draft minutes, HRHA April 8, 2019

C-9 Resolutions/Proclamations/Presentations:

C-10 Additional Announcements:

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

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

Motion passed 6-0

PUBLIC HEARINGS

PH-1 Spot Blight Program (tabled per Council vote)

PH-2 Conditional Use Permit to operate a duplex at 2907 Poplar Street – The Residential, Medium Density District (R-2) requires a Conditional Use Permit, approved by City Council, to operate a duplex. Mrs. Tevya Griffin, the Director of Development presented to Council and advised that the Planning Commission noted that the property did not meet items 2 and 5 of the Approval Criteria, and therefore. Mayor Gore opened the public hearing at 7:55 p.m. There was no one signed up to speak. Christopher Jenkins, the owner of the Property came forward when Mayor Gore extended

the invitation to meeting attendees. Mr. Jenkins spoke, explaining why he made the request, and seeking Council’s approval of the proposal. Mayor Gore closed the public hearing at 8:01 p.m.

MOTION: Councilor Denton moved to approve the Conditional Use Permit tonight. Her motion was not seconded.

Councilor Pelham made a substitute motion to approve the Conditional Use Permit providing that items 2 and 5 of the Approval Criteria cited by the Planning Commission be completed prior to approval. Mayor Gore seconded her motion. There was additional discussion of Council.

Councilor Partin made a substitute motion to postpone action on item PH-1 for the Conditional Use Permit to operate a duplex at 2907 Poplar Street to the August meeting. Vice Mayor Bennett seconded the motion.

Councilor Randolph made a friendly amendment to note that this postponement was at the request of the Owner. Councilor Partin and Vice Mayor Bennett agreed to the amendment. Upon the roll call, the vote resulted:

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

Motion passed 6-0

PH-3 Conditional Use Permit to construct a cell tower at 130 Mercer Lane The City has received a request to construct a 195-foot monopole cell tower, with a four-foot lightning rod at 130 Mercer Lane. Mrs. Griffin presented information to Council regarding this CUP request. Mayor Gore opened the public hearing at 8:25 p.m. A representative from PI Tower Development, LLC came forward and addressed Council regarding this request. Donald Stokes, representing property owner Patricia Gonzales also addressed Council regarding his client’s concerns with the proposed cell tower construction. Mayor Gore closed the public hearing at 8:33 p.m.

MOTION: Councilor Partin moved to approve the Conditional Use Permit to construct a 195-foot monopole cell tower, with a four-foot lightning rod, at 130 Mercer Lane, to be no higher than 199 feet. His motion was seconded by Vice Mayor Bennett.

Upon additional discussion of Council, Councilor Pelham moved to send this item back to the Planning Commission to address concerns brought forward at this public hearing.

Mayor Gore made a friendly amendment to add the phrase “at their next meeting” to the motion, which amendment was accepted.

Upon the roll call, the vote resulted:

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

Motion passed 6-0

PH-4 Request for rezoning of property at 5, 7, 9, and 11 Rev. C. W. Harris Street - These properties are zoned for business uses. The applicant proposes to operate a boat manufacturing and repair shop, which will require that the property be rezoned industrial CUP request. Mrs. Griffin again presented information to Council regarding this item. Mayor Gore opened the public hearing at 8:45 p.m. Julia Cho, the owner of an adjacent property came forward to speak to Council regarding her request to add cypress trees in the setback area to act as a buffer between her property and the applicant's property. Benny Jones, the applicant also came forward and addressed Council regarding his request and Ms. Cho's concerns. Mayor Gore closed the public hearing at 8:45 p.m. Mayor Gore suggested that Mr. Jones and Ms. Cho go out in the hallway to see if a settlement could be reached between them.

MOTION: Councilor Randolph moved to allow for the property at 5-7-9 and 11 Rev. C. W. Harris Street to be rezoned to meet the requirements for the applicant. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion failed 3-3

Councilor Pelham moved to reconsider the request for the rezoning of the property at 5-7-9 and 11 Rev. C. W Harris Street for the next scheduled meeting. Her motion was seconded by Mayor Gore. Upon additional discussion of Council, Councilor Pelham withdrew this motion.

Councilor Pelham then moved that the applicant and the adjacent property owner speak to each other regarding their concerns and possible solutions, and come back to Council within this meeting. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

Councilor Randolph	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Councilor Pelham	-	yes
Vice Mayor Bennett	-	yes

Motion passed 6-0

UNFINISHED BUSINESS

UB-1 Tri-Cities Multimodal Train Station - Endorsement of Multimodal train station location – Mr. Altman introduced Johnny Butler, the City Engineer, who spoke to Council regarding this item. Upon discussion of Council, Councilor Pelham moved to endorse the Multimodal train station location to stay where it is currently located. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 4-2

PH-4 Request for rezoning of property located at 5, 7, 9, and 11 Rev. C. W. Harris Street – The applicant and adjacent property owner returned to the Council meeting. Mrs. Griffin announced that an agreement had been reached between them. Upon discussion of Council with the owner and the adjacent property owner regarding the agreement, Councilor Partin moved to approve the request to rezone sub-parcels 048-0110, 045-0105, 048-0115, 048-0120 from B3 (Highway Commercial District) to M1 (Limited District), within the following proffer conditions: the applicant will cypress trees at least two inches along the property line of 048-0115. His motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 6-0

COMMUNICATIONS FROM CITIZENS

No one signed up to speak and no one came forward.

REGULAR BUSINESS

Reports of City Manager:

R-1 Community Development Block Grant (CDBG) FY19-20 Budget Allocation – (This item moved to R-1 per vote of Council). Tevya Griffin and Bill Dore presented information to Council regarding the CDBG proposed budget allocation. There was discussion of Council. There was consensus of Council for this item to return during the July 23, 2019 meeting. No action was taken.

R-2 Employee Day of Service - At the request of Councilor Partin, City Council authorized the City Manager to research semi-annual or quarterly employee community service days to tackle the growing litter problem. Jennifer Sears, Director of Human Resources and Melissa Diggs, Executive Assistant for the Department of Development presented information to Council regarding this item.

Motion: After discussion of Council, Councilor Partin moved to accept the recommendation the City of Hopewell Community Involvement Committee has put forward for the Employee Service Day recommendation. His motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 5-1

R-3 Request for Lab Analyst Position at Hopewell Water Renewal - Hopewell Water Renewal is requesting an additional full-time Lab Analyst position, which requires City Council approval. Jerry Byerly, Director of Hopewell Water Renewal, presented information to Council.

Motion: Councilor Partin moved to approve the requested Lab Analyst position at Hopewell Water Renewal. His motion was seconded by Councilor Randolph.

Upon discussion of Council, Councilor Randolph moved to postpone this item for sixty days, which motion was seconded by Councilor Pelham.

Councilor Partin requested the following be read into the record: "I am very much in support of the Lab Analyst position. The water renewal committee voted in favor of it, with only one vote against it. We are saving money in overtime, we are saving money in contracts. To me, it makes financial sense, and I'm ready to move forward with it right now."

Upon the roll call, the vote resulted:

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

Motion passed 4-2

R-4 Chesapeake Clean Water Blueprint – Administration is requesting City Council support of the Chesapeake Clean Water Blueprint. Mr. Altman presented information regarding this item to Council. He noted a concern that other rural states and jurisdictions need to step up and handle their loads so that our load does not become heavier. Mayor Gore noted that, as Vice President of LGAC, she is aware of concerns, and recommended that Council table this item, if possible. Councilor Pelham moved to table this item to the first meeting in November. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 5-1

EXTEND MEETING

Councilor Pelham moved to waive the rules and extend the meeting beyond the three-hour limit to complete R-5, Appointment of School Board members only. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 5-1

EXTEND MEETING

Councilor Partin moved to waive the rules and extend the meeting beyond the three-hour limit to give gift to the departing City Attorney. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

R-5 Appointment of School Board members - There are two positions in the current School Board which will expire June 30, 2019, and which will need to be filled. The applicants for these positions are: Cadeidre Alexander, Christopher Reber, Anthony Zevgolis, Susan Temple, John Griffin, Jr., and Duran Williams. Council is asked to appoint two members to the Hopewell School Board.

Motion: Councilor Partin moved to appoint John Griffin, Jr., to the School Board. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Council presented Stefan M. Calos of Sands Anderson PC with a framed Ed Hatch print, as well as a plaque to thank him for his service.

ADJOURN

At 10:50 p.m. the meeting was adjourned.

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

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

MINUTES OF THE JULY 9, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, July 9, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

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

ABSENT: Patience Bennett, Vice Mayor, Ward 7
John M. Altman, Jr., City Manager

ROLL CALL

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

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

CLOSED MEETING

At 5:34 p.m., Councilor Partin moved to go into closed meeting for pursuant to Va. Code Section 2.2-3711 (A)(1) to discuss and consider personnel matters, including the assignment, and performance of specific City Council appointees, to-wit: the city manager, city clerk, city attorney, as well as to consider and evaluate applications and conduct interviews for appointment to the CPMT, Economic Development Authority, and Crater District Area Agency on Aging; and to the extent such discussion and consideration is aided thereby (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

RECONVENE OPEN MEETING

At 7:45 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

ROLL CALL

Mayor Gore requested a roll call as follows:

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

AMEND/ADOPT AGENDA

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

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

Motion passed 6-0

REGULAR MEETING

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

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

Mayor Gore noted that there was a special guest in the audience and requested that Councilor Randolph introduce the persons. Councilor Randolph introduced Ariana and stated that she was collecting for JV and Varsity cheerleaders by selling donuts, so she committed all of council to purchase donuts from her. All of council honored the commitment and filled out Ariana’s form to either purchase donuts or give a donation.

Mayor Gore then introduced Sandra Robinson, the new City Attorney. She asked Mrs. Robinson to say a few words, which she did.

Mayor Gore introduced Dr. Concetta Manker, Director of IT, and asked that she speak about the updates to the dais. Dr. Manker explained about the addition of monitors before each councilors’ seat, as well as a laptop on the lectern to allow presenters to control their presentation.

CONSENT AGENDA

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

C-1 Minutes: May 7, 2019, May 14, 2019, and June 6, 2019.

C-2 Pending List:

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

C-3 Routine Approval of Work Sessions:

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

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

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

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

C-9 Resolutions/Proclamations/Presentations:

C-10 Additional Announcements: Tri-Cities Multimodal Train Station Update (presented by Johnny Butler); I Love Hopewell History Mystery Tour (presented by Stacy English, Charles Dane and Concetta Manker)

Councilor Partin moved to approve the Consent Agenda. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-0

PUBLIC HEARINGS

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

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

Tevya Griffin, Director of Development, presented Council with the list of blighted properties, defined “blighted,” and explained the spot blight scoring system. Mayor Gore opened the public hearing at 8:23 p.m.

Mr. Dwight Leath, owner of 3103 Poplar St spoke, requesting an extension and stating his intent to improve the property.

Shirley Leath apologized for state of property, and explained that they were out of state, and that due to the illness and subsequent death of her husband, the property got away from her.

Jennifer Jarrett, daughter of property owner spoke about the properties at 135 and 137 S 13th Ave. She said she was working on locating a buyer for the property, and requested an extension.

Dianne Noehl stated that she had been a resident of 13th Ave for 34 years. She expressed concern over the safety of 135 and 137 S 13th, and stated they had not been touched for 7-8 years. Noted that the properties had tall grass, snakes, and mice, which were coming over into other properties.

Anna Townsend spoke said she lived at 126 S 13th Ave, and the properties at 135 and 137 S 13th had not been taken care of for years. She also noted that the back of one of the properties had been damaged in a fire and not repaired. She spoke of concerns that the properties were dangerous.

Rannette Jones spoke about 1503 Atlantic. She stated that she was the daughter of the owner, Raymond Wyatt, who fell off of a roof and injured his hip. She said since then she has been involved with the property and has been making repairs. She showed pics of the repairs. She requested an extension to continue repairing the property.

Bharat Shah, owner of 4100 Oaklawn Blvd, spoke about his property. He said he is working on redeveloping the property, and had met with several developers. He requested an extension. He also noted that the property was part of a legal action and to demolish it would destroy evidence.

Imtiaz Kapadia, owner of the 801 Winston Churchill property came forward with is attorney, Brian Haynes. He said he did not understand the basis for his property being blighted and said he had not been given a reason for the designation. He also said he had received no notice. He said he would be happy to submit an abatement plan if he were given the opportunity.

Kai Pau (spelling) also spoke about the properties at 135 and 137 S. 13th Ave. She said the properties were infested with rats and roaches, and expressed concern that the vermin would spread to her property. She also mentioned issues with traffic.

Mrs. Leath spoke again and read a letter from the person intending to purchase her property.

Ms. Noehl also spoke again. She said that the property owners had kicked out a tenant who was a potential buyer, and that she feared there were now homeless people living in the property. She asked that the properties (135 and 137 S 13th) be demolished.

Mr. Leath spoke again and said they kicked out a tenant due to non-payment, and another due to drugs.

Kai Pau (spelling) spoke again and expressed concern that if the City demolished the properties, how would they ensure the vermin didn't spread to other properties.

Mayor Gore closed the public hearing at 8:54 p.m. Council discussed the spot blight requests.

Councilor Pelham moved to postpone the decision until the August 20, 2019 meeting. Her motion failed for lack of a second.

Councilor Partin moved to demolish 801 Winston Churchill Drive. His motion failed for lack of a second.

Councilor Randolph moved to allow Code Enforcement and the Building Official to meet with the owner of 801 Winston Churchill Drive and the City Attorney, and to come back to Council on August 20, 2019. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 5-1

Councilor Randolph moved to move forward with the demolition of the building at 2308 Lee Street. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Randolph moved to go forward with the demolition of the building at 3505 Sussex. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Partin moved to demolish the building on the property at 108 N. 3rd Ave. His motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Partin moved to demolish the building at 135 S. 13th Ave. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilor Pelham moved to not demolish the building at 137 S. 13th Ave. Her motion failed for lack of a second.

Councilor Partin moved to demolish the building at 137 S. 13th Ave. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-0

For the building at 1503 Atlantic St., Councilor Randolph moved to wait 30 days before making a decision, and need to ensure structural aspect is taken care of and need commitment at August 20, 2019 meeting, from daughter that structure will be improved, and approved by Code Enforcement as sound within three (3) months. Her motion was approved by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 5-1

Councilor Partin moved to demolish the buildings at 4100 Oaklawn Blvd. His motion was seconded by Councilor Denton.

After discussion, Councilor Pelham made a substitute motion to not demolish the buildings at 4100 Oaklawn Blvd, but to require the owner to board the building such that no one could enter in any way. Council was asked if it would accept this substitute motion. Upon the roll call, the vote resulted:

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

Motion failed 3-3

Councilor Randolph made a substitute motion to within 30 days, Mr. Shah, owner of the property, work with Code Enforcement to get building boarded up and cleaned up, and do a partial demolition, and come back to Council on August 20, 2019. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 5-1

Councilor Pelham moved to waive Council rules and extend the meeting beyond 10:30 p.m. to allow PH-2 and PH-3 to be heard. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 6-0

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

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

Bill Dore, CDBG Coordinator and Tevya Griffin presented to Council and fielded questions. Mayor Gore opened the public hearing at 10:40 p.m.

Mike Streitel and Kathryn Thompson spoke about STORY and its needs for funding and how any cut to the proposed funding would hurt the program.

Mayor Gore closed the public hearing at 10:46 p.m. Council discussed the proposed funding, and changes to same made by Councilor Pelham as a member of the CDBG.

Councilor Partin moved to postpone any decision until the July 23, 2019 Special Meeting. His motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-0

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

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

John M. Altman, Jr., City Manager, presented information to Council. Councilor Pelham noted that she was an employee of the Hopewell School system, but that she was able to participate in this transaction. Mayor Gore opened the public hearing at 10:55 p.m.

No one signed up to speak for this item, and no one came forward to speak.

Mayor Gore closed the public hearing at 10:55 p.m.

Councilor Pelham submitted a Transactional Disclosure Statement for this item stating that she was an employee of the Hopewell Schools System, but that she was able to participate in this transaction fairly, objectively, and in the public interest.

Councilor Partin moved to adopt the resolution to appropriate a total of \$5,155,904 in Surplus Funds from FY2015-2015 Unexpended Funds to the Schools FY 2019-2020 Budget, the total inclusive of \$2,252,545 into the School Operating Fund and \$2,903,359 to the School Building and School Bus Replacement Fund. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Prior to adjournment, Councilor Pelham agreed to hear item R-1, Modification of Existing Construction Contract at the July 23, 2019 Special Meeting.

ADJOURN

Councilor Denton moved to adjourn the meeting. Her motion was seconded by Councilor Partin. All answered in favor.

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

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

DRAFT

MINUTES OF THE JULY 23, 2019 SPECIAL CITY COUNCIL MEETING

A special meeting of the Hopewell City Council was held Tuesday, July 23, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

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

ABSENT: John B. Partin, Jr., Councilor, Ward 3

ROLL CALL

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

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

SPECIAL MEETING

Mayor Gore called the meeting to order, and thanked all for attending. She then asked for a moment of silence. Mayor Gore requested that the City Attorney go over the rules for special meetings. Sandra Robinson, City Attorney, did so based on Council rules. Councilor Randolph proposed that, since the CAFR's were going to be discussed, Council waive its normal ten-minute time limit.

Motion: Councilor Pelham moved to suspend Rule 203 of the Council rules so that there is no time limit on questions. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

UNFINISHED BUSINESS

UB-1 Modification of Existing Construction Contract - City Contract 10-18 was awarded in the amount of \$271,895.00 to complete two (2) separate VDOT Revenue Sharing Projects. During the execution of the first project (Route 156 Culvert Repair and Extension) unknown site conditions warranted additional storm drainage and slope repairs within the project limits. This additional work did not exceed the original contract value, but will exceed the modification increase of twenty-five (25) percent of the amount of the original contract once the second planned project (Industrial Street Turn Lane and Circle Improvements) is completed. Staff is seeking an additional \$77,686.90 above the allowable twenty-five (25) percent increase to offset the additional unexpected work and complete the second project. The required funds are in the recently approved FY 2020 Capital Improvement Program for VDOT Match Projects and was included as the number one priority project. Austin Anderson, Construction Manager, presented information to Council, and fielded questions regarding the VDOT Revenue Sharing Project Match.

Motion: Councilor Pelham moved to approve the twenty-five percent increase from the original contract to offset the additional unexpected work and complete the second project. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

UB-2 Vote to approve the proposed Community Development Block Grant (CDBG) FY 2019- 2020 Budget- the City of Hopewell has been notified that it will receive \$190,398 in CDBG funding for the FY 2018-2019. City Staff has reviewed all applications for funding submitted by various agencies and have developed a proposed CDBG budget for City Council's consideration. City Administration provided City Council with three priorities for the 2015- 2020 Consolidated Plan. They are housing /homelessness, early childhood development, and elder care. Funding recommendations for the upcoming year are based on these goals. The 19-20 Annual Action Plan describes the projects that will be funded in the fourth year of the Consolidated Plan. Bill Dore, CDBG Coordinator, addressed Council regarding the budget allocation. Council discussed the issues and addressed questions to Mr. Dore.

Motion: Councilor Pelham moved that all budget amounts for CDBG remain the same, except that Catholic Charities be reduced by half, and that half be given to Healthy Families. Her motion failed for lack of a second.

Councilor Randolph moved that the original staff proposed funding for CDBG, with funding equal between all agencies, be approved. Her motion was seconded by Councilor Denton.

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

Motion passed 6-0

Mayor Gore noted that there had been a change to the law, and that HB2027 required that the City post the status of its audits on both the website, and that a statement be included in the agenda. Mr. Altman advised that the required statement was already included on the website. At the Mayor’s request, he read the statement into the record:

The City of Hopewell’s remediation implementation plan to bring current Comprehensive Annual Financial Reports (CAFR)—Status Update:

FY 15-16 CAFR – Completed 10.24.2018
FY 16-17 CAFR – Completed -06-10-2019
FY 17-18 CAFR – Ongoing (estimated completion 8-31-2019)

Delays have been due to:
Post implementation system issues
Finance Department staff turnover and transition

SPECIAL BUSINESS

SB-1 CAFR Update – FY2015 – Cherry Bekaert (including transmittal files, SEFAs) – Request previous auditors provide information and respond to Council questions regarding the FY2015 CAFR – Rob Churchman, Partner at Cherry Bekaert LLP, in the Government Services Group was unable to attend due to serious personal issues. Council discussed some questions related to the 2015 Audit to John M. Altman, Jr., City Manager. He explained that the audit took twenty-one months to complete. Mr. Altman said that there were items still needed to completed, and that the CAFR team was in the process of working with Cherry Bekaert to complete the re-statements. Mr. Altman said that there were items still needed for the single federal audit, but that all state required filings had been completed. By consensus of Council, the remainder of this item was tabled until the Cherry Bekaert representative was available to present to Council.

SB-2 CAFR Update – FY2016 – PB Mares (include transmittal files, SEFAs) - Request auditors provide information and respond to Council questions regarding the FY2016 CAFR – Ms. Betsy Hedrick, Mr. Mike Garber and Ms. Angela Nichols of PB Mare, LLP came forward and presented information to Council regarding the FY2016 CAFR. They went over the audit findings, and advised Council of the status of the CAFR. They said they were waiting for the 2015 single audit to be completed by Cherry Bekaert to finalize the FY2016 CAFR. Each of the negative findings from the 2016 CAFR was read and a brief explanation given.

Mr. Michael Terry, the Finance Director, addressed Council and responded to questions. He said that implementation of the new system was a large part of the delay in completion of the CAFRs and in the audit findings. He said that, prior to the new system, employees understood their fiscal responsibilities, but with the new system, departments were no longer interfacing. Staff did not receive the training or communication they needed regarding the fact that the new system would require new policies and processes. Mr. Terry stated that they have still not addressed this issue because the focus was on completion of the CAFRs.

Motion: Councilor Pelham moved to stay until 10:30 to finish the agenda. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion failed 4-2

Mayor Gore requested that the City Attorney Robinson look at State and Federal law and statutes, City Charter, other rules and policies that we have in place to address the audit findings: regarding internal policy for budget transfers, vendor procurement caps, threshold for bidding services, emergency waivers, vouchers, change orders, purchase order approvals, small purchases, reconciliation policy, which codes go for which account and the purpose of them, single-source contracting and agreement policy, year-end closing policies, MUNIS restatement policy for approval and documentation why, debt management procedure policy, background checks for vendors and third parties who have access to our MUNIS system or address our financial statements, policy for supporting records and documentation for expenditures and receivables, segregation of duties and system based on logical access controls based on what was reported in the audit, create separate policies or reiterate the Charter that says that no department or staff member can bind the City into anything before coming to Council for approval, lower those thresholds to meet the average amount by other localities, to address the budget resolution for FY20 to correct the transfers between departments, or funds, and a separate policy limiting budget transfers.

Mayor Gore then thanked PB Mares for attending, and said she would contact them offline to see if they were available for meeting at a later date.

Mayor Gore requested that any department cited in the audit come forward and report out to Council at the August 20, 2019 meeting. She also asked that the auditors provide a clear list of what they need from the Beacon as that was one of the items for which they had no information. Mayor Gore also requested that staff be prepared to report out at the August 20, 2019 meeting what software in MUNIS had not been fully implemented or updated.

ADJOURN

The meeting ended at 9:30 p.m. when Council reached the three-hour time limit.

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

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

DRAFT

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD AUGUST 13, 2019

A Special Meeting of Hopewell City Council was held Tuesday, August 13, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

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

John M. Altman, Jr., City Manager
 Charles Dane, Assistant City Manager
 Ronnieye L. Arrington, City Clerk
 Debra McKnight, Assistant City Clerk
 Stefan Calos, Sands Anderson PC, City Attorney

ROLL CALL

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

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

CLOSED SESSION

At 6:32 p.m. Councilor Partin moved to go into closed meeting pursuant to Va. Code Section 2.2-3711(A) (7) and (A) (8) to consult with legal counsel regarding specific legal matters requiring the provision of legal advice, and be briefed by staff members pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. His motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Randolph	-	yes

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

Motion passed 7-0

RECONVENE OPEN MEETING

Council convened into Open Session at 6:57 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

Motion passed 7-0

ACTION ITEMS FROM CLOSED

Councilor Partin moved to authorize an offer letter and for the City Manager and City Attorney to perform all acts necessary to acquire parcels of land necessary for the Riverwalk Project, Phase 2, including the filing of pleadings to effectuate condemnation. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

SPECIAL MEETING

Mayor Gore asked Councilor Randolph who called this Special Meeting to introduce the subject of the meeting. Councilor Randolph turned the meeting over to the City Attorney for her input on whether or not anyone could “ban” someone from the Municipal Building and/or file trespass charges. Sandra Robinson, City Attorney, opined that only the owner of a property could ban someone from that property. Thus, unless City Council vested that authority in someone, only they could ban someone from City property. Ms. Robinson also stated that she had met informally with the Commissioner of Revenue and advised her of these findings, but would need a motion from Council to formalize the discussion. Upon extended discussion, Councilor Pelham moved to end debate. There was no objection, so discussion was ended. Councilor Pelham then moved that only City Council can ban someone from City Property. Councilor Holloway seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 4-3

SB-1 Offices of the Treasurer and Commissioner of Revenue

Councilor Randolph discussed items related to the issue between the two Constitutional offices. There was extended debate and discussion. Councilor Randolph moved that an internal audit be performed for the Treasurer’s Office to get the training or whatever else they may need to get the Treasurer’s office where it needs to be. Her motion was seconded by Councilor Partin. Upon additional debate. Councilor Pelham amended Councilor Randolph’s original motion to request that a forensic audit be conducted for the whole city, either by department, or as a whole.

Councilor Partin then made a substitute motion to postpone the decision on an audit, and to allow the City Manager and the Finance Director to obtain quotes on the various types of audits. His motion was seconded by Councilor Denton. The City Attorney advised Councilor Partin that he first needed to make a motion requesting that Council allow him to make a substitute motion. Councilor Partin moved to be allowed to make a substitute motion. His motion was seconded by Councilor Denton. Upon the roll call the vote resulted:

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

Vice Mayor Bennett - no
Councilor Partin - yes

Motion failed 3-4

Council then went back to the amended motion made by Councilor Pelham, and seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 4-3

SB-2 Work Place Safety

John M. Altman, Jr., City Manager advised Council that he was currently working with staff on creating a workplace safety policy, but that currently there is no such policy. He also advised that there were videos regarding work place safety that employees can watch regarding an active shooter situation, but there have been no drills or anything else. Vice Mayor Bennett moved for staff to look at resources to add to HR to better support constitutional offices and staff to address issues that were brought out tonight, and to move forward with the employee satisfaction (climate) survey. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 6-1

SB-3 Remote Participation Policy

Mayor Gore asked Councilor Randolph if she wanted to speak on this item. Councilor Randolph stated that the item was brought forward by the City Attorney on behalf of Councilor Denton. Councilor Denton then spoke up and stated that she requested this item so that she would be able to attend the 8-20-19 meeting while out of town. Council discussed the item. Councilor Pelham moved to use August 20, 2019 as the testing ground, and then to approve the

Policy when Councilor Denton returned. The City Attorney advised that the Policy had to be approved before Councilor Denton could make use of it. Councilor Pelham withdrew her motion. Councilor Partin moved to adopt the electronic participation policy before Council. His motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 7-0

SB-4 Litigation item (if any) – This item was addressed by Council immediately upon coming out of Closed Meeting and is listed under Action Items from Closed.

ADJOURN

At 9:22 p.m., Councilor Partin moved to adjourn. His motion was seconded by Mayor Gore. All council replied “aye” to the question. The meeting was adjourned.

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

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

PENDING LIST

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

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

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Can we partner with Resource Conservation Development to aid with Community Garden in park	2-27-18	Councilor Luman-Bailey	March Altman Aaron Reidmiller	PENDING 3-18-18 – City Manager/Recreation Director to get with Community Garden specialist in other municipality
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	PENDING
Who to reach out to increase the allocation to youth services (Connie Townes)	2-27-18	Vice Mayor Gore	March Altman	PENDING
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	COMPLETE 8-28-18 this was discussed during the Council meeting and it was explained that this is not feasible due to the costs associated with the equipment needed to make this change.
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session	4-4-17	Council	March Altman	PENDING 3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	PENDING 9-19-18 - FY17 Audit is ongoing

CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	PENDING CPMT is reviewing draft policies
Request to review credit card policy		Pelham	March Altman	PENDING
Boards & Commissions - Dock Commission – Councilors Luman-Bailey and Zevgolis will discuss the revival of the this Commission and come back to Council with a plan	4-5-18	Council	Christina Luman-Bailey Anthony Zevgolis	PENDING
Boards & Commissions – How much is the Planning Commission paid?	4-5-18	Council	Tevya Griffin	PENDING
Requested a study to determine why there was so much trouble retaining Hopewell employees, especially police and fire; interested in employee retention; programs to encourage employees to live in the City	3-27-18	Anthony Zevgolis Brenda Pelham	March Altman John Keohane	PENDING
Councilor Gore requested the data that was provided to Springsted prior to them creating their report. She specified the data that caused Springsted to make position and title changes.	3-27-18	Jasmine Gore	March Altman Renia Coles	PENDING
Of the \$75,000 set aside by Council for constitutional officers, how much has been used? For what? How much remains?	3-27-18	Council	March Altman	PENDING
Request information regarding status of Fire Department collections from last year	5-1-18	Council	March Altman Donnie Hunter	PENDING
Springsted Comp Study	5-15-18	Jasmine Gore	March Altman Renia Coles	PENDING

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

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

PENDING CITY COUNCILOR REQUEST

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

PENDING CITY COUNCILOR REQUEST

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

PENDING CITY COUNCILOR REQUEST

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

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

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

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

PENDING CITY COUNCILOR REQUEST

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

PENDING CITY COUNCILOR REQUEST					
No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Branding & City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding	5/12/15 3-15-16 2-7-17 2-21-17	Email/Printed logos collected used City Manager to provide RFP for Branding during the Retreat In March 2017.	Haley	PENDING 6-23-17 email reminder sent to Haley City Manager to email council the list of City logos Haley will issue RFP re branding - Hopewell logo No RFP needed.

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

PENDING CITY COUNCILOR REQUEST

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

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

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

PENDING CITY COUNCILOR REQUEST					
No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
	Youth Commission	2-7-17	Continue to Accept TBR's, Hold on interviews until NEW Ordinance is reviewed by Council, Legislative Committee and passed.	Mark Haley Charles Dane Stefan Calos City Clerk	ONGOING Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee & Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance; Then City Clerk will schedule Interviews for Committee Members & provide them with copy of Ordinance during the interview process. 12-2017 – Youth Commission established and had first meeting. 2nd and 3rd meetings also scheduled.
		2-21-17	Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council & Legislative Committee		
		3-13-17	City Attorney emailed to Council & Legislative Committee for review.		

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

City Council Request Pending List



June 25, 2019 Meeting

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

City Council Request Pending List



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

City Council Request Pending List



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

**PERSONNEL
CHANGE
REPORT**

DATE: August 13, 2019
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report – July 2019

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
SHORNAK, JACQUELINE	VOTER REGISTRAR	PT VOTERS REG BRD	06/17/2019
BLOUNT, ASIA	FIRE	SUMMER WORKFORCE DEV	06/28/2019
GERMAN, MIESHA	DEVELOPMENT	SUMMER WORKFORCE DEV	06/28/2019
CHATMAN, MICAH	RECREATION	SUMMER WORKFORCE DEV	06/28/2019
SHELTON, PATRICE	CITY COUNCIL	SUMMER WORKFORCE DEV	06/28/2019
SPENCE, FAITH	RECREATION	SUMMER WORKFORCE DEV	06/28/2019
FIERRO, ROBERT	COMM ATTY	DEP COMM ATTY IV	07/01/2019
PAIGE, KIANTE	POLICE	SUMMER WORKFORCE DEV	07/01/2019
SAVANNAH, KIANDRA	WATER RENEWAL	SUMMER WORKFORCE DEV	07/01/2019
GLAZIER, PEYTON	RECREATION	PT SUM PROG ASSISTANT	07/03/2019
PHELPS, HUNTER	PUBLIC WORKS	PUB WORKS SUPERVISOR	07/03/2019
ANTHONY, TYLER	POLICE	POLICE OFFICER	07/03/2019
POLUMBO, ANNA-CHRISTIN	POLICE	POLICE OFFICER	07/03/2019
MATTHEWS, LASHONDA	SOCIAL SERVICES	FAMSERVSPEC I	07/17/2019
QUANN, KATHERINE	TREASURER	PT GEN CLK	07/17/2019
ROSA, STACEY	PUBLIC WORKS	ACCOUNTING TECHNICIAN	07/17/2019
ROSS, EBONY	CSA ADMIN	CSA SPECIALIST	07/31/2019
COUNCIL, STEPHANIE	TREASURER	PT ACCOUNTANT	07/31/2019
BUNDOCK, HAYLEY	FIRE	ALS / FIREFIGHTER	07/31/2019
DIMARINO, CAROLINE	RECREATION	PT LIFEGUARD	07/31/2019

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
ANDERSON, WILLIAM	VOTER REGISTRAR	PT VOTERS REG BRD	06/15/2019
CHILDS-WHETZEL, BRANDY	WATER RENEWAL	LAB TECH I	06/25/2019
RUTTER, RICHARD	FIRE	FIRE FIGHTER I	06/29/2019
TEASLEY, CHRISTENE	CSA ADMIN	SR ADMIN ASSISTANT	06/30/2019
HAMMOND, AMANDA	WATER RENEWAL	LAB TECH I	07/08/2019
BRIDGEMAN II, JAMES	FIRE	FIREFIGHTER / ALS	07/10/2019
LOWE, SAMUEL	RECREATION	PT SUM PROG ASSISTANT	07/10/2019
GLAZIER, PEYTON	RECREATION	PT SUM PROG ASSISTANT	07/10/2019
WADE, TAMIKA	SOCIAL SERVICES	FAMSERVSPEC II	07/15/2019
GRUBBS, JORDAN	CIR CRT LAW INTERN	LAW INTERN	07/24/2019

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

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

FINANCIAL REPORT

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
06.1-30.2019 to 07.1-31.2019**

Implementation Plan

- **External Reporting**
 - **CAFR (FY16, FY17, FY18)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (FY16, FY17, FY18)**
 - **APA, DEQ, Single Audit, FAC (FY15)**

- **Budget Development FY20**

- **Internal Reporting**
 - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
 - **Reporting for the period of 12.31.2018 – 07.31.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
06.1-30.2019 to 07.1-31.2019**

- **External Reporting**
 - **CAFR (FY16, FY17, FY18)**
 - **Closing, Reporting and Audit Workflow**
 - **Other (FY16, FY17, FY18)**
 - **APA, DEQ, Single Audit, FAC (FY15)**

City of Hopewell, VA June 1-30, 2019 to July 1-31, 2019 External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018	12.01.17	12.31.17	100%	
Communicate Implementation Plan: to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2016 Audit & CAFR Preparation	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR Implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
Schools: Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion (100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2016 Audit	04.01.18	04.30.18		Task completion (80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			85%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 07.31.19

FY 2017				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
FY 2017 Audit & CAFR Preparation	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools (07.09.18 to 07.13.18 Field Work Period)	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools (postpone to 08.06.18)
			40%	Schools (estimated as of 09.30.18)
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools (08.06.18 to 08.17.18 Field Work Period)	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on return date to continue audit field work & testing process for both City & Schools (09.10.18 to 09.14.18 Continued Field Work Period)	09.04.18	09.05.18	100%	Task completed
Schools: To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.	1.24.19	2.28.19	3.29.19	Task work in process (100%) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			3.29.19	Task work in process (100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2017 Audit	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued			100%	Actual Completion date 06.10.19
FY 2017 APA Report(s) Issued			100%	Actual Completion date 06.28.19
FY 2017 Single Audit Issued			0%	Postponed until FY16 & FY17 audit completed and FY15 issues resolved.
FY 2018				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
FY 2018 Audit & CAFR Preparation	08.01.18	10.31.18		
FY 2018 Audit	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued			40%	Task work in process 07.31.19
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				

City of Hopewell, Virginia							
Closing, Reporting and Audit Workflow (CRAW)							
				Date Start	Date Due	% Completion Status	Comment(s)
Project Planning				12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2016				01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
Phase:							
Comprehensive Annual Financial Report (CAFR)							
	Cash reconciliations					100%	Task completed
	Beginning general ledger balance reconciliation					100%	Task completed
	Year end closing process					100%	Task completed
	Fund Balance classifications					100%	Task completed
	Pension (GASB 68)					100%	Task completed
	Other postemployment benefits (GASB 45)					100%	Task completed
	Government Wide Reconciliations					100%	Task completed
	Financial Statement Preparation					100%	Task completed
	Auditor of Public Accounts (APA) Report					100%	Actual Completion date 10.30.18
	Single Audit Report					85%	Task work in process 07.31.19
				Date Start	Date Due	% Completion Status	Comment(s)
Project Planning				12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2017				05.01.18	08.31.18	100%	Overall estimated % of completion as of 05.31.19
Phase:							
Comprehensive Annual Financial Report (CAFR)							
	Cash reconciliations					100%	Task Completed
	Beginning general ledger balance reconciliation					100%	Task Completed
	Year end closing process					100%	Task Completed
	Fund Balance classifications					100%	Task Completed
	Pension (GASB 68)					100%	Task Completed
	Other postemployment benefits (GASB 45)					100%	Task Completed
	Government Wide Reconciliations					100%	Task Completed
	Financial Statement Preparation					100%	Task Completed
	Auditor of Public Accounts (APA) Report					100%	Actual Completion date 06.28.19
	Single Audit Report					0%	
				Date Start	Date Due	% Completion Status	Comment(s)
Project Planning				12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2018				05.01.18	08.31.18	40%	Overall estimated % of completion as of 08.31.19
Phase:							
Comprehensive Annual Financial Report (CAFR)							
	Cash reconciliations					50%	Task work in process 07.31.19
	Beginning general ledger balance reconciliation					50%	Task work in process 07.31.19
	Year end closing process					50%	Task work in process 07.31.19
	Fund Balance classifications					0%	
	Pension (GASB 68)					20%	Task work in process 07.31.19
	Other postemployment benefits (GASB 45)					20%	Task work in process 07.31.19
	Government Wide Reconciliations					0%	
	Financial Statement Preparation					20%	Task work in process 07.31.19
	Auditor of Public Accounts (APA) Report					0%	
	Single Audit Report					0%	

City of Hopewell, VA				
June 1-30, 2019 to July 1-31, 2019				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for 2018:	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Implement Plan for 2018:	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
Notification & Requests for Reporting	07.01.18	06.30.19	95%	Overall estimated % of completion as of 07.31.19
State Compensation Board Reimbursement -- SCB				
(July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
(October 2018)			100%	Actual completion date 11.15.18
(November 2018)			100%	Actual completion date 12.12.18
(December 2018)			100%	Actual completion date 01.11.19
(January 2019)			100%	Actual completion date 02.12.19
(February 2019)			100%	Actual completion date 03.13.19
(March 2019)			100%	Actual completion date 04.13.19
(April 2019)			100%	Actual completion date 05.13.19
(May 2019)			100%	Actual completion date 06.10.19
(June 2019)			100%	Actual completion date 06.19.19
Department of Criminal Justice System -- DCJS (FY18 4th Quarter)			100%	Actual completion date 07.25.18
Healthy Families Grant (FY18 4th Quarter)			100%	Actual completion date 07.16.18
Community Based Child Abuse Program (CBCAP) Grant (FY18 4rd Quarter)			100%	Actual completion date 07.16.18
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)			15%	Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)			15%	Inquiry of City submission in process
Rating Agency requested the City to provide written responses to information inquiry.	7.23.18	7.31.18	100%	Actual completion date 07.31.18
(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)	8.3.18	8.17.18	100%	Actual completion date 08.15.18
Residential Sewer Rates Cost of Service Study				Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit	7.24.18	7.24.18	100%	Actual completion date 07.24.18
City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire & Associates of Va. site visit)	8.15.18	8.28.18	100%	Actual completion date 08.28.18

City of Hopewell, VA June 1-30, 2019 to July 1-31, 2019				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
Implementation Plan:				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of 01.31.18 the City had not made such request for FY15 or FY14. The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18) APA advised on 02.05.18 it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17. DEQ advised on 02.02.18 since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	100%	CBH provided the City with a draft FY15 report on 03.30.18. Finalization & Issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for 07.31.19

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
06.1-30.2019 to 07.1-31.2019**

- **Budget Development FY20**

City of Hopewell, VA				
June 1-30, 2019 to July 1-31, 2019				
Budget Development				
FY 2019 - 2020				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2019 - 2020 Budget Development:	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
Draft Proposed City Budget Calendar for FY 2019 - 2020	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
Communicate Draft to Stake Holders:	01.31.19	02.22.19	100%	Task completion 02.21.19
Finalize City Budget Calendar for FY 2019 - 2020	02.22.19	02.28.19	100%	Task completion 04.08.19
Implement City Budget Calendar for FY 2019 - 2020	03.01.19	05.31.19	100%	Task completion 06.03.19
Prepare the approved FY20 City Budget for loading to the City's accounting administrative system (MUNIS)	6.17.19	6.28.19	100%	Task completion 06.30.19
Review & verify the loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.24.19	6.28.19	100%	Task completion 06.30.19
Confirm & verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system (MUNIS)	6.27.19	6.28.19	100%	Task completion 07.01.19
Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)	7.15.19	8.30.19	50%	Task work in process 07.31.19

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
06.1-30.2019 to 07.1-31.2019

- **Internal Reporting**
 - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
 - Reporting for the period of 12.31.2018 – 07.31.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan

City Manager's Report on Transfers June 1-30, 2019 to July 1-31, 2019					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
08/1/2018	Contingency/Litigation Regional Med-Flight (Chesterfield County)	General Fund General Fund	\$ 300	\$ 300	Transfer for Med-Flight (invoice for \$1,000 only \$700 included in FY19 budget)
08/20/2018	Disaster Recovery Exchange Email Server	Capital Fund Capital Fund	\$ 70,000	\$ 70,000	Transfer for Email Server Upgrade
10/18/2018	Contingency/Litigation CSA Litigation/Repayment	General Fund General Fund	\$ 90,000	\$ 90,000	Transfer for CSA Repayment
10/22/2018	Contingency/Litigation IT Disaster Recovery	General Fund General Fund	\$ 70,000	\$ 70,000	Transfer for Disaster Recovery (offsite data storage)
12/26/2018	Police Full-time Salaries (salary savings) IT EDP Equipment-VOIP	General Fund General Fund	\$ 35,000	\$ 35,000	Transfer for VOIP (Phone System)-City Hall
1/23/2019	Police Full-time Salaries (salary savings) Council Add Furniture/Fixtures/Equip	General Fund General Fund	\$ 32,803	\$ 32,803	Transfer for Council Chambers Rehab-FY 19
1/29/2019	Police Full-time Salaries (salary savings) Police Management Consulting Services	General Fund General Fund	\$ 4,298	\$ 4,298	Transfer for VA Assoc of Chiefs of Police Consultation
1/29/2019	HR Full-time Salaries (salary savings) IT Management Info System	General Fund General Fund	\$ 16,639	\$ 16,639	Transfer for Tyler Training Costs
2/28/2019	City Point Rd Drainage Project-Construction HHS/Mathis Park Project-Design/Engineering City Point Rd Drainage Project-Design/Engineering	Stormwater Fund Stormwater Fund Stormwater Fund	\$ 55,000	\$ 30,000 \$ 25,000	Transfer for Design/Engineering Stormwater Projects
3/27/2019	Contingency/Litigation Retiree Health Insurance	General Fund General Fund	\$ 50,000	\$ 50,000	Transfer for Retiree Health Insurance
4/2/2019	Police-Add Vehicles Police-Add Furniture/Fixtures/Equip	Capital Fund Capital Fund	\$ 63,902	\$ 63,902	Transfer for Dispatch Furniture
4/15/2019	Contingency/Litigation Riverside Criminal Justice Agency	General Fund General Fund	\$ 5,390	\$ 5,390	Transfer for Riverside Criminal Justice Agency (Pre-trial/Probation)
4/15/2019	Contingency/Litigation Circuit Court	General Fund General Fund	\$ 23,000	\$ 23,000	Transfer for Circuit Court Expenses
5/1-31/2019	City Manager Transfers for Reporting Period-None				
6/10/2019	Police Full-time Salaries (salary savings) Police-Add Equipment	General Fund General Fund	\$ 7,300	\$ 7,300	Transfer for K-9 Purchase
6/25/2019	Fire Overtime Fire-Add Furniture/Fixtures/Equip	General Fund General Fund	\$ 40,233	\$ 40,233	Transfer for Fire Boat Motor Purchase
6/28/2019	City Manager Economic Development Office on Youth Human Resources Real Estate General District Court Police Fire Public Works Contingency/Litigation	General Fund General Fund General Fund General Fund General Fund General Fund General Fund General Fund General Fund General Fund	\$ 46,500 \$ 84,800 \$ 84,400 \$ 47,500 \$ 19,900 \$ 20,000 \$ 57,000 \$ 1,000 \$ 2,500	\$ 363,600	Transfer for Unexpected Costs: Riverside Regional Jail (\$192K) & IT Fiber Installation City-Wide Infrastructure (\$172K).
6/30/2019	Contingency/Litigation Riverside Regional Jail	General Fund General Fund	\$ 192,392	\$ 192,392	Transfer for Riverside Regional Jail
7/1-7/31/2019	City Manager Transfers for Reporting Period-None				

**INFORMATION
FOR COUNCIL
REVIEW**

**MINUTES OF THE APRIL 22, 2019 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, April 22, 2019 at the Hopewell Municipal Building, in the City Council Conference Room, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman
Joseph Bailey, Vice Chairman
Kathleen Vincent
Mary Calos

Members Absent:

Edith Holsopple

Staff:

Chris Ward, Senior Planner

Citizens Present:

None

City Staff Present:

Austin Anderson, City Engineer

The meeting was called to order at 6:00 p.m. by Ms. Joyner. Mr. Ward conducted the roll call. A quorum was established. Ms. Joyner welcomed Austin Anderson to the meeting.

ADMINISTRATIVE MATTERS / CONSENT ITEMS

Ms. Joyner asked if there were any requested changes to the agenda. There were none. Ms. Joyner asked if there were any corrections to the minutes. There were none. Ms. Vincent made the motion to accept the meeting minutes from January 28, 2019. Mr. Bailey seconded. The motion passed 4-0.

Ms. Vincent made a motion to approve the consent agenda. Mr. Bailey seconded. The motion passed 4-0.

CITIZEN COMMENTS

There were no citizens present.

CERTIFICATES OF APPROPRIATENESS (COAs)

There were no Certificate of Appropriateness applications.

PRESENTATIONS

Ms. Joyner again welcomed Austin Anderson to the meeting. Mr. Anderson began the presentation and stated that some changes in design have occurred. The roll top curbing has now been changed to a valley gutter due to the challenges of the topography. The section of Prince Henry Avenue towards Pecan Ave. is very flat and does not drain very well. The new design with the valley gutters creates a positive drain

flow. The old design of CG-6 (a standard curb and gutter design) may look nice but would not solve the drainage issue – in fact, it may even create new drainage issues. Exposed aggregate will be used for the valley gutter and driveway entrances. Mr. Anderson suggested that members view the valley gutter installation on North Ave. to get a better idea of how they look.

Mr. Anderson continued with an overview of the complete design. Improvements will be made the entire length of Prince Henry Avenue down to the end of Pelham Street. At the end of Pelham Street, an earthen berm will be constructed to guide stormwater to an existing system. A 15-foot vehicle turnaround will also be constructed at the intersection of Prince Henry and Pelham since Pelham Street is a dead-end. The design of the system on Pelham Street is also a valley gutter that can be driven over.

Ms. Calos commented that the new design was not helpful with preventing people from parking in the yard. Ms. Joyner also expressed concern with the slanted nature of the valley gutter and how that could impact the walkability of the district. Mr. Ward noted that there was confusion about the prohibition of parking in the yard and that he would get clarification from the Zoning Inspector.

Ms. Vincent asked if the City would be liable if infrastructure improvements caused storm drainage problems. Mr. Anderson replied that the City would not necessarily be liable but that engineers always want to solve problems – not create new ones. Mr. Anderson stated that they would take another look at the design to see if an alternative to the valley gutters can be utilized.

Mr. Anderson continued that the Maplewood improvement project has been incorporated into this project and it will be bid out as one job. He recapped the Maplewood improvements: changing Maplewood to one way; eliminating parking on the north side of the street with parallel parking on the south side of the street; installation of benches and planters; installation of handicap ramps in the existing sidewalk; and installation of curb islands. Ms. Joyner asked if the existing sidewalk and curbing on Maplewood would remain or be replaced. Mr. Anderson responded that the existing curbing and sidewalk would remain but that cuts would be made to install the planters and handicap ramps. He noted that all roadway resurfacing would be asphalt. Ms. Joyner asked if the sidewalk in front of the townhomes are being replaced, Mr. Anderson responded that there would be spot repair of those sidewalks. Ms. Calos inquired about the timeline for the improvements. Mr. Anderson answered that the project must be placed out to bid before July 18th. He noted that he will attend the May ARB meeting with final designs. Ms. Joyner asked about repaving the section of Brown Ave. from Maplewood to Pecan/Appomattox. Mr. Anderson responded that repaving of that section would be a slurry pavement and could be accomplished within the next 12 months. Ms. Joyner thanked Mr. Anderson for the updates.

PROPERTY UPDATES

Mr. Ward quickly went over the status of four properties in the district: 1001 Pecan Avenue, 601 Prince Henry Avenue, 1010 Pelham Street, and 510 Cedar Lane.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Mr. Ward explained to the members who were not in attendance at the joint ARB/DDRC meeting with Superintendent Rogers that he is proposing to demolish Naldara and stabilize/mothball Bonaccord. Ms. Joyner noted that they should consider scheduling a work session to develop a strategy for opposing the

demolition of Naldara. Ms. Calos added that preservation groups should be notified of the Park Service's proposal. Ms. Joyner suggested such groups as Preservation Virginia, the National Trust, and the Department of Historic Resources should be contacted. Ms. Calos added that a thank you letter should be sent to Superintendent Rogers that clearly states the ARB's opposition to the demolition of Naldara. Ms. Joyner stated that she will work on the draft of the letter.

Mr. Ward next presented a draft of the revised Certificate of Appropriateness application. He noted that the new application asks many more questions and will provide much more detail than the old application. He welcomed any suggested changes to the form. Ms. Vincent made a motion to approve the revised COA application form. Ms. Calos seconded. The motion carried 4-0.

Mr. Ward suggested that, due to the evening's full agenda, the discussion about replacing the historic district signage be more fully explored at next month's meeting. The members agreed and noted that it will allow more time to review the City's wayfinding plan.

Mr. Ward moved on to the group blight assessment exercise. He explained that the DDRC went through a similar exercise where blighted properties were ranked from 1 to 10. He noted that the definition of blight from the state code along with a blight assessment explanation was provided to each member. Mr. Ward asked that members create their own list and bring it to the next meeting.

Mr. Ward next shared a draft map of the historic district highlighting what he called 'opportunities.' These opportunities included vacant land, property for sale, and vacant homes and what the district could look like if strategies were developed to address each opportunity. In particular, Mr. Ward asked the members what they would like to see happen with the city-owned vacant land bounded by Bank Street, Prince Henry Avenue, and Pelham Street. Some members suggested keeping it as open space with a nice park. Mr. Ward asked if developing it was agreeable. The members agreed that development there would be fine as long as it was compatible with the district.

REPORTS OF BOARD MEMBERS

Ms. Calos suggested that a tour of the district would be needed to complete the blight assessment. She asked if a Walk the District event could serve that purpose. A discussion ensued over whether that type of event was worthwhile. Due to seasonal weather and other factors, it was determined that a Walk the District event should occur in June or a fall month.

Ms. Calos noted that it appeared several of the Maplewood apartments were currently empty. She noted that lights are never on in several units and windows have been left open in the rain. Mr. Ward stated that correspondence sent to the owner of record was returned as undeliverable. Ms. Calos speculated whether the sale of the property fell through or some other issue may be going on there.

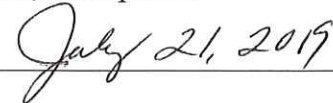
Ms. Vincent made a motion to adjourn. Mr. Bailey seconded. The motion carried 4-0. The meeting adjourned at 7:42 PM.

Submitted by:


Rita Joyner, Chairperson


Christopher Ward, Senior Planner

DATE:


July 21, 2019

**MINUTES OF THE JUNE 24, 2019 MEETING
OF THE ARCHITECTURAL REVIEW BOARD
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, June 24, 2019 at the Hopewell Municipal Building, in the City Council Conference Room, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman
Joseph Bailey, Vice Chairman
Kathleen Vincent
Mary Calos
Edith Holsopple

Members Absent:

None

Staff:

Chris Ward, Senior Planner

Citizens Present:

None

The meeting was called to order at 6:02 p.m. by Ms. Joyner. Mr. Ward conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS / CONSENT ITEMS

Ms. Joyner asked if there were any requested changes to the agenda. A motion was made by Ms. Holsopple to add 'Walk the District Scheduling' to the agenda. Mr. Bailey seconded. The motion passed 5-0. Ms. Joyner asked if there were any corrections to the minutes. There were a few corrections. Ms. Vincent made the motion to accept the meeting minutes from April 22, 2019 as corrected. Mr. Bailey seconded. The motion passed 5-0.

Ms. Vincent made a motion to approve the consent agenda. Mr. Bailey seconded. The motion passed 5-0.

CITIZEN COMMENTS

There were no citizens present.

CERTIFICATES OF APPROPRIATENESS (COAs)

There were no Certificate of Appropriateness applications.

PROPERTY UPDATES

Mr. Ward provided a status update of a property that has been a source of numerous violations. Mr. Ward also noted that he met with a new resident of City Point who owns an engineering firm in Richmond and expressed interest in the Aderholt-Hunter House as a possible location for a restaurant/brewpub. After much discussion, it was determined that the Aderholt-Hunter House was likely not the best location for due to the limitations of parking and the proximity to residential uses. Mr. Ward informed Mr. Shultz of

other properties in the district that may be more suitable for that use such as Naldara and provided him contact information for the National Park Service. Ms. Calos commented that alcohol was not allowed on NPS properties so proposing that use for Naldara may not work. Ms. Joyner also mentioned that the Department of the Interior is going through a massive reorganization and is exploring public-partnerships. Ms. Calos recalled an article in the Progress-Index that detailed a new NPS program that awards up to \$360,000 grants to localities for tourism. She stated that she did not understand how tourism development could supersede maintenance of NPS properties.

Ms. Calos commented that she has been seeing improvements in the district and cited the repainted smokehouse as an example. Ms. Vincent commented that the Micklem House (600 Prince Henry Ave.) is set for pre-foreclosure auction. She also noted that the City Point Facebook page constantly has postings about crime and trash. Ms. Calos and Ms. Joyner asked if we could determine the status of the NPS's Strategic Plan. Mr. Ward said he would try to find out. Ms. Calos also requested that a letter be sent to DHR and the NPS laying out the ARB's strong opposition to the demolition of Naldara. Ms. Joyner said she would draft the letter for review.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Ms. Joyner commented that some cedar tress have suffered quite a bit of damage and do not look good. Mr. Ward reminded the members that a Cedar Tree Maintenance account has been set up with the City's Finance Department. Ms. Joyner asked if Mr. Ward could share the account number so that donation checks can be properly notated. Ms. Joyner continued that she has identified 20-30 organizations that protect trees along with the local industries. Mr. Ward asked about the garden club donation. Ms. Joyner stated that she will make sure that donation is made.

Mr. Ward next informed the members that the deed has been recorded and the City now owns the property known as Bank Street Garages. He noted that he drove by it before the meeting and it appears that Public Works is not cutting the grass. Mr. Ward will notify Public Works again to make sure this property is included in the grass cutting rotation. Mr. Ward continued that the ARB will need to decide what to do with the property in the near future. He stressed that no decision or action was needed at this time but that the property will need to be addressed by this group in the near future. Ms. Joyner stated that she supports demolishing and removing the structures. Ms. Holsopple asked when the structures were built. Ms. Joyner referenced the City Point Handbook and stated that the garages were built circa 1927-1930. Ms. Holsopple asked if they could be fixed up and used for storage again. Mr. Ward responded that the funds to do that would likely need to come from somewhere other than the City. Ms. Calos suggested that the members just deal with the grass situation first and then figure out what to do at a later date.

Mr. Ward informed the members that the City will close on the acquisition of the Shiloh Lodge (601 Prince Henry) on July 30. He noted that at the request of Ms. Joyner, Bryan Townes, a native of Hopewell and an Architectural Historian, has agreed to conduct a preliminary assessment of the building and offer advice on the restoration of the property. Mr. Bailey inquired about Historicorps and its early interest in the structure. Mr. Ward responded that after a staff shake-up at Historicorps, he has not heard back from them. Mr. Ward stated that he will continue to reach out to them. Mr. Bailey stated that it would be nice to tour the building. Mr. Ward replied that it should be possible to do and would like into scheduling a tour for the members. Mr. Ward commented that some initial stabilization work will have to occur such as painting the roof, securing the windows, and removing the asbestos siding. Ms. Calos stated that the original clapboard siding was removed in the 1960s and much of it may be in the cellar.

Mr. Ward moved on to the scheduling of the Walk the District event. Ms. Joyner noted that this was discussed at the April meeting and that June or October were selected as the preferred months. She noted that since June has passed, October should be the Walk the District event. She also noted that a detailed blight assessment should be a part of the event.

REPORTS OF BOARD MEMBERS

Mr. Ward informed the members that the Cost Share Project with the Department of Historic Resources meeting will be held on Tuesday, July 9 at St. John’s Church. Notices will be distributed to all properties in the City Point historic district and the A Village neighborhood.

Mr. Bailey made a motion to adjourn. Ms. Vincent seconded. The motion carried 5-0. The meeting adjourned at 7:47 PM.

Submitted by 

Rita Joyner, Chairperson



Christopher Ward, Senior Planner

DATE: 7-22-19



Hopewell Community Policy & Management Team Minutes of the Meeting June 17, 2019

Present:; Joseph Bizzell, Treasurer’s Office; Janice Denton, City Council;; Jermaine Harris, Hopewell Public Schools; Woodrow Harris, Court Services; Raymond Spicer, Social Services Director; Chris Wright, Health Department; and Brian Ellsworth, representing District 19

Absent: Diana Barnes, District 19; and Joan Gosier, Fiscal Agent

Others Present: Wanda Brown, CSA Manager; Christene Teasley, CSA Senior Administrative Assistant

- I. **Call to Order** –Vice- Chairman Harris called the meeting to order at 2:01 p.m.
- II. **Adoption of Agenda** – A motion was made by Woody Harris and seconded by Joseph Bizzell to adopt the amended June 17, 2019 meeting agenda with the addition under New Business of C. CSA FY2020 Base Pool Allocation listed. All members voted “aye.”
- III. **Public Comments** - None
- IV. **Approval of Minutes** - A motion was made by Joseph Bizzell and seconded by Chris Wright to approve the May 20, 2019 minutes as submitted, with all members voting “aye.”
- V. **Financial Report** – The financial reports for April and May have to be modified by Finance/Treasurer’s Office due to journal entries needing corrections. The Munis GL ledger report and Munis monthly invoice reports have to match total funds spent. There is a glitch in system pertaining to April and May reports. CSA office cannot complete April or May reimbursement report until glitch has been corrected. Joe Bizzell will investigate the problems and assist with any corrections that are needed. Once corrections are completed the corrected monthly report will be included with the minutes.

The CSA office will need to complete a supplemental from OCS to finish paying the invoices for fiscal year 2019. CSA expenditures will exceed the state and local allocations.

CMPT Minutes
June 17, 2019

VI. Old Business

- A. **Policy & Procedures** –Jermaine gave an update on work sessions. New policies and procedures are over half way completed. Next meeting scheduled for July 2, 1:00- 3:00. The goal is to finalize revisions, then send to CPMT for feedback then finalize policy and procedure manual.

VII. New Business

- A. **Appointment of Chair and Vice Chair**- Beginning July 1 Jermaine Harris will become the Chairperson for CPMT and will serve a 2-year term. During the next meeting a discussion will be held to select the Vice-Chair role for the next 2 years.
- B. **CSA FY2020- Base Allocation**- Wanda Brown shared copy initial allocation of CSA funds. FY2020 the allocation is \$2,003,032.00 which is down from the initial allocation from FY2019. CPMT was told by Wanda Brown that a supplemental request will be required much earlier this fiscal year.

VIII. Closed Meeting – Vice-Chairman Harris declared at 2:25 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

IX. Open Session

Chairman Barnes reconvened the open session at 2:48 p.m.

Certification of Closed Meeting

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened, heard, discussed, or considered. Joseph Bizzell, Wanda Brown, Janice Denton, Jermaine Harris, Woody Harris, Ray Spicer, Chris Wright, and Brian Ellsworth voting “yes.” Diana Barnes and Joan Gosier were absent.

A. Approval of Purchase Order Request

A motion was made by Woody Harris, and seconded by Janice Denton to approve and authorize payment of the June 2019 total expenditures of \$2,416.00 and to approve and authorize payment of the July 2019 expenditures of \$270,424.32 as discussed in closed session. The motion passed, with Joseph Bizzell, Janice Denton, Jermaine Harris, Woody Harris, Ray Spicer, Chris Wright, and Brian Ellsworth voting “aye.” Diana Barnes and Joan Gosier were absent.

X. Items of Interest –Joe Bizzell informed the Team he is now a full time Deputy Treasurer. Joe will also be attending the State meeting to discuss the impact of private day school placement on the state budget. The meeting is Thursday June 20th at 2:00 pm.

XI. The next meeting is scheduled for July 15, 2019 @ 2:00 p.m.

XII. Vice-Chairman Harris adjourned the meeting at 3:04 p.m.

Approval of the June 17, 2019 Minutes

Motion by:

Seconded by:

All members voting

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

July 16, 2019

Rohoic Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

July 16, 2019

1:00 p.m.

Call to Order

Approval of Agenda

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

Minutes – June 18, 2019 Regular Meeting
Statistical Report – dated July 16, 2019
Financial Report – July 16, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1. Staff Update
- R2. End of Year Review
- R3. 2019 SRP
- R4. One Thousand Things Before Kindergarten
- R5. Virginia Museum of Fine Arts on the Road
- R6. Animals Along the Appomattox
- R7. September meeting - Disputanta

Committee Reports:

New Business:

Unfinished Business

Adjournment

**Appomattox Regional Library System
Board of Trustees Meeting
Hopewell, Library
June 18, 2019, 4:30 p.m.**

The Board of Trustees for the Appomattox Regional Library System met on June 18, 2019 at the Hopewell Library. Chair Lillian Boyd convened the meeting at 4:30 p.m. Present were board members, William Thomas, Juanita Thorne, David Harless, Ann Williams, Susan Eliades, Martha Sykes, and Carol King. Carly Baskerville was absent.

Mr. Thomas moved to approve the agenda and Ms. Thorne seconded. The motion passed unanimously.

The board reviewed the consent agenda items. The director responded to questions regarding the Burrowsville operations as well as the door count for Hopewell this fiscal year and the rent listed on the library's financial report. After discussion, Ms. Williams moved for approval of the consent agenda items and Ms. Sykes seconded. The motion passed unanimously.

There were no communications or citizen comments.

The library director reported that Lindsay Aspinwall had resigned as the Administrative & Personnel Services Manager for personal family reasons. The library would begin the hiring process immediately. This was the only change to staff.

The library director reported on the budget for the upcoming 2020 fiscal year. Hopewell and Dinwiddie County had authorized the payment of the amount requested in the budget submitted. Prince George County, while including an increase, did not fund the full balance requested. The General Assembly, however, had increased the amount to the Library of Virginia for state aid to libraries and the library was able to qualify for a larger E-Rate reimbursement than originally estimated. The net result is that the library will receive an equivalent to what was anticipated in the adopted budget.

The library received the final audit for FY2018 and the board's Finance Committee reported on its findings. The report included a change under required accounting principles for reporting certain unfunded potential liabilities such as the life insurance the library provides full time employees. The final report found the library's books and records accurately report the library's finances under GASB and GAAP rules.

At the June, 2018 meeting Dr. Boyd accepted the chair, usually a two year term, on the condition that she would only be able to serve as Board Chair for one year. The Board agreed at the

2018 meeting that Vice Chair William Thomas would accept the position effective July 2019. The board agreed to continue with the decision made in 2018.

The board discussed the previous request of the John Randolph Foundation to agree to have the library's endowment fund pay an administrative fee for the foundation's services in managing and fund raising for the endowment. No one made a motion regarding adopting or rejecting the foundation's request and the matter died.

There being no further business, Mr. Thomas moved and Ms. Thorne seconded that meeting be adjourned. The motion passed unanimously.

June 18, 2019

Minutes taken by Mr. Manning in Ms. Baskerville's absence.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2018 - June 30, 2019

fund#	Revenue 06/30/19	FY2019 Proposed	Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$30,000	30.0%	\$70,000
102	Hopewell	\$606,264	\$606,264	\$0	\$606,264	100.0%	\$0
103	Dinwiddie	\$276,330	\$207,248	\$69,083	\$276,331	100.0%	(\$1)
104	Prince George	\$598,146	\$598,146	\$0	\$598,146	100.0%	\$0
105	State Funds	\$393,480	\$296,648	\$98,883	\$395,530	100.5%	(\$2,050)
106	Fines/Fees/Lost	\$22,700	\$13,520	\$951	\$14,471	63.7%	\$8,229
107	Copying Receipts	\$20,200	\$19,839	\$1,834	\$21,673	107.3%	(\$1,473)
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$43,051	\$0	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$7,380	\$1,200	\$8,580	122.6%	(\$1,580)
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$22,075	\$2,053	\$24,128	100.5%	(\$128)
	TOTALS	\$2,143,170	\$1,835,081	\$174,004	\$2,009,085	93.7%	\$134,085

Fund#	EXPENSES 03/31/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/31/19	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MILS Salaries & Wages	\$476,247	\$409,223	\$34,971	\$444,194	93.3%	\$32,053
201	Non-MILS Salary & Wages	\$598,898	\$528,019	\$45,375	\$573,394	95.7%	\$25,504
202	Benefits for Staff/Retirees	\$280,000	\$281,670	\$23,813	\$305,483	109.1%	(\$25,483)
	Total Personnel	\$1,355,145	\$1,218,912	\$104,159	\$1,323,071	97.6%	\$32,074
Books & Materials							
300	Books	\$70,700	\$70,309	\$513	\$70,822	100.2%	(\$122)
301	Leased Materials	\$27,000	\$23,639	\$6,260	\$29,899	110.7%	(\$2,899)
302	Standing Order Books	\$36,400	\$32,145	\$2,805	\$34,950	96.0%	\$1,450
303	Print News & Periodicals	\$12,276	\$5,496	\$9,746	\$15,242	124.2%	(\$2,966)
304	Audiovisual Materials	\$26,000	\$24,110	\$1,987	\$26,097	100.4%	(\$97)
305	Electronic Materials	\$4,500	\$1,764	\$0	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$456	\$77	\$533	52.8%	\$477
310	Econtent	\$35,600	\$10,800	\$20,000	\$30,800	86.5%	\$4,800
	Total Books & Materials	\$214,619	\$168,719	\$41,388	\$210,107	97.9%	\$4,512
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$2,679	\$0	\$2,679	10.7%	\$22,321
401	Computer Hardware	\$52,650	\$82,726	\$2,855	\$85,581	162.5%	(\$32,931)
	Total Capital Expenditures	\$77,650	\$85,405	\$2,855	\$88,261	113.7%	(\$10,611)
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$23,213	\$445	\$23,658	78.9%	\$6,342
502	Audit	\$18,000	\$17,110	\$1,188	\$18,298	101.7%	(\$298)
503	Cataloging MARC Records	\$3,605	\$2,032	\$185	\$2,217	61.5%	\$1,388
504	Unique Management	\$7,000	\$4,869	\$403	\$5,272	75.3%	\$1,728

505 Computer Support Service Calls	\$25,000	\$52,883	\$2,147	\$55,030	220.1%	(\$30,030)	
506 Other Computer Software Serv.	\$20,000	\$41,665	\$2,147	\$43,812	219.1%	(\$23,812)	
507 Telecomm Internet Line Charges	\$22,000	\$22,880	\$2,557	\$25,437	115.6%	(\$3,437)	
508 Printing and Publications	\$9,500	\$9,845	\$1,940	\$11,785	124.1%	(\$2,285)	
509 Security Guard Service	\$26,500	\$21,090	\$220	\$21,310	80.4%	\$5,190	
Total Contractual	\$163,605	\$198,582	\$11,232	\$209,814	128.2%	(\$46,209)	
Facilities/Maint./Operations							
600 Equip. Repair & Maintenance	\$5,000	\$7,119	\$210	\$7,329	146.6%	(\$2,329)	
601 TLC Maintenance Contract	\$19,500	\$13,287	(\$5,341)	\$7,946	40.7%	\$11,554	
602 Facilities and Rent	\$76,650	\$69,300	\$6,300	\$75,600	98.6%	\$1,050	
603 Supplies	\$32,000	\$21,701	\$645	\$22,346	69.8%	\$9,654	
604 Travel / Workshops /Conf. Fees	\$9,000	\$11,157	\$2,413	\$13,570	150.8%	(\$4,570)	
605 Training / Education	\$4,500	\$500	\$0	\$500	11.1%	\$4,000	
606 Utilities	\$6,000	\$4,992	\$198	\$5,190	86.5%	\$810	
607 Telephone (Voice)	\$13,000	\$13,143	\$936	\$14,079	108.3%	(\$1,079)	
608 Insurance	\$12,937	\$0	\$13,335	\$13,335	103.1%	(\$398)	
609 Vehicle Maintenance & Fuel	\$4,500	\$5,904	\$1,570	\$7,474	166.1%	(\$2,974)	
610 Job & Contracting Advertising	\$2,500	\$1,070	\$0	\$1,070	42.8%	\$1,430	
611 Promotional Advertising	\$2,000	\$1,020	\$250	\$1,270	63.5%	\$730	
612 Organization/Association Dues	\$3,500	\$3,331	\$431	\$3,762	107.5%	(\$262)	
613 Postage	\$4,500	\$4,509	\$0	\$4,509	100.2%	(\$9)	
614 Janitorial	\$64,500	\$58,455	\$4,845	\$63,300	98.1%	\$1,200	
615 Other Building Maintenance	\$12,500	\$6,964	\$770	\$7,734	61.9%	\$4,766	
Total	\$272,587	\$222,452	\$26,561	\$249,013	91.4%	\$23,574	
Facilities/Maint./Operations							
Programs/Activites/Other							
700 YS Summer Reading Program	\$7,000	\$2,339	\$4,391	\$6,730	96.1%	\$270	
701 YS Programming & Supplies	\$4,864	\$4,253	\$264	\$4,517	92.9%	\$347	
702 Adult Programming	\$2,200	\$3,562	\$320	\$3,882	176.5%	(\$1,682)	
703 Adult Programming Supplies	\$5,000	\$756	\$0	\$756	15.1%	\$4,244	

704	Funds for Local History Collection	\$5,000	\$605	\$674	\$1,279	25.6%	\$3,721		
705	Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000		
706	McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0		
707	Hopewell Project	\$9,000	\$7,392	\$0	\$7,392	82.1%	\$1,608		
708	Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0		
709	Misc. Professional Serv. & Other	\$16,000	\$13,116	\$757	\$13,873	86.7%	\$2,127		
710	Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500.00		
	Total Programs/Activ./Other	\$59,564	\$32,023	\$6,406	\$38,429	64.5%	\$21,135		
	GRAND TOTALS	\$2,143,170	\$1,926,093	\$192,601	\$2,118,695	98.9%	\$24,475		

June 5, 2019
Hopewell Electoral Board Minutes
Voter Registration Office
245 East Broadway, Suite 4
Hopewell, Va. 23860
Time: 2:00pm

Members Present: George Uzzle, Chair
Sheila Mickelson, Vice Chair

Members Absent: William Anderson, Secretary
Chair **Uzzle** reported that Secretary Anderson misread the text notice of the meeting. Vice Chair Mickelson requested that the minutes reflect manner in which Mr. Anderson was notified of the meeting and when he was notified. Chair Uzzle indicated that he sent Mr. Anderson a text on June 4th.

Others Present: Darlene White, Acting Registrar and Dasheen Jennings, Assistant Registrar

Call to Order and Announcement of Quorum: - Chair Uzzle called the meeting to order at 2:37pm and conducted the roll call. With the Chair and Vice Chair present, Chair Uzzle announced a quorum.

Approval of Agenda – Chair Uzzle motioned to approve the agenda. Motion seconded by Vice Chair Mickelson. Motion to approve the agenda passed.

Approval of Minutes – April 1st and 2nd and May 23, 2019. Chair Uzzle moved to approve the May 23rd minutes. Motion was seconded by Vice Chair Mickelson. May 23rd minutes approved. Vice Chair Mickelson reported that approved minutes for May 6 and 23 and March 6 and 21 and February 21st, 2019 are available for filing and posting. Vice Chair Mickelson stipulated that the board does not have minutes for February 25, 2019. Chair Uzzle indicated that in addition to his signature, he wants the individual, in the absence of the Secretary, who transcribes the minutes to execute the minutes as well.

Closed Meeting – Chair Uzzle motioned to go into closed meeting for personnel matters, hiring of General Registrar/Director of Elections pursuant to Virginia Code 2-2-3711 (A) (1).

Motion was seconded by Vice Chair Mickelson. Motion passed.

Roll Call

Vice Chair Sheila Mickelson – Yes

Chair George Uzzle - Yes

Reconvene Open Meeting – Chair Uzzle moved to reconvene the meeting into open session. Certification by Electoral Board members pursuant to Virginia Code 2.2-3712 (D): “Were only public business matters (1) lawfully emptied from open-meeting requirements and (2) identified in closed-meeting motion discussed in closed meeting ?”

Vice Chair Mickelson and Chair Uzzle voted yes to reconvene the meeting and certification.

Certification Roll Call

Vice Chair Sheila Mickelson - Yes

Chair George Uzzle - Yes

Secretary Update - Update of Secretary Anderson resignation. Vice Chair Mickelson reported that Secretary Anderson submitted a resignation on April 30, 2019. She went on to state that from the minutes of May 23rd there was confusion as to his “official/unofficial resignation.” She expressed that it was her understanding that pursuant to telephone calls between Chair Uzzle and the chair of the Republican Party, Brandon Howard, Mr. Anderson did resign but that he has retracted his resignation. Chair Uzzle confirmed the retraction and that he received an e-mail on Tuesday, June 4th which was also addressed to Vice Chair Mickelson and Republican Party Chair Brandon Howard stating ... “ After much thought and consideration, I would like to retract my resignation if the position is still available.” There was no timeframe stated in the e-mail as to how long Mr. Anderson would serve on the board. Chair Uzzle learned on June 5th that a new Republican board member would be replacing Mr. Anderson and should begin on Monday, June 17, 2019.

Acting Registrar Report – Ms. White reported that election packets have been prepared for the Officer of Election for each precinct. Examples of information contained in the packets include but are not limited to final ballot report records, officer of election oaths, voting result count sheets, provisional log sheet, statements of results, statement of results for each candidate and also CAP Election Day guide. Election campaign rules are also in the packets. Voting signage.

Discussion ensued regarding new procedure pertaining to calling in results to Acting Registrar Which during various times of the day.

Ms. White reported that she and Assistant Registrar Dasheen Jennings will be downloading the electronic poll books Sunday morning to the thumb drives.

Ms. White concluded her report by informing the Board that the purchase order for her new computer is in the works. Chair Uzzle brought up that in addition to a computer, Ms. White needs a new office chair as the arm on her chair is broken.

Chair Uzzle motioned that chairs for the Acting Registrar and Assistant Registrar be replaced due to disrepair. Motion seconded by Vice Chair Mickelson. Motion passed. Chair Uzzle requested that Ms. White inform the board of the cost of each chair before the chairs are ordered and that he will inform the appropriate City representative that the purchase of chairs has been approved by the Board.

Chair Uzzle inquired about condition of office furniture for the new Registrar and performance of the computer in the Registrar office.

Old Business- Update Canvass and Provisional Meeting. Chair Uzzle indicated that the official notice was sent to City Clerk. Vice Chair Mickelson reported that notice was posted on the City Calendar for June 5th along with board meeting notice. Canvas and Provisional meeting will take place in the Registrar office, 10:00am, June 12th. Vice Chair Mickelson reported that original notice had to be corrected. Original notices were sent electronically and via U.S. Mail to each candidate and to Betty Washington, Chair of the Democratic Committee on June 3rd in addition to being posted on the City website. Corrected notices were re-sent and posted in the same manner to each candidate and to Ms. Washington and re-posted on the Registrar and Electoral Board City web page on June 4, 2019.

New Business – Canvas Review – Chair Uzzle reiterated Canvas and Provisional meeting have been properly noticed. Date, place and location are set. Officers of Elections have been notified as well.

Discussion ensued as to procedure in the event that the Secretary did not attend the canvas meeting and code for “Acting Secretary.” Discussion was also held regarding poll books and officer of election training. Assistant Registrar White informed the board that in the event that an officer had problems, Mike Brown would be standing by. Assistant Registrar Jennings informed the board that information cards will be given to each Chief Officer of Election which contained pertinent instructions and passwords for opening the poll books.

Board reviewed reporting time on Election Day. Vice Chair Mickelson reported that Gary Fox from Printelect will also be in attendance on Election Day starting at 5:00am and will be available the entire day should problems arise at the wards with the DS 200 machines.


The Board also reviewed Officer of Election staffing with Acting Registrar White at each ward to ensure there were enough officers to adequately handle voting operation. Delivery time of voting machines was also re-confirmed.

Review of Officer of Election Training – Vice Chair Mickelson commented that training on May 30th went very well and that for the next training, poll book training needs to be added to the program for the November election.

Officer of Election staffing was brought up again and concern about adequate staffing for voting operations by Vice Chair Mickelson. The Board reviewed each ward with Assistant Registrar Dasheen Jennings.

With no Other Business and no public in attendance, motion by Chair Uzzle to adjourn the meeting was made. Motion seconded by Vice Chair Mickelson. Motion passed and meeting was adjourned.

Meeting Adjourned 5:45pm



George Uzzle, Chair



Sheila Mickelson, Vice Chair

Washington Building 143 r
 1100 Bank Street,
 Richmond, VA 23219
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 Toll Free (800) 552-9745
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 Email: info@elections.virginia.gov



* VIRGINIA *
 DEPARTMENT *of* ELECTIONS

2019 June Democratic Primary

Unofficial Results

[Virginia Department of Elections](#) > [Election Results](#) > [2019 June Democratic Primary](#) > [HOPEWELL CITY](#) > Member House of Delegates (062)

Member House of Delegates (062)

27 precincts of 27 (100.00%) reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	1,833	51.16%
Tavorise K. Marks Democratic	1,750	48.84%

Member House of Delegates (062) - HOPEWELL CITY

8 precincts of 8 (100.00%) reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	518	43.57%
Tavorise K. Marks Democratic	671	56.43%

AB - Central Absentee Precinct (062)

precincts of () reporting

Candidate	Votes	Percent
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Candidate	Votes	Percent	144
Lindsey M. Dougherty Democratic	22	50.00%	
Tavorise K. Marks Democratic	22	50.00%	

Last Modified on 06/11/2019 08:10 PM

Provisional (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	0	0.00%
Tavorise K. Marks Democratic	0	0.00%

Last Modified on 06/04/2019 12:49 PM

101 - WARD ONE (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	51	50.50%
Tavorise K. Marks Democratic	50	49.50%

Last Modified on 06/11/2019 07:59 PM

201 - WARD TWO (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	24	15.00%
Tavorise K. Marks Democratic	136	85.00%

Last Modified on 06/11/2019 07:09 PM

301 - WARD THREE (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	73	66.97%
Tavorise K. Marks Democratic	36	33.03%

Last Modified on 06/11/2019 07:43 PM

401 - WARD FOUR (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	72	31.58%
Tavorise K. Marks Democratic	156	68.42%

Last Modified on 06/11/2019 08:20 PM

501 - WARD FIVE (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	73	62.93%
Tavorise K. Marks Democratic	43	37.07%

Last Modified on 06/11/2019 07:50 PM

601 - WARD SIX (062)

precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	80	31.62%

Candidate	Votes	Percent	146
Tavorise K. Marks Democratic	173	68.38%	

Last Modified on 06/11/2019 07:32 PM

701 - WARD SEVEN (062)






precincts of () reporting

Candidate	Votes	Percent
Lindsey M. Dougherty Democratic	123	69.10%
Tavorise K. Marks Democratic	55	30.90%

Last Modified on 06/11/2019 08:05 PM

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Legend

-  Showing a summary of results.
-  Showing partial race results. Click for full race results.
-  This office has multiple contested seats.
-  This locality has a local contest.
-  This locality does not have a local contest.

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* VIRGINIA *
 DEPARTMENT *of* ELECTIONS

2019 June Democratic Primary

Unofficial Results

[Virginia Department of Elections](#) > [Election Results](#) > [2019 June Democratic Primary](#) > [HOPEWELL CITY](#) > Member Senate of Virginia (016)

Member Senate of Virginia (016)

57 precincts of 57 (100.00%) reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	8,739	55.99%
Rosalyn R. Dance Democratic	6,869	44.01%

Member Senate of Virginia (016) - HOPEWELL CITY

8 precincts of 8 (100.00%) reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	712	57.23%
Rosalyn R. Dance Democratic	532	42.77%

AB - Central Absentee Precinct (016)

precincts of () reporting

Candidate	Votes	Percent
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Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	35	68.63%
Rosalyn R. Dance Democratic	16	31.37%

148

Last Modified on 06/11/2019 08:10 PM

Provisional (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	0	0.00%
Rosalyn R. Dance Democratic	0	0.00%

Last Modified on 06/04/2019 12:49 PM

101 - WARD ONE (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	58	55.24%
Rosalyn R. Dance Democratic	47	44.76%

Last Modified on 06/11/2019 07:59 PM

201 - WARD TWO (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	95	57.23%
Rosalyn R. Dance Democratic	71	42.77%

Last Modified on 06/11/2019 07:09 PM

301 - WARD THREE (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	53	44.17%
Rosalyn R. Dance Democratic	67	55.83%

Last Modified on 06/11/2019 07:43 PM

401 - WARD FOUR (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	112	47.46%
Rosalyn R. Dance Democratic	124	52.54%

Last Modified on 06/11/2019 08:20 PM

501 - WARD FIVE (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	72	58.06%
Rosalyn R. Dance Democratic	52	41.94%

Last Modified on 06/11/2019 07:50 PM

601 - WARD SIX (016)

precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	170	65.64%

Candidate	Votes	Percent	150
Rosalyn R. Dance Democratic	89	34.36%	

Last Modified on 06/11/2019 07:32 PM

701 - WARD SEVEN (016)






precincts of () reporting

Candidate	Votes	Percent
Joseph D. "Joe" Morrissey Democratic	117	63.93%
Rosalyn R. Dance Democratic	66	36.07%

Last Modified on 06/11/2019 08:05 PM

Page generated on 06/12/2019 09:50 AM

Legend

-  Showing a summary of results.
-  Showing partial race results. Click for full race results.
-  This office has multiple contested seats.
-  * This locality has a local contest.
-  • This locality does not have a local contest.

**MINUTES OF THE MAY 8, 2019 MEETING
OF THE KEEP HOPEWELL BEAUTIFUL
CITY OF HOPEWELL, VA**

The Keep Hopewell Beautiful meeting for the City of Hopewell was held on May 8, 2019, at 6:00 p.m. in the Public Works Complex, 103 Hopewell Street, Hopewell, Virginia.

Keep Hopewell Beautiful Members present:

Brian Silver - Chairman

Mary Jones - Vice Chairman

Jean Lawson

ADMINISTRATIVE MATTERS

1. Roll Call: Determination of Quorum

Call to order and welcome to members by Chairman Silver. A quorum was established.

2. Amendments to the Agenda

No Amendments to the Agenda.

3. Presentation of minutes

Approved April 10, 2019 minutes.

4. Reports of Officers and Committees

a. Awards Program

i. Ms. Lawson announced that the awards for ward 1 were presented and the recipients were thrilled to receive the awards.

ii. McDaniel Financial Group Business

iii. Francis Halupka Home.

b. Outreach

i. Ms. Jones attended the meeting for Neighborhood Watch in the Arlington Road area and said that KHB was invited to come back to their May 15th meeting.

c. Education Liaison

i. Mr. Silver announced that the presentations of the student art awards would take place on May 16th at the school board office.

d. Facebook

i. No report.

- e. Adopt-A-Street
 - i. No report.
- f. Budget
 - i. No report.
- g. Scholarship
 - i. No report

5. Citizen Comments

No citizen comments.

UNFINISHED BUSINESS

1. Litter Index Report
 - a. The committee will discuss when to do the baseline report at the next meeting.
2. Updating KHB Brochure
 - a. Mr. Silver presented the new brochures.
3. New Signs for Home and Business Recognition
 - a. Mr. Silver presented the new signs for the home and business recognition program.
4. KHB booth for Third Thursday Open Air Market
 - a. Mr. Silver is working on the application for KHB to have a booth at the market.
5. May and June cleanups
 - a. The Visitor Center cleanup will be held on May 25th, 2019 at 8:00 a.m.
 - b. The Western Street cleanup will be held on June 22nd, 2019 at 8:00 a.m.
6. Inventory of KHB trailer
 - a. The committee will do a full inventory of the KHB trailer at the end of the meeting today.

NEW BUSINESS

1. Vice Mayor Bennett's interest in supporting the awards program
 - a. Vice Mayor Bennett is offering to give gift cards to the winners of the KHB awards program in ward 7.
 - b. Mr. Silver will invite Vice Mayor Bennett to the next meeting so that the committee can find out more about this.

2. Recommendations for new clean-up projects.
 - a. Leaf raking event

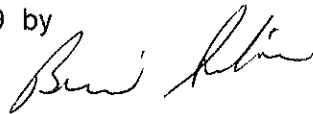
REPORTS OF MEMBERS

No reports.

ADJOURNMENT

The meeting was adjourned by Chairman Silver at 6:14 p.m. to complete the inventory of the KHB Trailer.

Submitted on May 8, 2019 by



**MINUTES OF THE JUNE 12, 2019 MEETING
OF THE KEEP HOPEWELL BEAUTIFUL
CITY OF HOPEWELL, VA**

The Keep Hopewell Beautiful meeting for the City of Hopewell was held on June 12, 2019, at 7:00 p.m. in the Municipal Building, 300 North Main Street, Hopewell, Virginia.

Keep Hopewell Beautiful Members present:

Brian Silver - Chairman

Julia Bailey - Secretary

Jean Lawson

ADMINISTRATIVE MATTERS

1. Roll Call: Determination of Quorum

Call to order and welcome to members by Chairman Silver. Chairman Silver welcomed guests, Ronyelle Leach (prospective committee member) and Christopher Ward (senior planner with the planning department). A quorum was established.

2. Amendments to the Agenda

No Amendments to the Agenda.

3. Presentation of minutes

Approved May 8, 2019 minutes.

4. Reports of Officers and Committees

a. Awards Program

- i. Ms. Lawson presented the June business award to Gardeners Gate and the residential yard award to Mr. and Mrs. William and Gloria Bailey for ward 2.
- ii. Mr. Silver will send out a map for ward 3.

b. Adopt-A-Neighbor

- i. No report.

c. Outreach

- i. Mr. Silver went to the Sunnyside Neighborhood Watch meeting and received an application from a prospective committee member.
- d. Education Liaison
 - i. Mr. Silver presented the art contest winners to the school board.
- e. Facebook
 - i. Message from Laurie Guff who is interested in joining the committee.
- f. Adopt-A-Street
 - i. Mr. Silver announced that Mr. Ward would send out a spreadsheet to see who has kept up with their assigned streets.
- g. Budget
 - i. Mr. Silver announced that there is an estimate of \$72 that will be left after the recycling school program (we will have that until October because the grant money will not come through until then).
 - ii. Mr. Silver will check with Ms. Griffin on the grant money and budget and discuss possibilities for ways to lessen the cost for the recycling program each month.
- h. Scholarship
 - i. Tabled until next year.

5. Citizen Comments

No citizen comments.

UNFINISHED BUSINESS

1. Litter Index Report
 - a. The committee will need to do an initial report before the end of July.
 - b. Mr. Silver will send out an email to figure out when members are available.
2. KHB booth for Third Thursday Open Air Market
 - a. Mr. Silver is waiting to hear back from Reidmiller on application.
3. Upcoming cleanups

- a. The Western Street cleanup will be held on June 22nd, 2019 at 8:00 a.m.
4. Inventory of KHB trailer
 - a. List of inventory sent out to committee by Mr. Silver
 - b. Mr. Silver will ask Ms. Griffin what funds can be used to purchase a lock and hitch for the trailer.
 5. Vice Mayor Bennett's interest in supporting the awards program
 - a. Vice Mayor Bennett would like to take funds out of her community cleanup fund and buy a \$50.00 gift card for the homeowner winners (not businesses) per ward for 2019.
 - b. Mr. Silver proposed a motion to accept the gift cards for the winners and the motion was seconded by Ms. Bailey.

NEW BUSINESS

1. Adopt criteria and procedures for selection of Yard and Business of the Month
 - a. Ms. Lawson proposed a motion to approve the criteria guidelines for the awards program and Ms. Bailey seconded the motion.
2. Damaged or lost signs yard recognition signs
 - a. A letter will be included with the award telling the homeowner to keep the signs until the end of the month and to not throw them out -- they will be picked up by a member of KHB.

REPORTS OF MEMBERS

No reports.

ADJOURNMENT

The meeting was adjourned by Chairman Silver at 7:56 p.m.

Submitted on July 10, 2019 by



APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

June 18, 2019

Hopewell Library
4:30 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees
Agenda

June 18, 2019

4:30 p.m.

Call to Order

Approval of Agenda

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

Minutes – May 21, 2019 Regular Meeting
Statistical Report – dated June 18, 2019
Financial Report – June 18, 2019
Bills for Review

Communications:

Citizen Comments:

Report of Library Director:

- R1.** Staff Update
- R2.** FY2020 Budget update
- R3.** Report on Audit

Committee Reports:

Finance Committee on audit

New Business:

Unfinished Business

Requested Modification of Endowment Agreement from the John Randolph Foundation

Adjournment

ARLS Board of Trustees - Minutes of May 21, 2019
Prince George Library

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

Trustees present: William Thomas (PG), Juanita Thorne (PG), Carly Baskerville (D), Carol King (D), Martha Sykes (D), and Susan Eliades (H)

Trustees absent: Lillian Boyd, Chair (PG), David Harless (H), and Ann Williams (H)

Trustee positions vacant: None

Staff present: Brian Manning, Chris Wiegard, Carol Farmer, Sarah Finch, and Lindsay Aspinwall

Approval of Agenda: Ms. Sykes moved to approve the agenda and Ms. Thorne seconded the motion. The motion to approve the agenda passed unanimously.

Consent Agenda: After review and discussion of the consent agenda documents, Ms. Thorne moved to approve the consent agenda, including the minutes from the April 16, 2019 meeting and Ms. Sykes seconded the motion. The motion to approve the consent agenda passed unanimously.

Communications: None.

Citizen Comment: None.

Report of the Library Director:

R1. Staff Update. The system is fully staffed.

R2. Staff Presentation--Carol Farmer--Technical Services Manager. Ms. Farmer presented to the Board on the roles and responsibilities of the Technical Services department. She also discussed major projects the department is working on, including record updates and clean-up in preparation for upgrades to the integrated library system (ILS).

R3. Staff Presentation--Sarah Finch--Youth Services Manager. Ms. Finch presented to the Board on the roles and responsibilities of the Youth Services department and spoke in depth on

the upcoming Summer Reading Program. One highlight of the presentation is that programming related to the Summer Reading Program will occur at all branches this year.

R4. Policy Update--Minor Corrections / Revisions. Mr. Manning presented to the Board several minor corrections/revisions to ARLS policies in preparation for the Board to discuss and vote.

Committee Reports: None.

New Business:

- **Proposed Policy Revisions, Mr. Manning reviewed the proposed policy revisions with the Board.** Ms. King proposed several small changes to the revisions proposed. Ms. Thorne motioned to approve the proposed policy revisions as revised with Ms. King's suggestions and Ms. Eliades seconded the motion. The motion passed unanimously.
- **June 18, 2019 Board Meeting / Staff Appreciation Dinner.** In order to better align with the June 18, 2019 Staff Appreciation Dinner, Ms. Eliades motioned that the June 18, 2019 Board meeting be moved to 4:30pm, and Ms. Thorne seconded the motion. The motion passed unanimously.

Unfinished Business:

- **Requested modification of endowment agreement from the John Randolph Foundation.** Ms. Eliades motioned that the Board table the discussion on the modification to the June Board meeting and Ms. Thorne seconded the motion. The motion to move the discussion and vote on the requested modification of the endowment agreement from the John Randolph Foundation passed unanimously.

Announcements: The next ARLS Board of Trustees Meeting will be at the Hopewell Library on Tuesday, June 18, 2019 beginning at 4:30 PM.

Adjournment: Meeting adjourned at 2:15 PM.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2018 - June 30, 2019

fund#	Revenue 06/30/19	FY2019 Proposed	Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$606,264	\$606,264	\$0	\$606,264	100.0%	\$0
103	Dinwiddie	\$276,330	\$207,248	\$69,083	\$276,331	100.0%	(\$1)
104	Prince George	\$598,146	\$598,146	\$0	\$598,146	100.0%	\$0
105	State Funds	\$393,480	\$296,648	\$98,883	\$395,530	100.5%	(\$2,050)
106	Fines/Fees/Lost	\$22,700	\$12,336	\$1,184	\$13,520	59.6%	\$9,180
107	Copying Receipts	\$20,200	\$18,085	\$1,754	\$19,839	98.2%	\$361
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$43,051	\$0	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$7,380	\$0	\$7,380	105.4%	(\$380)
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$20,395	\$1,680	\$22,075	92.0%	\$1,926
TOTALS		\$2,143,170	\$1,830,463	\$172,583	\$2,003,045	93.5%	\$140,125

Fund#	EXPENSES 03/31/19	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES - 03/31/19	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
Personnel							
200	MLS Salaries & Wages	\$476,247	\$374,666	\$34,557	\$409,223	85.9%	\$67,024
201	Non-MLS Salary & Wages	\$598,898	\$480,531	\$47,488	\$528,019	88.2%	\$70,879
202	Benefits for Staff/Retirees	\$280,000	\$257,874	\$23,796	\$281,670	100.6%	(\$1,670)
	Total Personnel	\$1,355,145	\$1,113,071	\$105,841	\$1,218,912	89.9%	\$136,233
Books & Materials							
300	Books	\$70,700	\$63,511	\$6,798	\$70,309	99.4%	\$391
301	Leased Materials	\$27,000	\$0	\$23,639	\$23,639	87.6%	\$3,361
302	Standing Order Books	\$36,400	\$25,391	\$6,754	\$32,145	88.3%	\$4,255
303	Print News & Periodicals	\$12,276	\$5,399	\$97	\$5,496	44.8%	\$6,780
304	Audiovisual Materials	\$26,000	\$21,169	\$2,941	\$24,110	92.7%	\$1,890
305	Electronic Materials	\$4,500	\$1,764	\$0	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$228	\$228	\$456	45.1%	\$554
310	Econtent	\$35,600	\$10,800	\$20,000	\$30,800	86.5%	\$4,800
	Total Books & Materials	\$214,619	\$128,262	\$60,457	\$188,719	87.9%	\$25,900
Capital Expenditures							
400	Library Non-Computer Equip.	\$25,000	\$2,679	\$0	\$2,679	10.7%	\$22,321
401	Computer Hardware	\$52,650	\$82,726	\$2,855	\$85,581	162.5%	(\$32,931)
	Total Capital Expenditures	\$77,650	\$85,405	\$2,855	\$88,261	113.7%	(\$10,611)
Contractual							
500	Lyrasis ILL Services	\$2,000	\$2,995	\$0	\$2,995	149.8%	(\$995)
501	Software Licensing Contracts	\$30,000	\$23,213	\$445	\$23,658	78.9%	\$6,342
502	Audit	\$18,000	\$16,279	\$831	\$17,110	95.1%	\$890
503	Cataloging MARC Records	\$3,605	\$1,847	\$185	\$2,032	56.4%	\$1,573
504	Unique Management	\$7,000	\$4,475	\$394	\$4,869	69.6%	\$2,131

505 Computer Support Service Calls	\$25,000	\$39,175	\$13,708	\$52,883	211.5%	(\$27,883)	
506 Other Computer Software Serv.	\$20,000	\$27,184	\$14,481	\$41,665	208.3%	(\$21,665)	
507 Telecomm Internet Line Charges	\$22,000	\$20,967	\$1,913	\$22,880	104.0%	(\$880)	
508 Printing and Publications	\$9,500	\$9,345	\$500	\$9,845	103.6%	(\$345)	
509 Security Guard Service	\$26,500	\$19,942	\$1,148	\$21,090	79.6%	\$5,410	
Total Contractual	\$163,605	\$165,422	\$33,605	\$199,027	121.7%	(\$35,422)	
Facilities/Maint./Operations							
600 Equip. Repair & Maintenance	\$5,000	\$6,283	\$836	\$7,119	142.4%	(\$2,119)	
601 TLC Maintenance Contract	\$19,500	\$205	\$13,082	\$13,287	68.1%	\$6,213	
602 Facilities and Rent	\$76,650	\$63,000	\$6,300	\$69,300	90.4%	\$7,350	
603 Supplies	\$32,000	\$21,196	\$505	\$21,701	67.8%	\$10,299	
604 Travel / Workshops /Conf. Fees	\$9,000	\$10,588	\$569	\$11,157	124.0%	(\$2,157)	
605 Training / Education	\$4,500	\$500	\$0	\$500	11.1%	\$4,000	
606 Utilities	\$6,000	\$4,601	\$391	\$4,992	83.2%	\$1,008	
607 Telephone (Voice)	\$13,000	\$11,972	\$1,171	\$13,143	101.1%	(\$143)	
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937	
609 Vehicle Maintenance & Fuel	\$4,500	\$5,529	\$375	\$5,904	131.2%	(\$1,404)	
610 Job & Contracting Advertising	\$2,500	\$1,070	\$0	\$1,070	42.8%	\$1,430	
611 Promotional Advertising	\$2,000	\$1,020	\$250	\$1,270	63.5%	\$730	
612 Organization/Association Dues	\$3,500	\$3,181	\$150	\$3,331	95.2%	\$169	
613 Postage	\$4,500	\$3,765	\$744	\$4,509	100.2%	(\$9)	
614 Janitorial	\$64,500	\$50,824	\$7,631	\$58,455	90.6%	\$6,045	
615 Other Building Maintenance	\$12,500	\$6,481	\$483	\$6,964	55.7%	\$5,536	
Total	\$272,587	\$190,215	\$32,488	\$222,703	81.7%	\$49,884	
Facilities/Maint./Operations							
Programs/Activites/Other							
700 YS Summer Reading Program	\$7,000	\$1,274	\$1,065	\$2,339	33.4%	\$4,661	
701 YS Programming & Supplies	\$4,864	\$3,799	\$454	\$4,253	87.4%	\$611	
702 Adult Programming	\$2,200	\$3,286	\$276	\$3,562	161.9%	(\$1,362)	
703 Adult Programming Supplies	\$5,000	\$747	\$9	\$756	15.1%	\$4,244	

704 Funds for Local History Collection	\$5,000	\$470	\$135	\$605	12.1%	\$4,395
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0
707 Hopewell Project	\$9,000	\$7,392	\$0	\$7,392	82.1%	\$1,608
708 Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$10,776	\$2,340	\$13,116	82.0%	\$2,884
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	\$3,500.00
Total Programs/Activ./Other	\$59,564	\$27,744	\$4,279	\$32,023	53.8%	\$27,541
GRAND TOTALS	\$2,143,170	\$1,710,119	\$239,525	\$1,949,644	91.0%	\$193,526



CITY OF HOPEWELL ELECTORAL BOARD

MEETING MINUTES

Date: June 19, 2019

Place: Hopewell Library

209 East Cawson Street

Hopewell, VA 23860

Time: 6:00 p.m.

Members Present:

George Uzzle, Chair

Sheila Mickelson, Vice Chair

Jackie Shornak, Secretary

Others Present:

Darlene White, Acting Registrar

Dasheen Jennings, Assistant Registrar

Betty Washington, Democratic Party Chair

Brandon Howard & Wife, Republican Party Chair

Mark Shornak, Citizen

Brenda Pelham, Councilor for Ward 6

Brandon Carwile, Reporter for Herald*Post

Call to Order: Chair Uzzle called the meeting to order at 6:03 p.m.

Welcome: Chair Uzzle welcomed Jackie Shornak to the Board who is taking the place of William Anderson as Secretary. Vice Chair Mickelson also welcomed Secretary Shornak to the Board and looks forward to working with her.

Roll Call and Announcement of Quorum: Secretary Shornak conducted the roll call. All members were present and announced a quorum.

Approval of Agenda: Motion was made to amend the agenda by Vice Chair Mickelson to reflect the dates of the April 1st and June 5th as opposed to May 19th and May 23rd. Secretary Shornak seconded. Chair Uzzle asked for all who approved say aye. All responded in favor and the motion passed.

Other Business: Vice Chair Mickelson recapped the June 11th Primary. The Hopewell results: Lindsey Daughtery – 518 votes and Tavaris Mark – 671 votes. She stated that these results were only in Hopewell. Senate race: Joe Morrissey – 712 votes, Senator Rosalyn Dance – 532 votes.

Vice Chair Mickelson also welcomed Secretary Shornak to the Board and gave her an Electoral Board Handbook. She gave an overview of the Secretary's responsibilities for meetings but not limited to recording the minutes and sending out meeting notices. She reiterated that anyone can call a meeting and a notice needs to be sent out within three (3) business days prior to the meeting. The notice is sent out either by the Chair or the Secretary to Clerk Ronnieye Arrington

stipulating the date, time, and location. If it is a Special Meeting, then it will be necessary to state that to the Clerk. The Agenda is to be worked on by all three members of the Board. The Secretary will send out a draft Agenda to all the Board Members to be agreed upon. Once the Agenda has been finalized, it will then be approved at the next meeting. Copies are available to the Hopewell constituents and also to the Clerk for posting on the website. The Secretary needs to take notes during the meeting. Vice Chair Mickelson gave this overview in terms of the meetings and notices. Chair Uzzle stated that the approval of the draft agenda should be approved by him and not the board members. A copy of the final minutes is to be given to Darlene White to be posted in the Registrar's Office Minute Book. Dasheen Jennings has been personally delivering a copy of the final minutes to Clerk Arrington. Secretary Shornak stated that this was a big help and if she has any questions, she will not hesitate to ask. Vice Chair Mickelson stated we all work as a unit.

Contact information will be disseminated to everyone. Vice Chair Mickelson advised that Secretary Shornak begin reading Chapter 2 for guidance. Secretary Shornak stated she was looking forward to working with both of them and was very grateful for their welcome. She stated that she wanted to work with them to get the office back to where it used to be and making sure that the voters and the citizens of Hopewell are given the proper Registrar's Office in order to make sure things are all on the up and up. She expressed her appreciation. Chair Uzzle stated that the June 11th Primary went off without a hitch. He congratulated Darlene White and her staff for a job well done.

Minutes: Chair Uzzle asked for all those in favor to accept and approve the minutes of the April 1st and June 5th say aye? All members of the Board voted unanimous to accept and approve the minutes. Motion passed.

Old Business: Chair Uzzle stated that the new building that was proposed for the new Registrar's office is located in Cavalier Square in the old bank building beside K&L. Chair Uzzle has already done a walk-through and it is spacious but you have to have an imagination because there is much work to be done. He thought that it would be a good building. He asked the Vice Chair and Secretary contact Charlie Dane, Assistant City Manager, to schedule a walk-through in order that we can move forward with this project.

Chair Uzzle mentioned the Electoral Board Annual Training for Board Members was scheduled for Tuesday, June 25th in Richmond given by the State Board of Elections. The training for Registrars would be Monday, June 24th. Secretary Shornak said that she was in the process of getting signed up for the training. Chair Uzzle and Vice Chair Mickelson were already registered.

Closed Meeting: Chair Uzzle moved to go into closed session for personnel hiring of General Registrar pursuant to the personnel exemption in the Code of Virginia 2.2-3711(A)(1) respectively? Motion seconded by Vice Chair Mickelson.

Roll Call: Chair Uzzle, Vice Chair Mickelson and Secretary Shornak unanimously voted yes. Motion passed.

Reconvene Open Meeting – Certification by Electoral Board Members: Pursuant to Va. Code 2.2-3712(D): “Were only public business matters (1) lawfully exempted from open meeting requirements and (2) identified in closed meeting motion discussed in closed meeting?”

Roll Call:

Chairman Uzzle, Vice Chair Mickelson and Secretary Shornak unanimously voted yes. Motion passed.

Open Meeting to Public: Chair Uzzle made a Motion to open the meeting for comments from the public. Vice Chair Mickelson seconded the Motion. Chair Uzzle asked the Board Members for all who approved say aye. All responded in favor and the Motion passed. Chair Uzzle opened the floor to the public for comments.

Brandon Howard, Republican Party Chair, welcomed Secretary Shornak to her position on the Electoral Board. He stated she will serve the City well. She will serve the voters and the Board to the best of her ability. The Republicans are very pleased with her nomination and is very pleased to have her on the Board. Chair Uzzle said she was an excellent choice. We realize she brings much needed experience that the Board can use. Mr. Howard said use her wisdom and experience. Chair Uzzle said we hope to see the Board elevated even higher than what we are expected to be.

Bettie Washington, Democrat Party Chair, welcomed Secretary Shornak and asked for copies of the minutes of the April 1st and June 5th meetings. Brandon Howard also asked for copies as well. Vice Chair Mickelson posted all of the minutes except April 1st and June 5th.


Brandon Carwile, a reporter, asked if the Board had come to any determination regarding the hiring of the Registrar. Chair Uzzle said this was a process with the applications. It was more of a selection process to narrow it down. Secretary Shornak also stated that since she just came on the Board, they were really going over the applications first. Then the Board will be choosing the applicants to be interviewed. Mr. Howard asked how many applications were there. Chair Uzzle said that we would like to keep this information closed at the moment. Secretary Shornak said that after we make sure that we have all the applications, then the Board will decide when to give that information to the public. Chair Uzzle also stated that we would give out that information at a later time. Vice Chair Mickelson stated that we wanted to be as transparent as possible.

Next meeting is June 26th. Chair Uzzle said this would be a closed meeting. Chair Uzzle made a Motion to have the next meeting on June 26th at 4:00 p.m. at the Registrar's Office. Secretary Shornak seconded the Motion. Chair Uzzle asked the Board Members for all who approved say aye. All responded in favor and the Motion passed.

Adjournment: Chair Uzzle made a Motion to adjourn the meeting? Vice Chair Mickelson seconded the Motion. Chair Uzzle asked the Board Members for all who approved say aye. All responded in favor and the Motion passed.

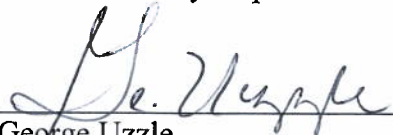
Meeting adjourned at 7:23 p.m.

Respectfully submitted,



Jackie Shornak
Secretary, Hopewell Electoral Board

APPROVED by Hopewell Electoral Board Chair on July 9, 2019



George Uzzle

245 E. Broadway, Suite 4, Hopewell, VA 23860
Phone: 804-541-2232
Fax: 804-452-828

**Special Meeting
July 22, 2019**

**MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
MEETING HELD JULY 22, 2019**

A Special Meeting of Hopewell City Council, was held Monday, July 22, 2019 at 5:00 p.m. in Council Chambers in the Council Conference Room, 300 North Main Street, Drive, Hopewell, Virginia.

PRESENT: Deborah Randolph, Councilor Ward 1
Arlene Holloway, Councilor, Ward 2
Brenda S. Pelham, Councilor, Ward 6

Ronnieye Arrington, City Clerk
Bill Dore, CDBG Coordinator

ABSENT: Patience Bennett, Vice Mayor

- * This was a Work Session with CDBG, which only impacts Wards 1, 2, 6 and 7. No other councilors, nor the City Attorney or City Manager are required to attend.

ROLL CALL

Brenda Pelham, Councilor for Ward 6, opened the meeting at 5:19 p.m. Roll call was taken as follows:

Vice Mayor Bennett	-	absent
Councilor Randolph	-	present
Councilor Holloway	-	present
Councilor Pelham	-	present

Mr. Dore discussed the proposed budget for the Community Block Development Grant funds. He provided Council with a copy of the CDBG Grant Management page, which provided the CDBG funding for last year, as well as Staff's Recommendation and the amount Currently on the Table, as revised by Councilor Pelham. Councilors Pelham and Randolph requested reports and copies of applications for STORY, which Mr. Dore said he would send.

Councilor Pelham moved that the proposed funding that is "Currently on the Table" remain in place, contingent upon the CDBG Committee's receipt of the requested reports. Councilor Holloway seconded the motion. Upon the roll call, the vote resulted:

Councilor Randolph	-	no
Councilor Holloway	-	yes
Councilor Pelham	-	yes

Motion passed 2-1

Special Meeting
July 22, 2019

ADJOURN

Councilor Pelham moved to adjourn the meeting, which motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted: The meeting was adjourned at 6:03 p.m.

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

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

DRAFT

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HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF May 13, 2019

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, May 13, 2019 at 5:15 p.m.

The meeting was called to order by the Chairman. Roll call, those present and absent were as follows:

Present: Sheila Flowers, Chairman
Johnny Jones, Vice-Chairman
Ruth Johnson, Commissioner
Shamika Lewis, Commissioner
Sherman Cross, Commissioner
John Tunstall, Commissioner
Wendy Gant, Commissioner – arrived at 5:29 p.m.

Absent: None

Also Present: Steven A. Benham, Executive Director
Sherry Henderson, Executive Secretary
Madelyn Peay, Deputy Executive Director
Tarvaris McCoy, Community Revitalization Director
Matt Rigsby, Project Manager – Gordian Group

CONSENT AGENDA

C-1 & C-2 Upon motion made by Vice-Chairman Jones and seconded by Commissioner Johnson with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Flowers - Yes
Vice-Chairman Jones - Yes
Commissioner Johnson - Yes
Commissioner Cross - Yes
Commissioner Tunstall - Yes
Commissioner Lewis - Yes

6 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Discussion of Pending List.

Mr. Benham discussed the pending list with the Board of Commissioners.

R-2 Request approval of Resolution No. 861, contract with Nan McKay and Associates for Piper Square Operational Transition in the amount of \$107,010.

Upon motion made by Commissioner Cross and seconded by Commissioner Tunstall with all Commissioners present responding, the Board of Commissioners approved Resolution No. 861, contract with Nan McKay and Associates for Piper Square Operational Transition in the amount of \$107,010.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Johnson	- Yes
Commissioner Cross	- Yes
Commissioner Tunstall	- Yes
Commissioner Lewis	- No
Commissioner Gant	- Yes

6 Yes; 1 No - Motion Passed

R-3 Request approval of Resolution No. 862, contract with Centennial for Thomas Rolfe Court Roofs in the amount of \$86,081.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Gant with all Commissioners present responding, the Board of Commissioners approved Resolution No. 862, contract with Centennial for Thomas Rolfe Court Roofs in the amount of \$86,081.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Johnson	- Yes
Commissioner Cross	- Yes
Commissioner Tunstall	- Yes
Commissioner Lewis	- Yes
Commissioner Gant	- Yes

7 Yes; Motion Passed

R-4 Request approval of Resolution No. 863, Cost of Living Adjustment in the amount of 2.8%, effective on April 1, 2019.

Upon motion made by Commissioner Gant and seconded by Vice-Chairman Jones with all Commissioners present responding, the Board of Commissioners approved Resolution No. 863, Cost of Living Adjustment in the amount of 2.8%, effective on April 1, 2019.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Johnson	- Yes
Commissioner Cross	- Yes
Commissioner Tunstall	- Yes
Commissioner Lewis	- Yes
Commissioner Gant	- Yes

7 Yes; Motion Passed

R-5 Discussion/Other Matters.

The Board of Commissioners/Executive Director discussed information of interest to each of them. Listed below is a summarization of the discussion points and other matters.

1. When the Board of Commissioners wants to change the vision of the Authority, we must come together to make changes and approve the new vision. Until and unless that happens the authority operates under the currently approved vision.
2. The Board of Commissioners should contact staff if they are confronted with questions of a specific nature. It is important for board members to have good knowledge of housing policy and a more general knowledge of procedures. Procedures are subject to change and to be situational. Errors can occur if limited knowledge about procedures is provided to tenants and other stakeholders.
3. How many extensions does the HCVP allow for applicants/participants to find a place? (This will be added to the pending list.)

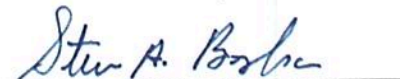
4. The next City tour is scheduled for May 30th from 10 a.m. to 12 p.m. The next tour after that is scheduled for August 29th.
5. There was a discussion regarding evictions.

ADJOURNMENT

Upon motion made Commissioner Cross seconded by Commissioner Johnson with all Commissioners present responding affirmatively, the meeting was adjourned at 7:30 p.m.



Sheila Flowers, Chairman



Steven A. Benham, Secretary-Treasurer

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS



City Council Strategic Plan

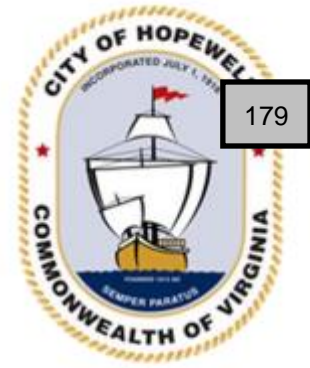
-working draft-

July 16, 2019

City of Hopewell

Strategic Planning 2019 - 2021

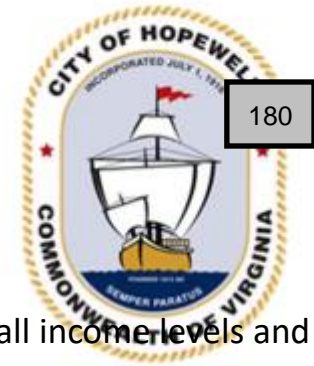
Original Strategic Themes 2014 - 2024



City of Hopewell

Strategic Planning 2019 - 2021

2020 – 24 Revised Strategic Goals/Objectives



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Housing: Ensure high quality affordable housing options for renters and home owners at all income levels and stages of life.

Health and Wellness: Enhance resources and conditions that affect where residents live, learn, work, and play that affect their mental, spiritual and physical health outcomes and life expectancy.

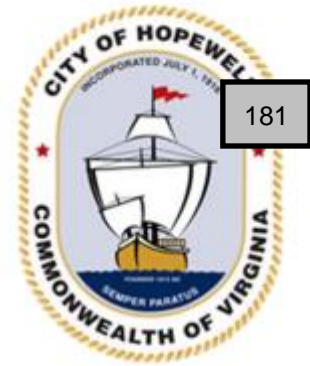
Infrastructure: Improve the overall appearance, functionality and perception of the City by providing excellent facilities, core services and neighborhood investment.

Public Safety: Provide a safe and secure environment to strengthen internal and external perceptions of the city by improving cross-collaboration with strategic partner and enhance community relationships.

Economic Development: Fully implement an integrated economic development plan that yields equitable job opportunities for all Hopewell citizens, enhances our tax base, and increases internal and external foot traffic in all commercial areas of the city.

Education/Workforce Development: Strengthen the education system and workforce development pipeline to promote higher graduation rates, enhanced learning opportunities, and a skilled workforce prepared for high quality job opportunities.

Community and Cultural Development: Enhance resources to support citizens from all walks of life with comprehensive community services, civic events and opportunities for civic engagement. Implement strategic plans and initiatives that promote equity in all polices and cross-collaboration between the City, service providers and stakeholders.



Cross-Cutting Implementation Strategies

The following implementation strategies will build sustainable Council and administration capacity to achieve all strategic goals and objectives.

1. Establish clear roles, accountabilities and *guidelines* between City Council and administration
2. Establish key initiatives under each established Strategic Plan Domain
3. Implement *branding/marketing campaign* to internal and external audiences (note: this is partially covered in Community/Cultural Development Domain)
4. Establish data-driven decision-making and accountability processes, grounded in a *City-wide Data Dashboard*
5. Establish mechanism to foster collaborative services and resources (*Community Enhancement Initiative*)
6. Increase opportunities for *civic engagement* (note: this is partially covered in Community/Cultural Development Domain)
7. Enhance City-to-Citizen *communication channels* (note: this is partially covered in Community/Cultural Development Domain)
8. Adopt *Equity-in-All-Policies* Framework

City of Hopewell

Strategic Domain: Housing



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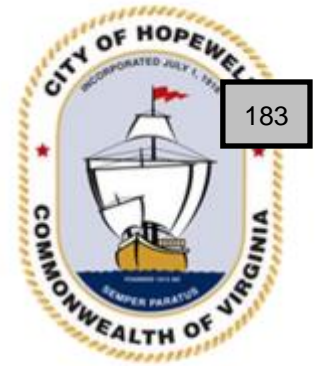
Goal: Ensure high quality affordable housing options for renters and home owners at all income levels and stages of life.

Potential Strategies & Tactics

1. *Update and implement comprehensive housing blueprint that provides a blueprint to expand and improve housing stock to retain and attract citizens of all income levels.*
 - A. Update data in existing housing plan, including use of property maintenance inspection/spot blight data to identify problem areas and opportunities for development/redevelopment
 - B. Partner with HRHA to improve public housing, including increased security and dispersal of unites
 - C. Develop list of funding and other resources to implement comprehensive plan
2. *Encourage public-private development and redevelopment*
 - A. Rewrite current Zoning Ordinance to a Form Based Code
 - B. **Others?**
3. *Maximize revenue from, and accountability of, rental property owners*
 - A. Strengthen policies to shift responsibility of paying wastewater fees to landlords from tenants
 - B. Require business licenses to operate individual rental properties
 - C. Implement Rental Inspection Program Revisions – short term goal
 - D. Promote Renters Rights Advocacy resources and/or services

City of Hopewell

Strategic Domain: Housing (con't)



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Goal: Ensure high quality affordable housing options for renters and home owners at all income levels and stages of life

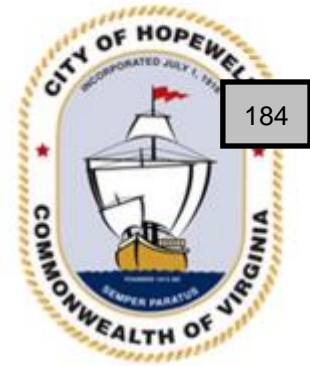
Potential Strategies & Tactics (con't)

4. *Establish resources to promote increased home ownership*
 - A. Path to Homeownership Program in Public Housing (partner with DSS, concern loss of benefits - ex. Richmond)
 - B. Homesteading Program for Employees (community grant programs)
 - C. 1st time Homebuyer Program Citywide (partner with Federal Home Loan Bank - ATL)

5. *Implement neighborhood "branding" initiative*
 - A. Utilize neighborhood names to market housing
 - B. Develop signage for specific neighborhoods

City of Hopewell

Strategic Domain: Health and Wellness



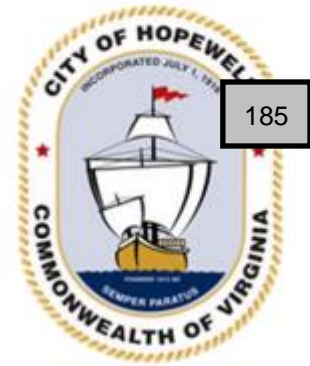
Goal: Enhance resources and conditions that affect where residents live, learn, work, and play that affect their mental, spiritual and physical health outcomes and life expectancy.

Potential Strategies & Tactics

1. *Improve public awareness of, and accessibility to resources for, healthy eating and active living*
 - A. Recruit full-service grocery store(s) to accessible City location(s)
 - B. Expand HEAL initiative
 - C. Implement and expand Local Foods, Local Places initiative
 - D. Extend Riverwalk to Bluffs Property
 - E. Recruit additional resources to Assist City – RC&D, Virginia Environmental Endowment, Ag Extension Agent
 - F. Work with FOLAR & VDOT to connect Atwater Park connection to Appomattox River Regional Park
 - G. Develop a Citywide Trail Plan to expand Trail System
2. *Increase access to healthcare, behavioral health and related direct services*
 - A. Establish a One-Stop Services Center that includes enhanced behavioral health services (built out District 19)
 - B. Tap new resources from Medicaid expansion beyond case workers to assist/develop programs
 - C. Build partnership with JRMC – increase community engagement
3. *Leverage and strengthen city policies to promote community health*
 - A. Implement comprehensive plan goals related to community and care
 - B. Implement a “Health In All Policies” framework

City of Hopewell

Strategic Domain: Infrastructure



Goal: Improve the overall appearance, functionality and perception of the City by providing excellent facilities, core services and neighborhood investment.

Potential Strategies & Tactics

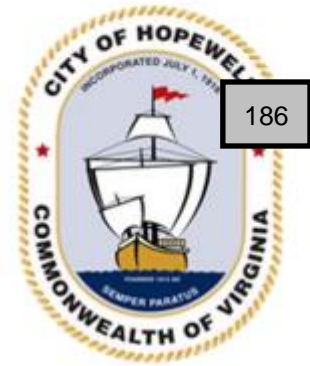
1. Develop and implement comprehensive Ft. Lee/Route 36 infrastructure and economic development plan
 - A. Colonial Corner/I-295 Gateway
 - B. **What else?**

2. Strengthen city planning and funding mechanisms to proactively address infrastructure needs
 - A. Develop Funding Policy to Earmark % of New Revenue for Infrastructure
 - B. Develop 5-year CIP – include “neighborhood” level improvements & funding/financing

3. Improve streets and sidewalks
 - A. Implement Complete Streets Resolution, including ADA Accessible Sidewalks
 - B. Implement a Citywide Street Evaluation (city engineering)
 - C. Implement a Citywide Paving Program (Pave Each Street Once Every 10 years) (note: can revise previously presented citywide plan to estimate cost)
 - D. Implement Citywide Curb & Gutter Program – Construct C&G where possible
 - E. Enhance Street-sweeping Operation (including effective neighborhood notification system)
 - F. Design and implement Safe Routes to Schools – Crosswalks/Sidewalks
 - G. Implement a “Pothole Tracker” system

City of Hopewell

Strategic Domain: Infrastructure



Goal: Improve the overall appearance, functionality and perception of the City by providing excellent facilities, core services and neighborhood investment.

Potential Strategies & Tactics

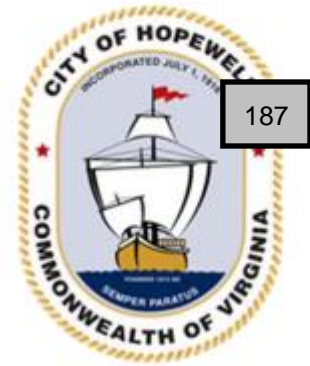
4. *Improve stormwater management*
 - A. Offer incentives for property owners to make in stormwater improvements
 - B. Establish mechanism to coordinate stormwater improvements with road improvements

5. *Improve public transportation*
 - A. Create new/revised routes (question – is this for buses?)

6. *Maintain and enhance city-owned assets*
 - A. Establish environmentally responsible construction guidelines for public buildings (LEED)
 - B. Adequately maintain and expand Marina

City of Hopewell

Strategic Domain: Public Safety



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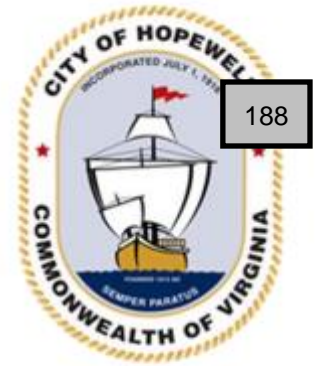
Goal: Provide a safe and secure environment to strengthen internal and external perceptions of the city by improving cross-collaboration with strategic partner and enhance community relationships

Potential Strategies & Tactics

1. *Strengthen resources for early intervention and prevention*
 - A. Implement Community Policing approach in targeted areas
 - B. Implement comprehensive prevention programs in targeted areas (Community Enhancement initiatives)
2. *Reduce community fear of crime*
 - A. Implement public messaging campaign(s) on safety statistics (incorporate into branding/marketing campaign and City-to-Citizen communication channels)
3. *Improve internal processes related to law enforcement*
 - A. Revise method of tabulating crime statistics to reflect actual activity (shots fired, overdose, sexual assaults, etc.)
 - B. Coordinate new law enforcement ordinances with different enforcement agencies to ensure ability to enforce

City of Hopewell

Strategic Domain: Economic Development



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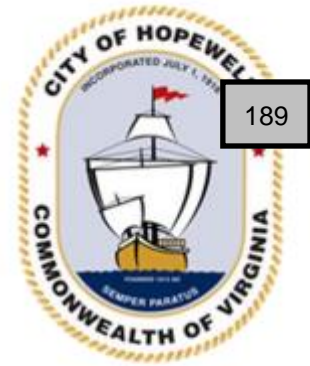
Goal: Fully implement an integrated economic development plan that yields equitable job opportunities for all Hopewell citizens, enhances our tax base, and increases internal and external foot traffic in all commercial areas of the city

Potential Strategies & Tactics

1. *Comprehensive Ft. Lee/Route 36 infrastructure and economic development plan* (see 'infrastructure' domain)
2. *Increase funding for existing city improvement initiatives*
 - A. Legacy Grant Program
 - B. Façade Improvement Program
3. *Strengthen equitable economic development policies and investments*
 - A. Review Grant Programs to provide opportunities in areas that are not included in Enterprise or Opportunity Zones
4. *Strengthen and expand focus on tourism*
 - A. Implement *City Point Historic District Plan*, with an emphasis on tourism (VCU Plan)
 - B. "Brand" districts to create destination identities – Historic, Arts & Culture, etc.
 - C. Support Weston Manor Expansion
 - D. Re-establish City Tourism Office/Department

City of Hopewell

Strategic Domain: Education/Workforce Development



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Goal: Strengthen the education system and workforce development pipeline to promote higher graduation rates, enhanced learning opportunities, and a skilled workforce prepared for high quality job opportunities

Potential Strategies & Tactics

1. Expand City Youth Workforce Development Programs
 - A. What are possible components?
2. Implement comprehensive regional service career development center with connections to other social supports (Community Enhancement project)
 - A. Establish Local Industry and School CET Program
3. Implement Early Learning Nation Initiative
 - A. What are possible components?
4. Expand After School Programming
 - A. What are possible components?

City of Hopewell

Strategic Domain: Community and Cultural Development



190

Goal: Enhance resources to support citizens from all walks of life with comprehensive community services, civic events and opportunities for civic engagement. Implement strategic plans and initiatives that promote equity in all polices and cross-collaboration between the City, service providers and stakeholders

Potential Strategies & Tactics

1. *Increase citizen access to city and other public services*
 1. Establish a comprehensive social service hub that includes behavioral health supports (District 19) and connections to an array of supports (Community Enhancement project)
 2. Expand early home visitation and parenting support programs for at-risk families
 3. Extend Work Week and Holiday Hours at the Convenience Center
 4. Increase availability of high quality childcare (is this a city-funded service?)
2. *Implement citizen education and engagement opportunities throughout City departments and programs*
 1. Implement internal community branding initiative
 2. Establish a City Council newsletter
 3. Enhance Citizen Complaints processes
3. *Enhance access to public cultural and recreational amenities*
 1. Mallonee Gym Renovation to establish a Youth and Family Resource Center (MOU with Schools)
 2. Develop a strategic plan for the Beacon Theater
 3. Establish a City Museum at City Point
 4. Establish processes to coordinate city and community cultural events

PMG0046

SERVICE AGREEMENT

BETWEEN

**CENTER FOR PUBLIC POLICY
L. DOUGLAS WILDER SCHOOL OF GOVERNMENT AND PUBLIC AFFAIRS
VIRGINIA COMMONWEALTH UNIVERSITY**

And

CITY OF HOPEWELL

Project Title: Hopewell PMR

This agreement secures services as described in Attachment A (Scope of Work).

PERFORMANCE PERIOD: 2/15/2019-6/15/2019

Total Cost: \$78,995.00

Payment Terms: The City of Hopewell will be billed upon completion of all deliverables. Invoices are payable within 30 days of receipt.

Remit payments to:

VCU Index # 146054 Acct # 400689
Attn: Cashiers for CPP
Box 842506
Richmond, VA 23284-2506

APPROVED BY:

<p>Center for Public Policy:</p> <p>DocuSigned by: <i>Robyn McDougle, Ph.D.</i></p> <p>Robyn McDougle, PhD, Director Center for Public Policy/LDWSGPA</p> <p>Date: <u>2/13/2019</u></p> <p>DocuSigned by: <i>James Burke, Ph.D.</i></p> <p>James M. Burke, PhD, PMG Director</p> <p>Date: <u>2/13/2019</u></p>	<p>Project Contact Information</p> <p>Project Contact: Linda Pierce Telephone: 804-827-0485 P.O. Box 843024 Email: lpierce@vcu.edu</p> <p>Fiscal Contact: Danielle Shutt Telephone: 804-828-7482 Email: shuttdm@vcu.edu</p>
<p>Client:</p> <p><i>John M. Altman, Jr.</i></p> <p>John M. Altman, Jr.</p> <p>Date: <u>2-25-19</u></p>	<p>Contact Information</p> <p>Project Contact: John M. Altman, Jr. Address: 300 N. Main Street Hopewell, VA 23860 Telephone Number: 804-541-2243 Email: maltman@hopewellva.gov</p>

PMG0046

ATTACHMENT A

PURPOSE: The purpose of this agreement is to contract with the Center for Public Policy, Performance Management Group to provide the City of Hopewell performance management review (PMR) services

1.0 PERIOD OF AGREEMENT:

1.1 This agreement shall be effective February 15, 2019 to June 15, 2019

2.0 SCOPE OF WORK and DELIVERABLES:

PMG Responsibilities: VCU will:

2.1 Design a four stage PMR pilot program and administer it to three mutually chosen City of Hopewell departments

2.1.1 Stage 1- Planning

2.1.1.1 Review audit reports from the previous five years

2.1.1.2 Conduct program orientations for city employees

2.1.1.3 Prepare an online engagement survey for full-time employees in the reviewed departments

2.1.2 Stage 2- Discovery

2.1.2.1 Interview department heads to discuss initiatives that would reduce costs, improve delivery or services, and increase positive impact for their customers and stakeholders

2.1.2.2 Conduct an employee engagement survey to gain feedback on ways to reduce costs, improve quality of services, and increase customer satisfaction

2.1.2.3 Hold focus groups with employees to discuss themes resulting from the interviews and survey. Each focus group will consist of 8-12 participants and represent a cross section of experience and seniority in the departments

2.1.3 Stage 3- Analysis

2.1.3.1 Review the data gathered during the interviews with agency leaders, the employee survey and the employee focus groups

2.1.4 Stage 4- Recommendations

2.1.4.1 Develop and deliver a report with process improvements and potential savings for each department to the city council and Hopewell City Manager

2.2 Provide the equipment, materials and supplies needed to successfully deliver the work agreed to in this contract

Staffing: The VCU Project Manager shall hire professional expertise to accomplish the Scope of Work as defined in this document

Project Director: Linda L. Pierce, MBA

Sponsor Responsibilities: City of Hopewell will:

2.3 Provide PMG access to reports and employee contact information necessary to design and implement the Performance Management Review as described in this agreement

3.0 COMPENSATION AND METHOD OF PAYMENT: City of Hopewell agrees to pay the Center for Public Policy, Performance Management Group a total of \$78,995.00 for completion of the work described in Section 2.0 Scope of Work and Deliverables.

Strategy/Tactic Feasibility & Ranking Worksheet

Strategy:

Tactic:

Estimated Cost (and over what period of time):

Criteria	Circle One: 1=low; 2=med; 3= high			Questions to Consider	Discussion Points/Things to Consider
Level of Value/Benefit?	1	2	3	<i>What are the main benefits of this strategy or tactic? How would it be quantified – quality of life? Increased revenues? Reduced crime, etc.? How big a benefit is it likely to delivery? How important is this benefit to majority of the community?</i>	
Availability of Funding?	1	2	3	<i>What funding sources are currently available to support implementation, and what is missing? How feasible are other sources of funding? What might they be?</i>	
Availability of other required Resources?	1	2	3	<i>Consider manpower, time, and technology resources.</i>	
Ease of Implementation?	1	2	3	<i>What are the main barriers for implementation, and relatively speaking how easy or difficult will they be to break through? Consider required changes in policy and practices, as well as likelihood for stakeholder buy-in and willingness for change.</i>	
Potential for Visible Progress in 12 – 18 Months?	1	2	3	<i>How soon can the community see visible progress? What are opportunities for quick-wins?</i>	
Total Each Column					
Total all Columns					

What are the most compelling reasons for prioritizing this activity or investment?

I Hopewell Community Showcase

MAY

Interactive Town Halls

JUNE

City Council Strategic Advance
Cities of Opportunity - Community Enhancement Team

JULY

City Council Strategic Advance
Cities of Opportunity - Community Enhancement Team
#SeeHopewellNow Film Project

AUGUST

History with a Mystery Scavenger Hunt
National Night Out - Swag Grab
I Love Hopewell Video Contest

SEPTEMBER

Wonder City Phoenix Wing Mobile Mural
River Days
Healthy Mile Mission
Night in the Sky - TeleGlow Rave
S'mores & Stories

OCTOBER

Wonder City Compass
People's Ball & Downtown Crawl
The Best of Hopewell Business Nominations
Grow Your Business with Google Workshop

NOVEMBER

Loving Those Who Serve
Adopt-A-Solider
I Love Hopewell Blitz
I Love Hopewell Award Nomination
Wonder City Extravaganza & Civility Day
Uniquely You Expo

DECEMBER

Hopewell Gospel Sing Off Competition
AARP Senior Health Feast

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Monthly fee increase for refuse and recycling services

ISSUE: As of July 1, 2019, Central Virginia Waste Management and the City Of Hopewell entered into contracts with Container First Services (CFS) and TFC Recycling (TFC) to provide refuse and recycling collection services for the next 5 years. The total additional cost of these programs has increase by \$315,000 a year.

RECOMMENDATION: City Council approve an increase in the monthly service rate by \$3.04 per customer. The new collection rates for city customers for refuse and recycling shall be \$23.69/month for residential service and \$27.10/month for commercial service. This fee shall be effective October 1, 2019.

TIMING: The new service contracts for refuse and recycling went into effect on July 1, 2019. The additional costs for the new contracts are included in the approved budget for FY 20. Therefore, the proposed rate increases need to be implemented as soon as possible.

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

SUMMARY:

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

The City Manager and CVWMA negotiated with County Waste Industries to purchase the existing toters for \$125,000 lump sum. The Refuse Fund Balance will fund this cost. A proposed increase of 50 cents per customer per month will repay this loan from the Fund Balance.

FISCAL IMPACT: The FY20 budget includes a \$290,000 increase in refuse collection costs and a one-time expenditure of \$125,000 for toters. The proposed fee increase should generate \$315,000 per year in additional funding, which will cover the total cost of the 5-year contract with CVWMA.

ENCLOSED DOCUMENTS:

- Copy of Public Notice
- Summary of Refuse Collection Cost Increases
- Original CAF presented to Council on August 14, 2018.

STAFF:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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

Summary of New Contract Proposals for Refuse and Recycling Collections

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

Domestic Trash (CFS)

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

Pricing information:

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

Recycling

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

Pricing information:

- The current commodity market pricing for mixed paper products in May 2018 is zero. Historically this number has averaged \$66 per ton. This has forced recycling collection companies to increase their pricing dramatically as 60% of the recycling stream is paper products.
- The market for mixed paper should recover in the next two to three years. China has been the major importer of mixed paper, in the last few months the Chinese Government has effectively stopped accepting US recycling materials. As a result, there is an extreme oversupply of post-consumer mixed paper generated by the US and other countries...
- Colonial Heights and Ashland are currently paying \$2.49 per HH, and the City of Richmond are paying \$2.93 HH. However, these costs are expected to go up because of the markets mentioned above.

Residential Refuse Collection and Disposal

Locality	Old Rate	New Rate	Percent Change
Colonial Heights	\$5.00	\$7.53	51% (increase)
Petersburg	\$8.13	\$8.94	10% (increase)
Ashland	\$10.16	\$8.18	20% (decrease)
Chesterfield Tax Relief	\$12.00	\$8.40	30% (decrease)
Hopewell	\$7.00	\$8.10	16% (increase)

- Hopewell cost from Republic prior to 2014 was \$12.17/ HH

Residential Recycling Collection and Reuse

Locality	Old Rate	New Rate	Percent Change
Colonial Heights	\$ 2.49	\$2.55	2.4% (increase)
Petersburg	\$2.22	\$2.33	5% (increase)
Ashland	\$2.49	\$2.55	2.4% (increase)
Chesterfield Tax Relief	NA	NA	NA
Hopewell	\$1.54	\$2.98	94% (increase)

Summary of Refuse Collection Cost Increases
8,672 Households (HH)
August 20, 2019

Cost:

	Former Rate	Total Cost/Year	New Rate	Projected Cost/Year
Trash Collection (CFS)	\$7.00/HH/M	\$728,448	\$8.10/HH/M	\$842,918
Recycling (CW/TFC)	\$1.54/HH/M	\$160,259	\$2.98/HH/M	\$310,111
Toter Cost Recovery			\$0.50/HH/M	\$52,032
Admin Chargeback		\$502,000		\$502,000
Convenience Center		\$193,681		\$193,681
Other Operational Costs*		<u>\$329,390</u>		<u>\$329,390</u>
		\$1,913,778		\$2,230,132

*Other Operational Costs Include: CVWMA fees, Data Integrator fees, Salaries, Benefits, Consultant for Landfill, Machinery and Equipment, Litter Baskets and Service for City Buildings.

Revenue:

	Current Rate	Actual Rev	Proposed Rate	Projected Rev (FY20)
Fees	\$20.65/HH/M (res)	\$2,030,000	\$23.69/HH/M (res)	\$2,346,000
	\$24.06/HH/M (com)		\$27.10/HH/M (com)	

Cost Increase: \$2,230,132 - \$1,913,778 = \$316,354 (\$26,362.83/month)
Revenue Increase: \$2,346,000 - \$2,030,000 = \$316,000

PUBLIC NOTICE

The Hopewell City Council will conduct a public hearing at a meeting on Tuesday, August 20, 2019 at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, to consider citizen comments regarding:

1. A proposed fee increase for solid waste and recycling collections, and

	Current	Proposed
Residential Solid Waste and Recycling	\$20.65/month	\$23.69/month (\$3.04 increase)
Commercial Solid Waste and Recycling	\$24.06/month	\$27.10/month (\$3.04 increase)

Information regarding the above-referenced matter may be examined at the Department of the City Manager, 2nd Floor, City Municipal Building located at 300 North Main Street, Hopewell, Virginia, during normal business hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. Additionally, information can be obtained by telephone at (804) 541-2243.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

UNFINISHED BUSINESS

UB-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Update of Conditional Use Permit at 2907 Poplar Street to allow a duplex in the R-2, Residential, Medium Density District

ISSUE: At the June 25, 2019 City Council meeting, the applicant postponed further action until a meeting was held with the Building Official to finalize the requirement for fire retardation for the proposed duplex.

RECOMMENDATION: Vote to approve, approve with conditions or deny the request after hearing information requested by the applicant.

TIMING: An update will be provided on August 20, 2019.

BACKGROUND: The owner of 2907 Poplar Street is requesting the conversion of a single family detached home into a duplex, a home designed for occupancy by two families. In the R-2 Zoning District a Conditional Use Permit is required to establish a duplex.

ENCLOSED DOCUMENTS:

- Staff Report
- Application
- Map
- Pictures

STAFF:

Tevya Williams Griffin, Director of Development
Todd Hawkes, Building Official

FOR IN MEETING USE ONLY**SUMMARY:**

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



Agent: Christopher W. Jenkins

2907 Poplar Street

Conditional Use Permit

Staff Report prepared for the City Council Public Hearing

Last Revised August 12, 2019

UPDATE for August 20, 2019 Meeting

During the June 25, 2019 City Council meeting, the applicant requested the case be tabled to provide an opportunity to meet with the Building Official to discuss fire separation. After discussion with the applicant, the Building Official has concluded that the applicant will meet the required two hour fire separation. After required modifications are made, the building can be used as a duplex.

Despite this information, the Planning Commission reaffirms their recommendation of denial of the application. The Commission contends that the applicant has not demonstrated that a duplex at 2907 Poplar Street will meet Criteria #2 and #5

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.

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.

These criteria are two of seven that must be met in order to approve a Conditional Use Permit. A list of all criteria is located on pages 4 and 5 of this staff report.

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 & WORK SESSIONS:

Planning Commission Public Hearing	May 2, 2019	Public Hearing held. No decision made. Tabled until next meeting date
Planning Commission City Council Work Session	May 30, 2019 June 11, 2019	Recommended Denial No action necessary
City Council Public Hearing	June 25, 2019	Tabled

City Council Meeting August 20, 2019 Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,000 square feet
Owner:	Christopher W Jenkins
Location of Property:	159 feet from the intersection of Roanoke Avenue and Poplar Street
Election Ward:	Ward 7
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 043-0129 Lot 16-17, Block D, High Point Subdivision
Zoning of Surrounding Property:	North: R-2 South: B-4 East: B-4 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Christopher W. Jenkins for a Conditional Use Permit (CUP) in accordance with Article IV, Section A, Uses, to allow a duplex in the R-2, Residential, Medium Density Zoning District.

IV. APPLICABLE CODE SECTIONS:

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

Article IV, Residential, Medium Density District (R-2), Section A. - Use Regulation:

In the R-2 residential district, land may be used and buildings or structures may be erected, altered or used, only for the following (with off-street parking as required for the uses permitted within the district):

2. Duplex (zero (0) lot line permissible) with a conditional use permit based on compatibility with the adjacent area issued by the city council (special definition).

Article I, Definitions

Dwelling, two-family (duplex): A structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.

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 2907 Poplar Street. The current owner purchased the home in February of 2019. Previously, the same owner occupied the home for twenty (20) years. The home has two units; with access from the front and the side. The home was built in 1951 and currently accesses for \$78,700. The home is 1 ½ stories with 1,704 square feet. It is located in the R-2, Residential, Medium Density District.

VI. ZONING/STAFF ANALYSIS:

A duplex is allowed in the R-2 Zoning District with a Conditional Use Permit. The home has been used as a duplex for many years; first for family members and later it was rented to a tenant. The latter was an illegal use of the property. The current owner is requesting the ability to rent both units legally. A duplex is defined in the Zoning Ordinance as a structure arranged or designed to be occupied by two (2) families, the structure having only two (2) dwelling units.

According to the Zoning Ordinance, the R-2 Zoning district is intended as a single-family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To this end, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.

- Unit 1, has three (3) bedrooms and one (1) full bath.
- Unit 2, located on the subsequent floor, is accessible through the home in the kitchen and outside at the top floor on the side of the home. This unit has an open floor plan and functions as a studio apartment with one (1) full bath.

The City Council must determine if the dwelling at 2907 Poplar Street is suitable as a duplex, based on the criteria provided for in Article XXI, Amendments, cited on page 3 and 4 of this report.

Public Hearing held on May 2, 2019

The Planning Commission held the public hearing on May 2, 2019. The public was properly opened and closed. Commissioners has outstanding questions and needed clarity from the Director of Development on issues raised in the Staff report. Commissioners provided the Director with questions via email.

On Monday, May 19, 2019 Commissioner Vanderkeift, the Building Official, Fire Marshall, and Director Griffin visited the property. The owner allowed this group to view both units and ask questions.

During the meeting, the Building Official concluded that the interior stairwell to the upstairs unit could not be used. The stairs were steep and narrow and does not meet current building code. Furthermore, the kitchen was located at the top of the steps and the stove obstructed access to the steps. The door from the 1st unit kitchen must be locked and a gate placed at the top of the steps. Keeping the stairway open but not serviceable would allow emergency personnel access to the top unit if the stairs from the outside were inaccessible due to fire or some other emergency.

It was also concluded by the Building Official and Fire Marshall that each unit would require fire suppression (sprinkler system). If a sprinkler system is installed the fire rating can be reduced to a one hour fire rating which has already been achieved in the home by the placement of sheet rock lathe and the plaster overlay.

Grandfathered

During this meeting, there was also conversation regarding the grandfathering of the home as a duplex. However, the conversion and use of this single family dwelling to a duplex, regardless of the number of years of operation, does not constitute grandfathering.

The term grandfathering refers to a use that at one time in history was allowable by right, and at some time in the future became unallowable through a change in the law. A use is not required to cease operation, so is considered to be grandfathered or allowed to continue. In order for this property to fall under the grandfathering clause, the duplex would have been allowable in the R-2 Zoning District at the time it was converted. Staff has conducted research of past zoning ordinances, specifically, the R-2 District,

The previous owners converted the upstairs to a unit first for a family member and then rented it to persons outside of the family for compensation. When the unit was rented to persons other than family it became a two family home; a duplex. According to research conducted by Staff, the property has not changed zoning districts and at no time was a duplex allowed by right in the R-2 zoning district. In fact, in 1976, the duplexes were only allowed in the R-4 district. Therefore, the operation of a duplex outside of the issuance of a Conditional Use Permit was illegal when converted.

VII. STAFF RECOMMENDATION:

Based on the requirement for fire suppression by the Building Official and the Fire Marshall, Staff recommends denial of the request submitted by Christopher W. Jenkins for a Conditional Use Permit to allow a duplex at 2907 Poplar Street. As is, the home is does not meet safety requirements of the VA Building Code, 2012. The requests therefore does not meet Criteria #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.

Staff contends that the lack of a fire suppression system in each unit, required for the operation of a two family dwelling is not safe for those occupying the units or adjacent residents.

However, it is the opinion of Staff that if the applicant installs the fire suppression system as required, the application does meet the criteria and Staff would recommend approval.

Staff contends that from a zoning lense the requests is an example of middle housing coined in the 2028 Comprehensive Plan in Chapter 9, Housing. It states, middle housing is a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for varied housing types and for walkable urban living. This duplex will fit seamlessly in to the fabric of the neighborhood. Access to the second unit is from the rear of the property. Additionally, there is space on the property for off street parking of vehicles.

VIII. PLANNING COMMISSION RECOMMENDATION:

At their meeting on May 30, 2019 the Hopewell Planning Commission voted 4-0 to deny the request submitted by Christopher W. Jenkins to allow a duplex at 2907 Poplar Street, also known as Lot 16-17, Block D, High Point. The Planning Commission concluded that the request did not meet criteria #2 and #5 in Article XXI, Section D., of the Hopewell Zoning Ordinance.

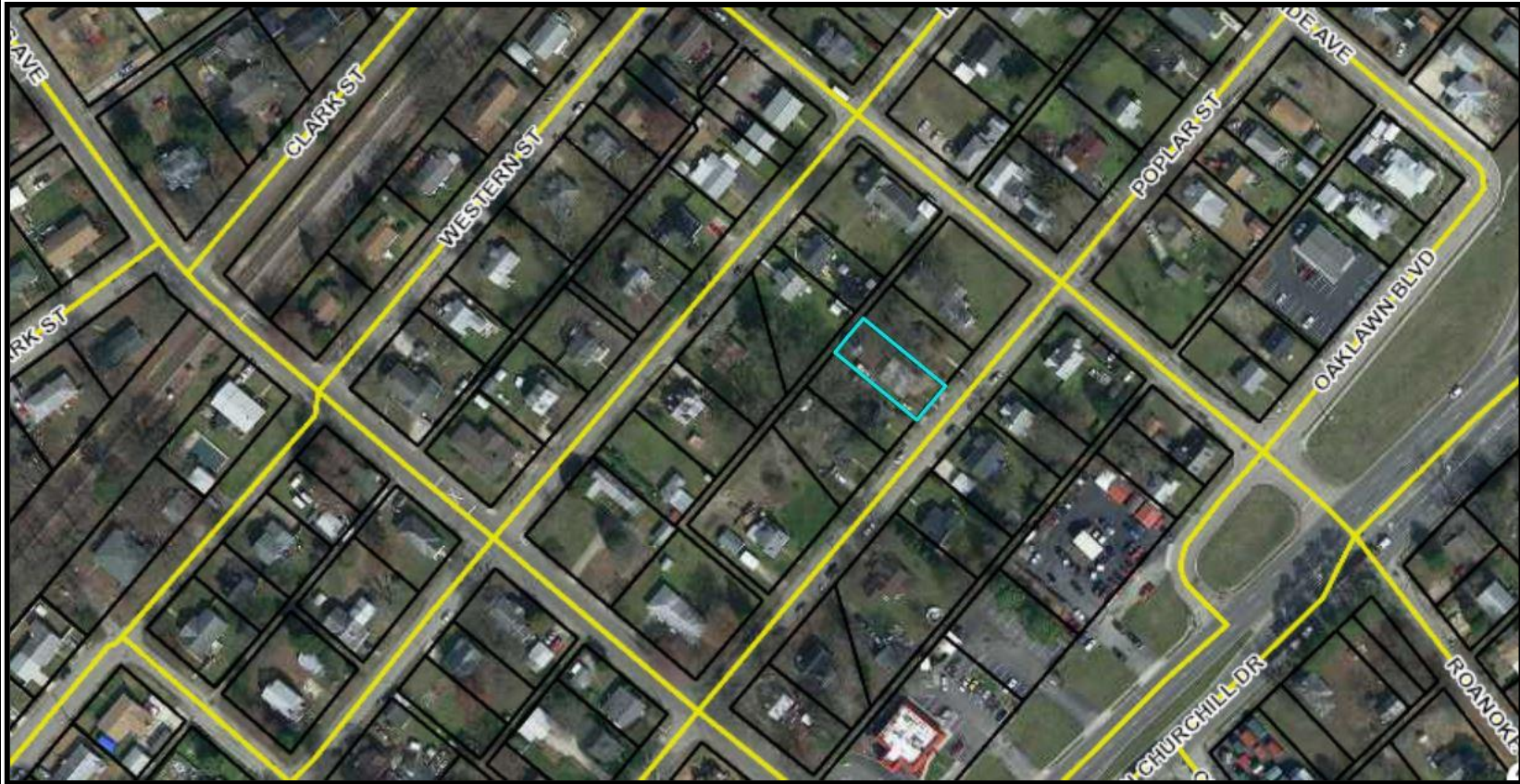
IX. CITY COUNCIL RESOLUTION:

The Hopewell City Council votes to *approve, approve with conditions, deny*, the request submitted by Christopher W. Jenkins to allow a duplex at 2907 Poplar Street, also identified as Lot 16-17, Block D, High Point Subdivision.

Attachment(s):

1. Application for Conditional Use Permit
2. Supplemental Documentation, including pictures
3. Location Map (Arc Explorer Map)

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Aerial Map showing 2907 Poplar Street

May PC



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... - 20190246|CUP - 2019
009396-0001 Melissa ... 03/26/2019 01
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 2231

209

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Christopher W. Jenkins
ADDRESS: 5005 Hidden Hills Dr
Prince George, VA 23875
PHONE #: 804-691-4437 FAX #:
EMAIL ADDRESS: PastorCJenkins@aol.com

INTEREST IN PROPERTY: X OWNER OR AGENT
IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER
OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Christopher W. Jenkins
ADDRESS: 5005 Hidden Hills Dr
Prince George, VA 23875
PHONE #: 804-691-4437 FAX #:

PROPERTY ADDRESS / LOCATION:
2907 Poplar St., Hopewell, VA 23860

PARCEL #: 043-0120 ACREAGE: 6,000 sq ft ZONING: R2

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS.
2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS.

N/A
See picture

App # 20190246

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION Article XXI OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Currently the property has been used as a 3 bed/1 bath dwelling downstairs with a 1 bed/1 bath separate dwelling on the 2nd story for the last 25 yrs. However, it has not been listed with Hopewell Dept. of Development.

THE CONDITIONAL USE PERMIT WILL ALLOW:

For 2907 Poplar St. to be split into two (2) units of "A" + "B". "A" unit will be the 1st floor 3bd/1bth dwelling + "B" unit will be the 2nd floor 1bd/1bth.

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

The property has been used in such fashion for 30+ years + has allowed additional tenants that have, at times, assisted neighbors w/ yard + household maintenance. Under NEW accountable property management there are only positive benefits expected to neighborhood.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The proposal will bring no adverse change to the properties or public welfare. It will only bring current operations under the oversight + accountability of the Hopewell Dept. of Development.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

RZ Zoned Dwellings allow for such proposals, thus it only supports the purpose + will allow for proper community reparations + accountability.

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.

Christopher Jenkins
APPLICANT SIGNATURE

3/18/19 DATE

Christopher W. Jenkins
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED 3/26/19 DATE OF ACTION _____

APPROVED _____ DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:



2907 Poplar Street

HOPEWELL, VA
3 BED, 2 BATH, 1523 SQFT

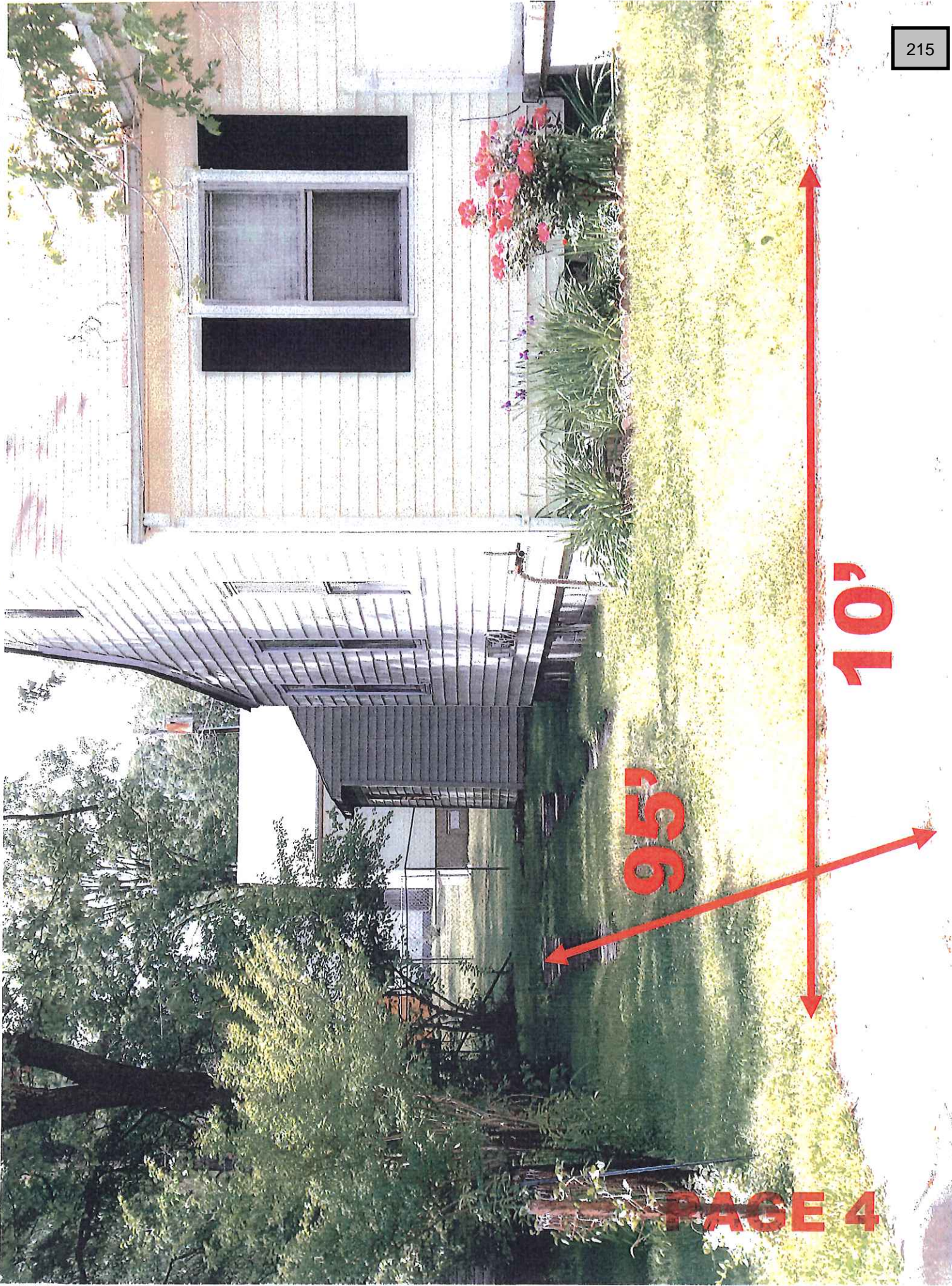
PARCEL ID 0430120
LOTS 16-17 BLK D SUBDIVISION: HIGH POINT
CURRENT ZONING: R2

CHRISTOPHER W. JENKINS
MAY 30, 2019









95'

10'

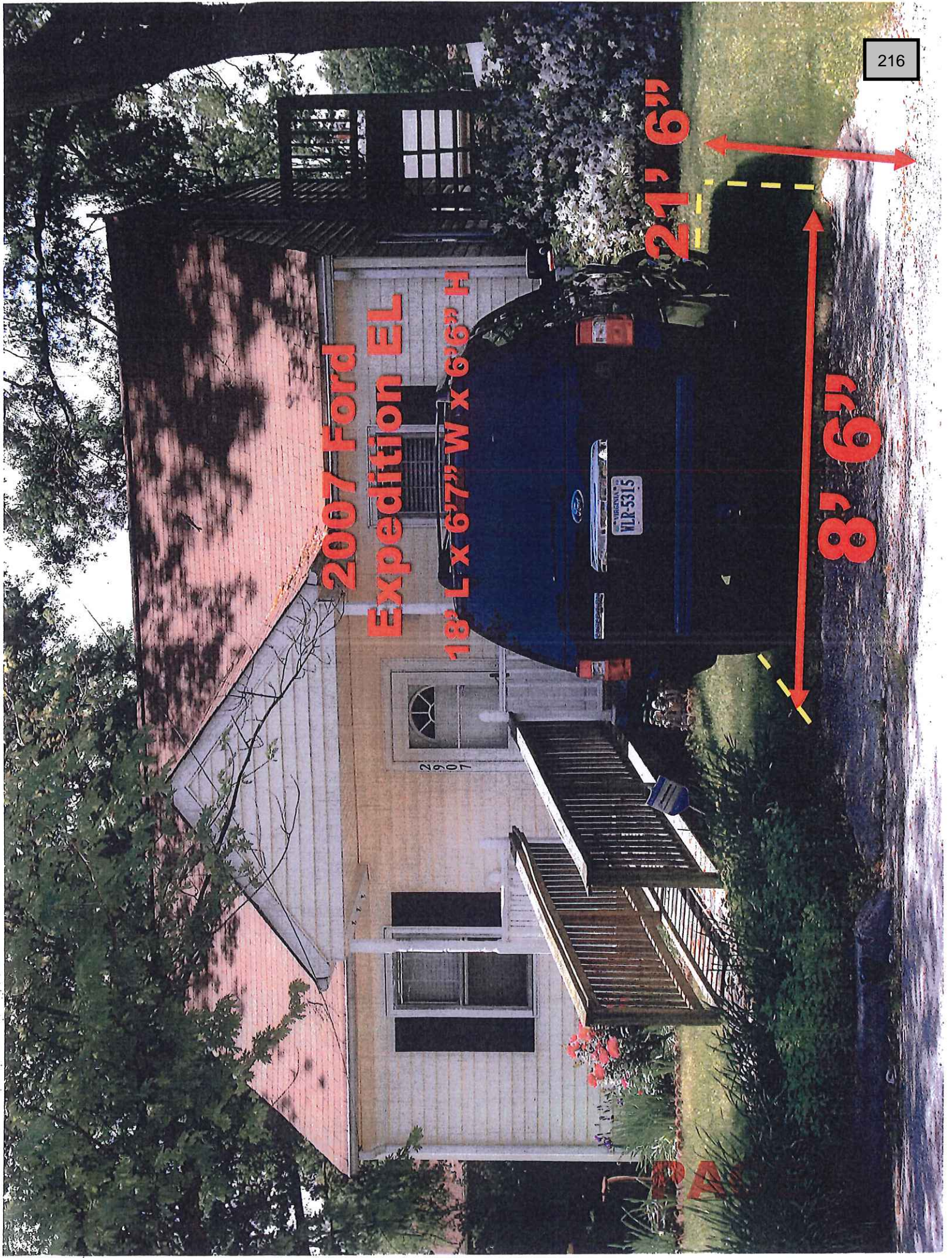
PAGE 4

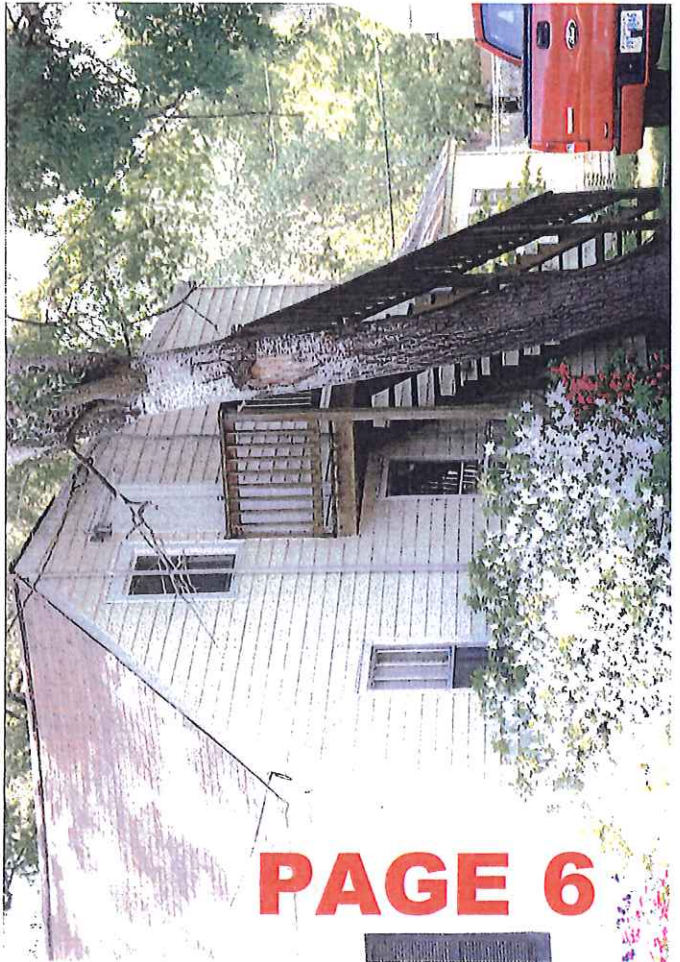
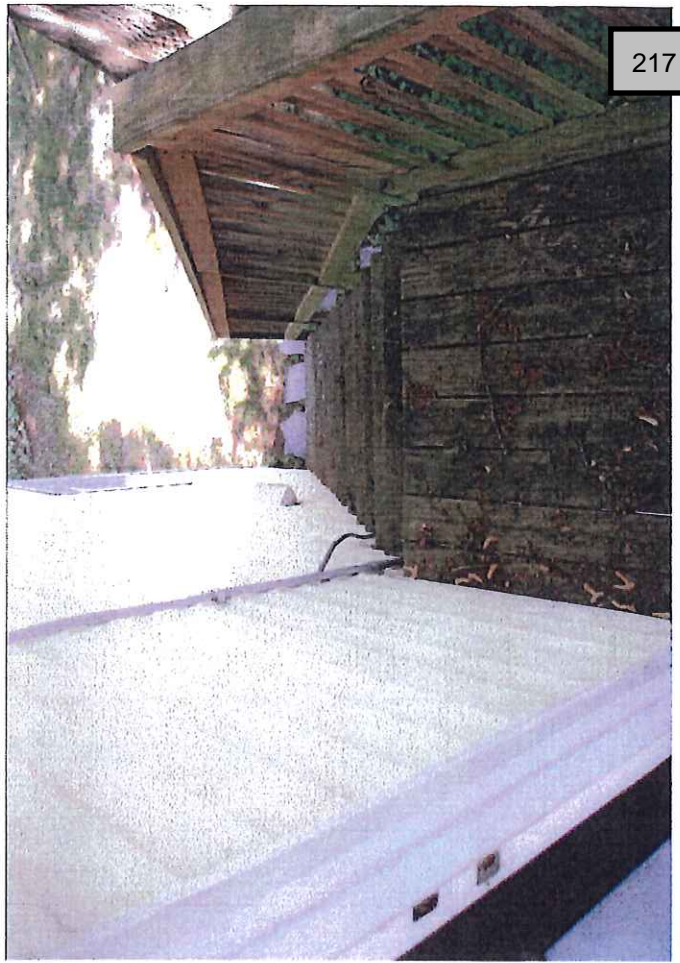
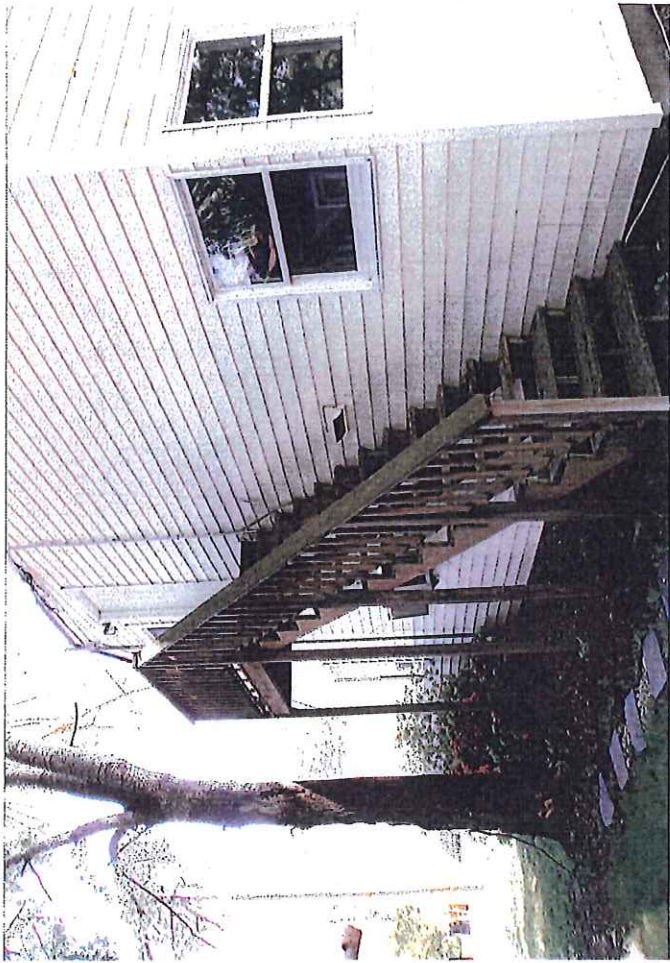
2007 Ford Expedition EL

18' L x 6'7" W x 6'6" H

21' 6"

8' 6"





April 30, 2019

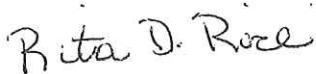
To: The City of Hopewell, Virginia

Re: 2907 Poplar Street
Hopewell, VA. 23860

Our mother, Sarah D. Crowell, purchased property at 2907 Poplar Street, Hopewell, Virginia in the late 1960's and lived there until her passing on December 7, 2018. The last twenty years or more before her passing she had a separate outside entrance built for the upstairs. She did this to provide a separate living space/apartment for family and friends or people that were in need of a place to live.

During the twenty plus years at least five different people (adults) lived upstairs. She never had any problems or complaints from any of her neighbors.

Sincerely,



Rita D. Rice



Juanita V. Harper

ORDINANCE 2013-10

An Ordinance amending and reenacting Article III-E-2, Article III-A-E-2, Article IV-E-2, Article V-E-2, Article VI-E-2, and Article VII-A-E-2 of the Zoning Ordinance of the City of Hopewell, as it relates to the side and rear setback requirements for accessory structures in residential zoning districts.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that Article III-E-2, Article III-A-E-2, Article IV-E-2, Article V-E-2, Article VI-E-2, and Article VII-A-E-2 of the Zoning Ordinance of the City of Hopewell, is amended and reenacted as follows:

**ARTICLE IV
RESIDENTIAL, MEDIUM DENSITY DISTRICT (R-2)**

STATEMENT OF INTENT

This district is intended as a single family residential area with low to medium population density. The regulations for this district are designed to stabilize and protect the essential characteristics of the district and to promote and encourage a suitable environment for family life. To these ends, development is limited to a relatively low to medium concentration and permitted uses are limited basically to providing homes to the residents plus certain additional uses such as schools, parks, churches and other types of public facilities that will serve the residents of the area.

A. USE REGULATIONS

In the R-2 Residential District, land may be used and buildings or structures may be erected, altered or used, only for the following (with off street parking as required for the uses permitted within the district):

1. Single family dwelling (special definition).
2. Duplex (zero lot line permissible) with a Conditional Use Permit based on compatibility with the adjacent area issued by the City Council (special definition).
3. Churches.
4. Schools, general (special definition).
5. Fire and rescue squad stations.
6. Public parks, playgrounds, recreational facilities.
7. Home occupations to be located in the main building (special definition).
8. Accessory uses (special definition).

9. Signs in accordance with Article 18 of this ordinance (special definition).
10. Member owned recreational facilities.
11. Accessory apartments with a Conditional Use Permit (see Section H of this Article) from City Council (special definition).
12. Municipal utilities, not to include towers for the transmission of electrical energy.
13. Private utilities, towers or antenna for the wireless transmission of electrical energy above the frequency of 20,000 hertz with a Conditional Use Permit Issued by City Council.
14. Kindergartens and day care centers.
15. Bed and breakfast (special definition).
16. Home occupations, in an out building, with a Special Use Permit from the Board of Zoning Appeals (special definition).
17. Group housing for the elderly and handicapped (special definition).

B. AREA REGULATIONS

1. The minimum lot area for permitted uses in this district shall be as follows:
2. The minimum lot area for single family dwellings permitted in this district shall be seven thousand five hundred (7,500) square feet, except as permitted under Section I below.
3. The minimum lot area for duplex dwellings shall be ten thousand (10,000) square feet. For zero lot line duplexes for sale, each unit within the duplex shall have a minimum lot area of five thousand (5,000) square feet.
4. Churches, either new construction or conversion of an existing building, shall have a minimum lot area of ten thousand (10,000) square feet.
5. All other uses shall have a minimum lot area of five thousand (5,000) square feet.

C. MINIMUM LOT WIDTH

1. The minimum lot width for permitted uses in this district shall be seventy five (75) feet at the setback line, except as permitted under Section I below.

D. YARD REGULATIONS, MAIN BUILDING

1. Structures shall be located at least twenty five (25) feet from any street or highway or any street or highway right-of-way, except that no new structure need be set back more than the average of the two (2) adjacent structures on either side. This shall be known as the "setback line".
2. The minimum width of each side yard (two required except that each unit within a zero lot line duplex need only have one side yard) for a permitted use in this district

shall be ten (10) feet. On a corner lot, the minimum side yard for the side facing the side street shall be fifteen (15) feet.

3. Each main structure shall have a rear yard of at least twenty five (25) feet.

E. YARD REGULATIONS, ACCESSORY BUILDINGS

1. No accessory building shall be located between the "setback line" and the front property line.
2. No accessory building shall be located any closer than ~~five (5)~~ ~~two (2)~~ zero (0) feet to any property line. On a corner lot, no accessory building shall be located any closer than fifteen (15) feet to the side property line of the side facing the street.
3. No accessory building shall be located any closer than five (5) feet to any other building.

F. HEIGHTS

1. Main buildings may be erected to a height of up to thirty five (35) feet of two and one half (2 ½) stories from grade.
2. Churches, cathedrals, temples, hospitals, sanitariums, schools or other educational institutions may be increased to a height of eighty (80) feet or six (6) stories provided the required side yards are increased one (1) foot for each additional three (3) feet of height over thirty five (35) feet.
3. Chimneys and water towers, wireless towers and other necessary mechanical appurtenances when permitted by this article and when attached to a main building or structure are exempt from the provisions of this section.

G. REQUIREMENTS FOR PERMITTED USED

Before a building permit shall be issued or construction commenced on any permitted use other than a single family or duplex dwelling in this district, or a permit issued for a new use other than a single family or duplex dwelling, all requirements of article 16 Site plan Requirements, shall be met.

H. ACCESSORY APARTMENTS

Accessory Apartments, (special definition) shall be permitted, subject to the following conditions and requirements:

1. Owner/occupants may apply to the City Council for a Conditional Use Permit to convert an existing garage to an apartment, as follows:
 - a. Applicant must certify that such apartment will be occupied by a related family member 55 years of age or older or handicapped.

- b. Applicant must acknowledge that upon vacation by such family member, the building may no longer be used as an apartment, unless another family member meets the required criteria, and in no case shall it be used as a rental unit.
 - c. Applicant must demonstrate that sufficient off street parking will be provided.
 2. Permits for such apartments shall be issued for a period of one (1) year and must be renewed annually. All other requirements of the Zoning Ordinance and Building Code, including but not limited to building permits and occupancy permits, must be complied with.
 3. No such permit shall be authorized except after notice and hearing, as provided by Section 15.1-431 of the Code of Virginia, (1950), as amended.
 4. City Council may impose such conditions relating to the use for which such Conditional Use Permit is granted as it may deem necessary in the public interest and may require a guarantee or bond to insure that the conditions imposed are being and will continue to be complied with.
 5. Upon approval by the City Council, and prior to the issuance of a permit, the owners must execute an agreement acknowledging the limitations in such permit, which will be recorded at the owner's expense in the Clerk's Office of the Circuit Court of the City of Hopewell.

I. SPECIAL CONDITIONS FOR NON-CONFORMING LOTS

For property consisting of less than seven thousand five hundred (7,500) square feet but five thousand (5,000) or more square feet and/or less than seventy five (75) feet but fifty (50) feet or more of frontage, an applicant may appeal to City Council for a Conditional Use Permit as allowed in Section XVIII of the Zoning Ordinance for approval to construct a single family dwelling on such lot in accordance with the procedures given in Section XVIII of the Zoning Ordinance.

UB-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:

Continuation of a Conditional Use Permit to construct a cell tower at 130 Mercer Lane

ISSUE: The City has received a request to construct a 195 foot monopole cell tower, with a four (4) foot lightning rod at 130 Mercer Lane.

RECOMMENDATION: Hear from the Planning Commission and/or Staff regarding meeting with attorney from adjacent property owner. Approve, Approve with Conditions or Deny the Conditional Use Permit

TIMING: City Council meeting will be held on August 20, 2019

BACKGROUND: In order to construct a private utility, tower or antenna for the wireless transmission of electrical energy above the frequency of 20,000 hertz a Conditional Use Permit issued by City Council is required.

ENCLOSED DOCUMENTS:

- Conditional Use Permit Application and supplemental information
- Staff Report
- Pictures
- Maps
- Supplemental Information

STAFF: Tevya Williams Griffin, Director, Department 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"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			



Applicant: PI Tower Development

130 Mercer Lane

Conditional Use Permit

Staff Report prepared for the City Council Public Hearing

Last Revised August 12, 2019

UPDATE for August 20, 2019 Meeting

During the June 25, 2019 City Council meeting, Donald Stokes, attorney for an adjacent property owner of the subject property spoke during the public hearing. He asked several questions regarding the proposed cell tower. He requested the questions be answered before a vote was taken on the issue.

The City Council referred the application back to the Planning Commission in order to answer the questions. The Planning Commission met with Mr. Stokes on August 1, 2019. Below are the questions asked by Mr. Stokes and the answers provided by the representative of the application, PI Tower Development, William Shewmake.

QUESTIONS

1. Was a mailing sent to Patricia Gonzalez informing her of the Planning Commission and City Council public hearing? ***Yes, See Attached Affidavit of Mailing. Patricia Gonzalez was mailed an adjacent property owner letter for the Planning Commission and City Council meeting. The Planning Commission meeting letter was mailed on May 20, 2019 and the City Council letter was mailed on June 11, 2019. Neither letter was not returned to the City. As required Staff used the address provided to the City in the latest real estate record.***
2. What will happen if the tower collapses? Will it not fall on nearby homes?
Mr. Shewmake answered that the tower is engineered to collapse upon itself within the fenced caged area required around the tower. The professional engineer that designed the proposed tower wrote a letter to verify the design of the tower and verified its collapsibility upon itself. See attached

Mr. Stokes provided the Planning Commission with a news article that showed a cell tower in the Tidewater area that burned. He could not tell the Commission how the tower burned or if it was the same type of tower proposed. Mr. Shewmake could not verify any similarity with the tower he is proposing based on the article. This article is included in the packet.
3. The construction of this tower will decrease property values and make it difficult for Ms. Gonzalez to market homes that she plans to build on the

property. Thereby, rendering the property worthless. Has the City Council considered this?

Mr. Shewmake concluded that the 30+ acres of land was assessed at \$28,000 because is it within a Resource Protection Area and a Resource Management Area. He mentioned steep slopes, the presence of power lines, and the railroad. It would be almost impossible to build on the property or at minimum extremely costly. See attached presentation from the applicant showing characteristics of property.

Mr. Stokes did not agree and said that his client spoke to an engineer and he felt strongly that 8 -10 homes could be built on the property. Mr. Stokes went on to say that the location of the tower on the property would make it difficult for his client to market the property. He also contended that the property was zoned for apartments. Mr. Shewmake stated that the zoning of the property didn't mean that apartments could be built on the property.

Mr. Shewmake concluded that the proposed location of the tower on the property was examined by the engineer and it was the optimal location.

The Planning Commission provided an opportunity for the questions posed by Mr. Stokes to be answered. The Planning Commission was not asked to revisit the application and therefore did not. This concludes their report.

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, WORK SESSIONS, & MEETINGS:

Planning Commission	May 30, 2019	Recommended Approval
City Council Work Session	June 11, 2019	No action necessary
City Council Public Hearing	June 25, 2019	Sent back to Planning Commission
Planning Commission Meeting	July 11, 2019	No Action
Planning Commission Meeting	August 1, 2019	No Action

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-4, Residential, Apartments
Acreage:	.64 acres or 27,878 acres
Owner:	Carmen A. Bean
Location of Property:	Located 200 feet off of River Road, with the nearest intersection being S. Colonial Drive
Election Ward:	Ward 4
Land Use Plan Recommendation:	Suburban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 106-0630 Lots 3,4 & Part of Lot 21, .067 Mitchells
Zoning of Surrounding Property:	North: R-4 South: R-2 & R-4 East: R-1 West: R-1

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from PI Tower Development to place a 195 foot cellular tower at 130 Mercer Lane, located 200 feet from River Road in Ward 4. 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 VI. Residential Apartments District (R-4), Statement of Intent

This district is intended as a high density, multifamily district and encompasses such areas which are already established within the city as well as areas intended for future development of this type. To this end, the regulations are designed to stabilize and protect the essential characteristics of the district and to promote and encourage such development, and provide a suitable living environment for person desiring the amenities of apartment living.

Article VI. Residential Apartments District (R-4), Section A

In residential apartment district R-4, land may be used and buildings or structures erected, altered or used only for the following (with off-street parking as required for the uses permitted within the district):

10. 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:

A single detached home is located on the subject property. According to City records, the property is 0.64 acres. The applicant proposes to build a 199 foot cellular tower, to include a 4 foot antenna for T-Mobile. The subject property is zoned R-4, and located off of River Road closest to its intersection with South Colonial Drive. Located directly across the street is a wooded area, owned by the Hopewell School Board, on the Patrick Copeland and high school site.

VI. ZONING/STAFF ANALYSIS:

The applicant has provided a thorough packet that outlines the purpose of the cellular tower along with answers to the Conditional Use Permit application and the City Council policy on cellular towers. Staff concludes that the information provided meets all requirements of the cell tower policy.

A cell tower of this magnitude is allowed in the R-4 Zoning District by a Conditional Use Permit. The conditions that must be considered by the Board 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.

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 City Council 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 Council 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. The location of the tower is within a Resource Management Area (RMA). During the site plan process, the application will be required to meet all regulations of the Chesapeake Bay Protection Area. In regards to scenic importance, the area has not been designated a scenic highway. The applicant has proposed a galvanized steel tower, "that will match the backdrop of the sky".

VII. PLANNING COMMISSION RECOMMENDATION:

At their meeting on May 30, 2019, in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, the Hopewell Planning Commission with a vote of 4-0 recommended conditional approval of the request submitted by PI Tower Development to construct a 195 foot cellular tower with a four (4) foot lightning rod at 130 Mercer Lane, also identified as Sub-Parcel # 106-0630.

The Planning Commission requested the applicant provide confirmation from Fort Lee and the Federal Aviation Administration that the cell tower would not obstruct military operations or air navigation, respectively.

The applicant has provided confirmation from both entities. See attached documents.

VIII. CITY COUNCIL RESOLUTION:

The Hopewell City Council in accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, votes to *approve, approve with conditions, or deny*, the request submitted by PI Tower Development to construct a 195 cellular tower with a four (4) foot lighting rod at 130 Mercer Lane, also identified as Sub-Parcel #106-0630.

Attachment(s):

1. Application for Conditional Use Permit
2. Photometrics
3. Location Maps & Site Plan
4. Federal Aviation Administration Letter of no hazard
5. Fort Lee Military Base determination of no interference correspondence

AFFIDAVIT OF MAILING

I, (**Melissa Perez Diggs**), under oath, hereby certify that the City of Hopewell received a request from PI Tower Development for a Conditional Use Permit on LOTS 3 & 4 & PT 21 0.67 A MITCHELLS SUBDIVISION: MISCELLANEOUS ACREAGE, Parcel# 1060630 to convert a single family home into a duplex. The property is zoned Residential Apartments (R-4). Notice was mailed on (**May 20, 2019 and June 11, 2019**) by first class mail, postage prepaid, to all interested property owners, agents, occupants and other parties listed on the attached mailing matrix, all in accordance with Section 15.2-2204, Code of Virginia, 1950, as amended.



Signature

Executive Assistant

Title

COMMONWEALTH OF VIRGINIA
CITY OF HOPEWELL, TO WIT:

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

Given under my hand this 14th day of June 2019.

My Commission expires:

4/30/2022


Notary Public

SUB-PARCEL #	NAME	ADDRESS	MAILING ADDRESS	ZIP CODE, VA
1060160	Patricia D Gonzales	River Road	110 Peter Francisco Drive	Hopewell, VA 23860
1060840	Noe Quintanilla	3407 River Road	410 Kalmia Avenue	Highland Springs, VA 23075
700140	Edith or Ronnie Keen	112 South Colonial Drive	112 South Colonial Drive	Hopewell, VA 23860
700135	Thelma or Kenneth Dunbar	110 South Colonial Drive	110 South Colonial Drive	Hopewell, VA 23860
700127	Meaghan and Darin Millione	101 Holly Lane	101 Holly Lane	Hopewell, VA 23860
700130	Terry Lee and Wendy Ann Tyler	108 South Colonial Drive	108 South Colonial	Hopewell, VA 23860
700125	William A Benson	102 Holly Lane	102 Holly Lane	Hopewell, VA 23860
700120	Bahir Mcnutt	100 Holly Lane	100 Holly Lane	Hopewell, VA 23860
700110	Gina D Potter	104 South Colonial Drive	104 South Colonial Drive	Hopewell, VA 23860
700105	Michelle and Cale Johnson	102 South Colonial Drive	102 South Colonial Drive	Hopewell, VA 23860
700080	Kitty Bottoms	98 South Colonial Drive	98 South Colonial Drive	Hopewell, VA 23860
700085	Glenda Barefoot	100 South Colonial Drive	100 South Colonial Drive	Hopewell, VA 23860
1060950	City of Hopewell School Board	400 South Mesa Drive	400 South Mesa Drive	Hopewell, VA 23860



*The City of
Hopewell, Virginia*

Department of Development

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

May 20, 2019

Dear Adjacent Property Owner:

As an adjacent property owner of the following rezoning request we are notifying you of the public hearing that will be held.

**NOTICE OF PUBLIC HEARING & MEETING
CITY OF HOPEWELL**

The Planning Commission will hold a public hearing at 6:00 p.m. on Thursday, May 30, 2019 in the City Council Chambers Hopewell, Virginia 23860. The following items will be considered:

1. A request from PI Tower Development for a Conditional Use Permit to construct a cellular tower at 130 Mercer Lane, also identified as Sub-Parcel # 106-0630.

If additional information is required regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on May 30, 2019. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860. You can also email me at tgriffin@hopewellva.gov.

Sincerely,

Tevya Williams Griffin, AICP
Director
Department of Development



*The City of
Hopewell, Virginia*

Department of Development

300 N. Main Street • Hopewell Virginia 23860 • (804) 541-2220 • Fax: (804) 541-2318

June 11, 2019

Dear Adjacent Property Owner:

As an adjacent property owner of the following rezoning request we are notifying you of the public hearing that will be held.

NOTICE OF PUBLIC HEARING & MEETING
CITY OF HOPEWELL

The Hopewell City Council will hold a public hearing at 7:30 p.m. on Tuesday, June 25, 2019 in the City Council Chambers Hopewell, Virginia 23860. The following items will be considered:

1. A request from PI Tower Development for a Conditional Use Permit to construct a cellular tower at 130 Mercer Lane, also identified as Sub-Parcel # 106-0630.

If additional information is required regarding this hearing, please contact the Department of Development at (804) 541-2220. If you would like to speak in favor or against this application please attend the meeting on June 25, 2019. If you are unable to attend the meeting, written correspondence can be hand delivered or mailed to 300 North Main Street, Suite 321, Hopewell, Virginia 23860. You can also email me at tgriffin@hopewellva.gov.

Sincerely,

Tevya Williams Griffin, AICP
Director
Department of Development

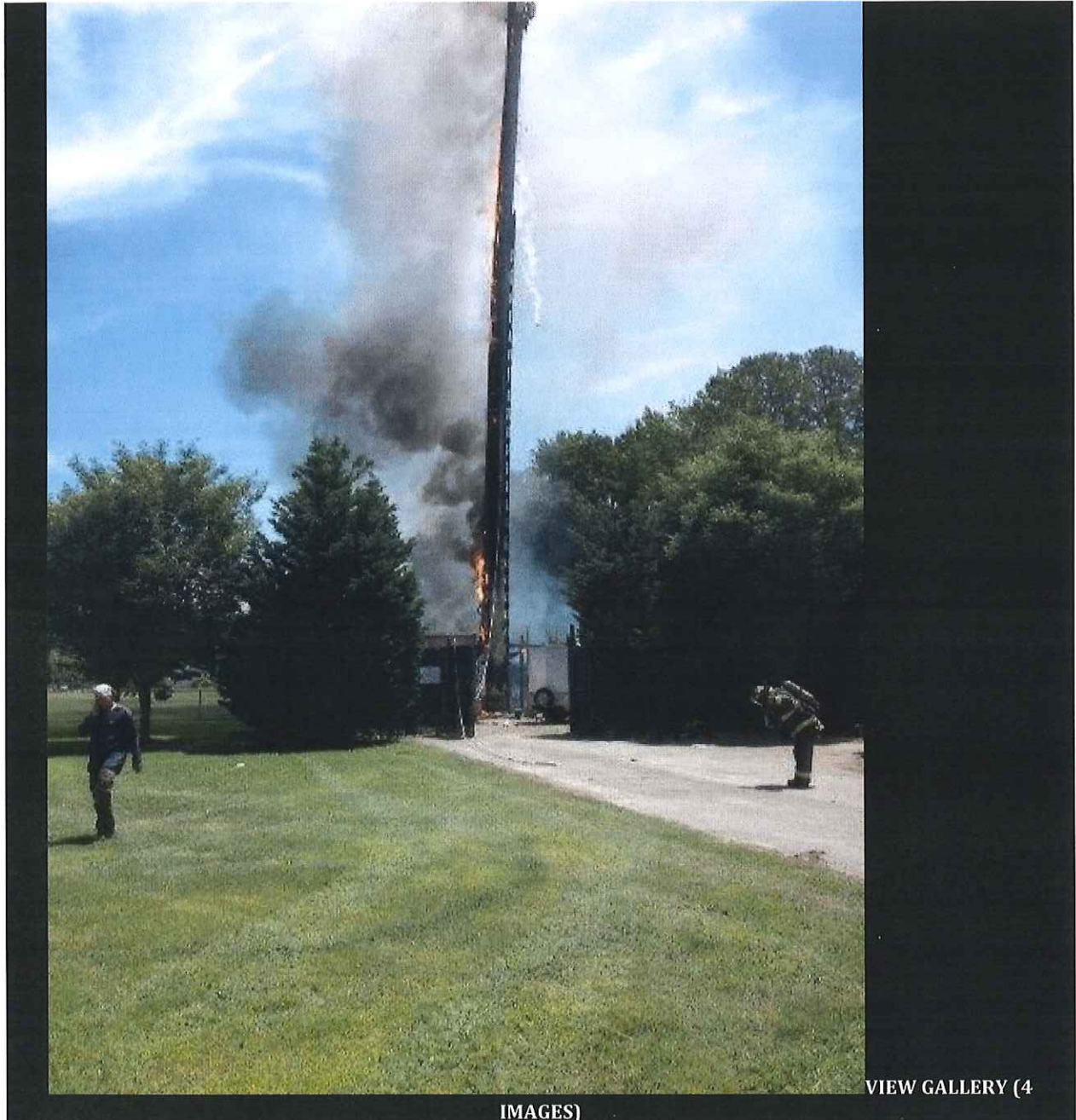
Cell phone tower near Heritage High School catches fire

POSTED 1:00 PM, JUNE 16, 2015, BY [BECCA MITCHELL](#), UPDATED AT 04:13PM, JUNE 16, 2015

- [FACEBOOK](#)
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- [LINKEDIN](#)
- [EMAIL](#)
-

This is an archived article and the information in the article may be outdated. Please look at the time stamp on the story to see when it was last updated.

PHOTO GALLERY



IMAGES)

VIEW GALLERY (4

Newport News, Va. – A cell phone tower in the 5800 block of Marshall Avenue caught on fire Monday around noon, according to the Newport News Fire Department.

Fire Chief Stephen Pincus says a company was working on the tower doing some welding when some insulation to the wires caught on fire.

Just How Safe are Monopole Cell Towers?

Industry Investigating Monopole Failures

July 28, 2007 - There have been multiple monopole failures this year such as this Sprint/Nextel monopole that fell in California in early May.



Although some of the structure failures can be attributed to winds in excess of jurisdictional design requirements, some monopoles reportedly failed at wind speeds that should not have caused the poles to collapse.



One commonality is that numerous failures were directly above the base plate or above flange locations.

Crews arrived to find a massive amount of fire at the base of the tower and wires burning along the full length of the tower.

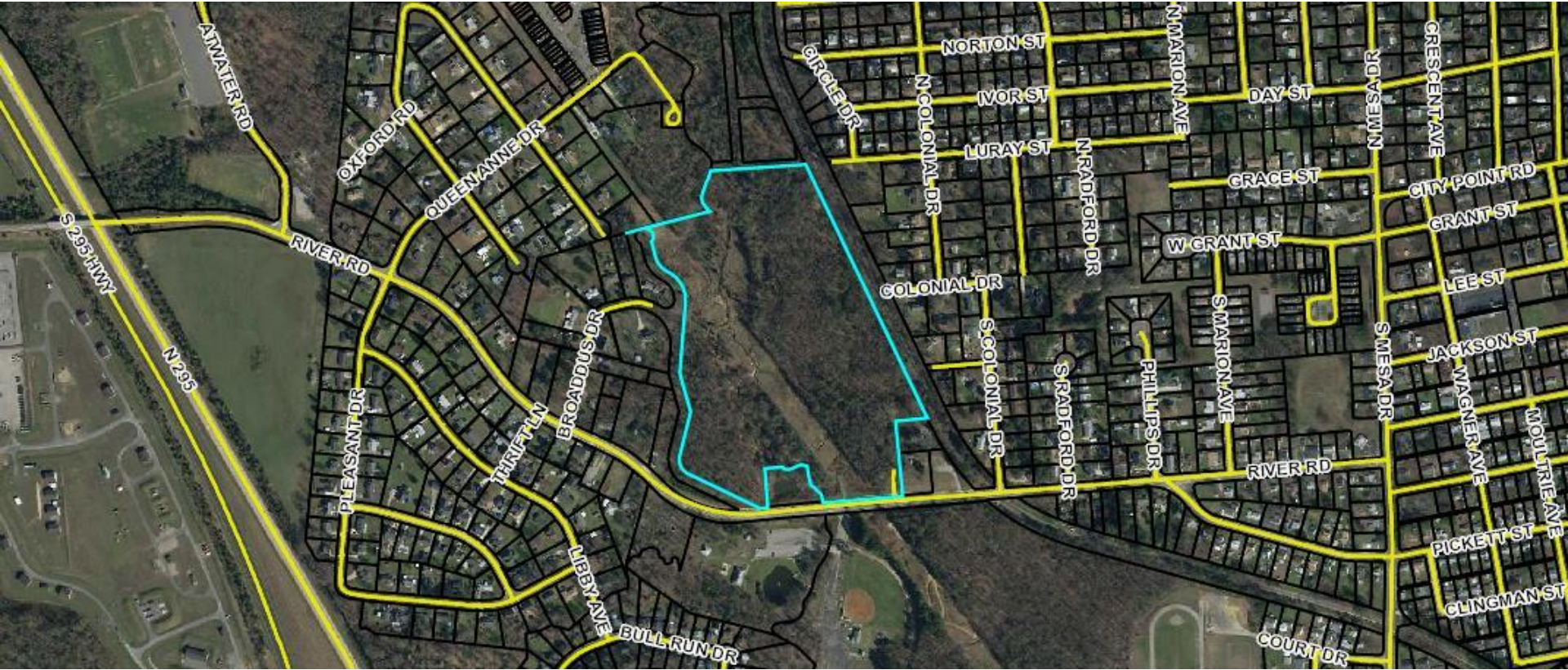
With heat index values already over 100 degrees in Newport News, fire crews had some difficulty putting the fire out because the heat was so taxing. It took approximately 25 minutes to get the fire under control.

The structural integrity of the tower was compromised due to the heat of the fire and the tower is now leaning. The damage is extensive and the tower has been disabled.

Cell phone coverage in the area may be affected. Officials from Verizon and Sprint were on scene to assess the damage. Virginia Power was summoned to t

**PI Tower Development
Conditional Use Permit Request
07-11-19**





















July 9, 2019

Mr. Nathan Byrd
BC Architects Engineers
5661 Columbia Pike, Suite 200
Falls Church, VA 22041-2868

RE: Proposed 199' Monopole for West Hopewell, VA

Dear Byrd,

Upon receipt of order, we propose to design and supply the above referenced tower for a Basic Wind Speed of 113 mph with no ice and 30 mph + 1.5" ice, Structure Class II, Exposure Category C, and Topographic Category 1, in accordance with the Telecommunications Industry Association Standard ANSI/TIA-222-G, "Structural Standard for Antenna Supporting Structures and Antennas".

When designed according to this standard, the wind pressures and steel strength capacities include several safety factors, resulting in an overall minimum safety factor of 25%. Therefore, it is highly unlikely that the monopole will fail structurally in a wind event where the design wind speed is exceeded within the range of the built-in safety factors.

Should the wind speed increase beyond the capacity of the built-in safety factors, to the point of failure of one or more structural elements, the most likely location of the failure would be within the monopole shaft, above the base plate. Assuming that the wind pressure profile is similar to that used to design the monopole, the monopole will buckle at the location of the highest combined stress ratio within the monopole shaft. This is likely to result in the portion of the monopole above leaning over and remaining in a permanently deformed condition. **Please note that this letter only applies to the above referenced monopole designed and manufactured by Sabre Towers & Poles.** This would effectively result in a 20 ft fall zone at ground level.

Sincerely,

Robert E. Beacom, P.E., S.E.
Engineering Supervisor



Summary

Parcel ID 1060160
 Tax ID 1060160
 Neighborhood 300
 Property Address River Rd
 Hopewell, VA 23860
 Legal Description PT TR #21 MITCHELLS & PT OF BRANDY 35.262 ACRES SUBDIVISION: MISCELLANEOUS ACREAGE
 (Note: Not to be used on legal documents)
 Acreage 35.262
 Class 3 - 3 Multi-Family
 Tax District/Area 04

[View Map](#)

Owner

Primary Owner
 Gonzales Patricia D
 110 Peter Francisco Dr
 Hopewell, VA 23860

Site Description

Zoning R1, R4

Land

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Influ. Factor	Value
Homesite			35.262			1.00	1.00		28,200.00	28,200.00	28,200.00		28,200.00

Land Detail Value Sum 28,200.00

Transfers

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
7/9/2004	COURY GERALD P & MAUREEN K			040002191	\$0.00
4/20/1995	BROADDUS W L		268/229		\$67,500.00
1/1/1932	PRINCE GEORGE DEED		105/589	PRI GEO	\$0.00

Valuation

Assessment Year		01/01/2019	01/01/2017	01/01/2015	01/01/2013	01/01/2011
Reason for Change		Reassessment	Reassessment	Reassessment	Reassessment	Reassessment
VALUATION	Land	\$28,200	\$28,200	\$28,200	\$28,200	\$28,200
(Assessed Value)	Improvements	\$0	\$0	\$0	\$0	\$0
	Total	\$28,200	\$28,200	\$28,200	\$28,200	\$28,200

Recent Sales In Area

[Recent Sales in Neighborhood](#)

No data available for the following modules: Residential Dwellings, Commercial Buildings, Improvements, Photos, Sketches.

The City of Hopewell Assessor's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

Last Data Upload: 7/11/2019 5:09:27 AM

Version 2.2.30



THANK YOU



Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177

Aeronautical Study No.
2019-AEA-3796-OE

254

Issued Date: 05/02/2019

Alejandra Stinson
PI Tower Development, LLC LendLease Americas-AS
2320 Cascade Pointe Blvd
Suite 300
Charlotte, NC 28208

**** DETERMINATION OF NO HAZARD TO AIR NAVIGATION ****

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure: Antenna Tower PIVA072 Hopewell-West Hopewell
Location: Hopewell, VA
Latitude: 37-17-45.71N NAD 83
Longitude: 77-19-13.80W
Heights: 48 feet site elevation (SE)
199 feet above ground level (AGL)
247 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure does not exceed obstruction standards and would not be a hazard to air navigation provided the following condition(s), if any, is(are) met:

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 L Change 2.

This determination expires on 11/02/2020 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.
- (c) the construction is subject to the licensing authority of the Federal Communications Commission (FCC) and an application for a construction permit has been filed, as required by the FCC, within 6 months of the date of this determination. In such case, the determination expires on the date prescribed by the FCC for completion of construction, or the date the FCC denies the application.

NOTE: REQUEST FOR EXTENSION OF THE EFFECTIVE PERIOD OF THIS DETERMINATION MUST BE E-FILED AT LEAST 15 DAYS PRIOR TO THE EXPIRATION DATE. AFTER RE-EVALUATION OF CURRENT OPERATIONS IN THE AREA OF THE STRUCTURE TO DETERMINE THAT NO

SIGNIFICANT AERONAUTICAL CHANGES HAVE OCCURRED, YOUR DETERMINATION MAY BE ELIGIBLE FOR ONE EXTENSION OF THE EFFECTIVE PERIOD.

255

This determination is based, in part, on the foregoing description which includes specific coordinates, heights, frequency(ies) and power. Any changes in coordinates, heights, and frequencies or use of greater power, except those frequencies specified in the Colo Void Clause Coalition; Antenna System Co-Location; Voluntary Best Practices, effective 21 Nov 2007, will void this determination. Any future construction or alteration, including increase to heights, power, or the addition of other transmitters, requires separate notice to the FAA. This determination includes all previously filed frequencies and power for this structure.

If construction or alteration is dismantled or destroyed, you must submit notice to the FAA within 5 days after the construction or alteration is dismantled or destroyed.

This determination does include temporary construction equipment such as cranes, derricks, etc., which may be used during actual construction of the structure. However, this equipment shall not exceed the overall heights as indicated above. Equipment which has a height greater than the studied structure requires separate notice to the FAA.

This determination concerns the effect of this structure on the safe and efficient use of navigable airspace by aircraft and does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any Federal, State, or local government body.

A copy of this determination will be forwarded to the Federal Communications Commission (FCC) because the structure is subject to their licensing authority.

If we can be of further assistance, please contact our office at (817) 222-5922, or debbie.cardenas@faa.gov. On any future correspondence concerning this matter, please refer to Aeronautical Study Number 2019-AEA-3796-OE.

Signature Control No: 401274123-404530723

(DNE)

Debbie Cardenas
Technician

Attachment(s)
Frequency Data

cc: FCC

Frequency Data for ASN 2019-AEA-3796-OE

LOW FREQUENCY	HIGH FREQUENCY	FREQUENCY UNIT	ERP	ERP UNIT
6	7	GHz	55	dBW
6	7	GHz	42	dBW
10	11.7	GHz	55	dBW
10	11.7	GHz	42	dBW
17.7	19.7	GHz	55	dBW
17.7	19.7	GHz	42	dBW
21.2	23.6	GHz	55	dBW
21.2	23.6	GHz	42	dBW
614	698	MHz	1000	W
614	698	MHz	2000	W
698	806	MHz	1000	W
806	901	MHz	500	W
806	824	MHz	500	W
824	849	MHz	500	W
851	866	MHz	500	W
869	894	MHz	500	W
896	901	MHz	500	W
901	902	MHz	7	W
929	932	MHz	3500	W
930	931	MHz	3500	W
931	932	MHz	3500	W
932	932.5	MHz	17	dBW
935	940	MHz	1000	W
940	941	MHz	3500	W
1670	1675	MHz	500	W
1710	1755	MHz	500	W
1850	1910	MHz	1640	W
1850	1990	MHz	1640	W
1930	1990	MHz	1640	W
1990	2025	MHz	500	W
2110	2200	MHz	500	W
2305	2360	MHz	2000	W
2305	2310	MHz	2000	W
2345	2360	MHz	2000	W
2496	2690	MHz	500	W

From: [Karina Fournier](#)
To: [Tevya Griffin](#)
Cc: [Shewmake, William](#)
Subject: 130 Mercer Lane Hopewell, VA
Date: Thursday, June 13, 2019 1:46:49 PM
Attachments: [image001.png](#)
[RE Non-DoD Source FW New tower request at 130 Mercer Lane Hopewell VA.msg](#)

Good Afternoon, Please see attached approval from Fort Lee regarding the installation of the proposed telecommunications tower.

Please let me know if you have any questions. Thank you

H. Karina Fournier

Project Manager

NETWORK BUILDING + CONSULTING

8521 Six Forks Road | Suite 105 | Raleigh, NC | 27615

M 860-796-3988



From: Tevya Griffin <Tgriffin@hopewellva.gov>
Sent: Tuesday, June 11, 2019 11:48 AM
To: Karina Fournier <kfournier@nbcllc.com>
Cc: Shewmake, William <wshewmake@woodsrogers.com>
Subject: Re: Hopewell PPT for 5-30-19.pptx

Thank you. I have provided this information to the planning commission. I believe you should mention these two issues at the city council work session. Also, can you send power point presentation to me, if not you will need to arrive by 5:30 so we can upload.

On Jun 11, 2019, at 9:46 AM, Karina Fournier <kfournier@nbcllc.com> wrote:

Good Morning, I wanted to follow up on a couple of items that came up during the Planning Commission meeting for the 130 Mercer Lane site.

Please see attached FAA determination for the tower which clears the site with no marking or lighting required.

I also wanted to let you know that I have reached out to Fort Lee regarding the proposed tower but have not heard back from them yet. I followed up with another individual at the base that I received contact information for and I am hopeful I will get a response from them shortly. I also wanted to note that we had another tower that we proposed in Prince George that was across the street from the base that was approved by Fort Lee with no issues. Our proposed site is over 3 miles from the base so we are confident they will not have any issues with this tower as well but I will forward you their response as soon as I receive. Please let me know if you have any

questions. Thank you

H. Karina Fournier

Project Manager

NETWORK BUILDING + CONSULTING

8521 Six Forks Road | Suite 105 | Raleigh, NC | 27615

M 860-796-3988

<image001.png>

From: Shewmake, William <wshewmake@woodsrogers.com>

Sent: Monday, June 10, 2019 3:30 PM

To: Tevya Griffin <Tgriffin@hopewellva.gov>

Cc: Karina Fournier <kfournier@nbcllc.com>

Subject: Hopewell PPT for 5-30-19.pptx

Tevya,

Here you go. Thanks!

Will

William H. Shewmake

Woods Rogers PLC

Riverfront Plaza, West Tower

901 East Byrd Street, Suite 1550 | Richmond, VA 23219

P (804) 343-5035 | **F** (804) 799-7897

wshewmake@woodsrogers.com

A member of Interlaw, an International Association of Independent Law Firms

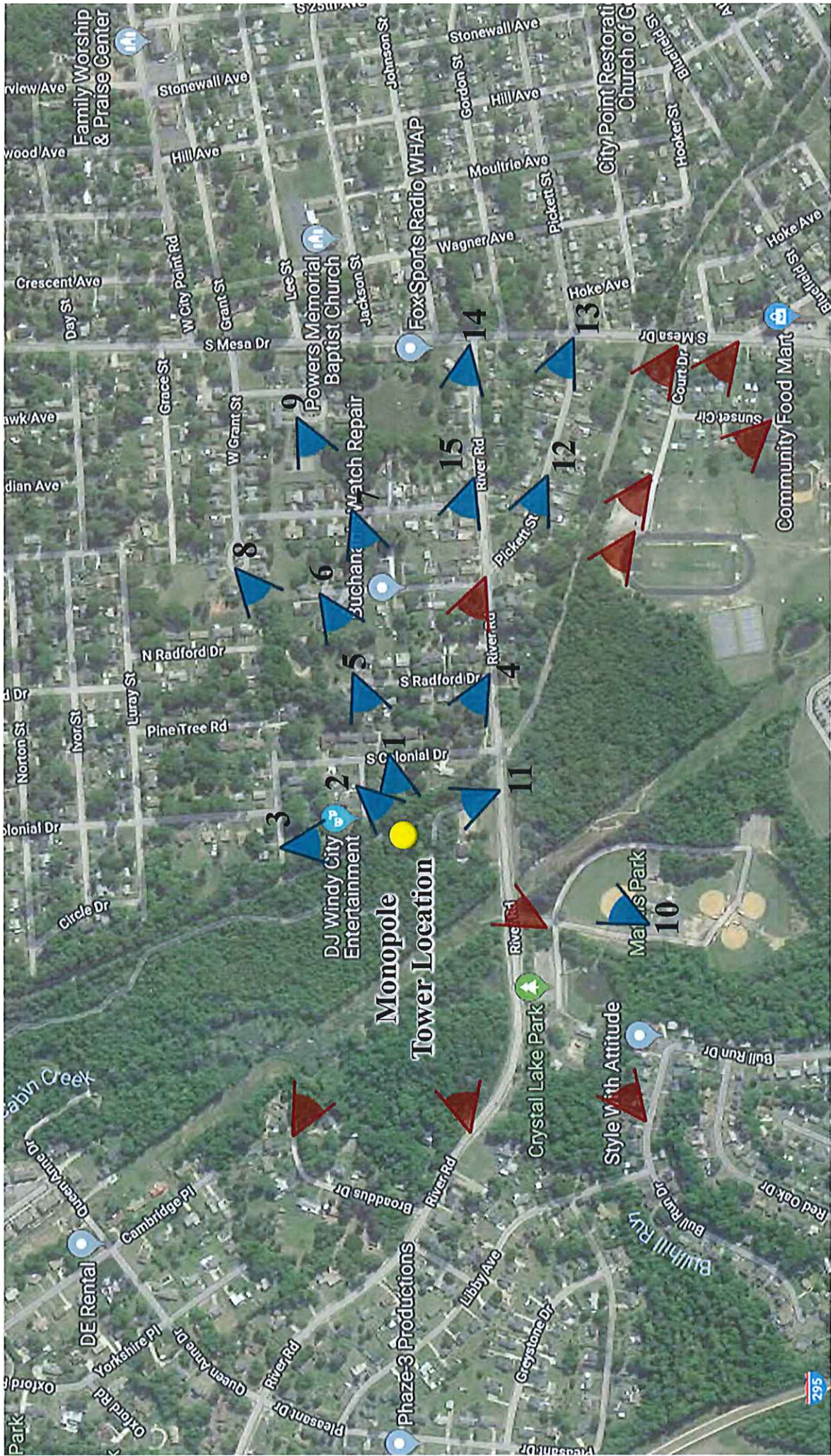
NOTICE: This communication from Woods Rogers PLC, including attachments, if any, is intended as a confidential and privileged communication. If received in error, you should not copy, save or reproduce in any manner or form, but delete immediately and notify the sender.

 **Please consider the environment before printing this email**

<Hopewell FAA Determination.pdf>

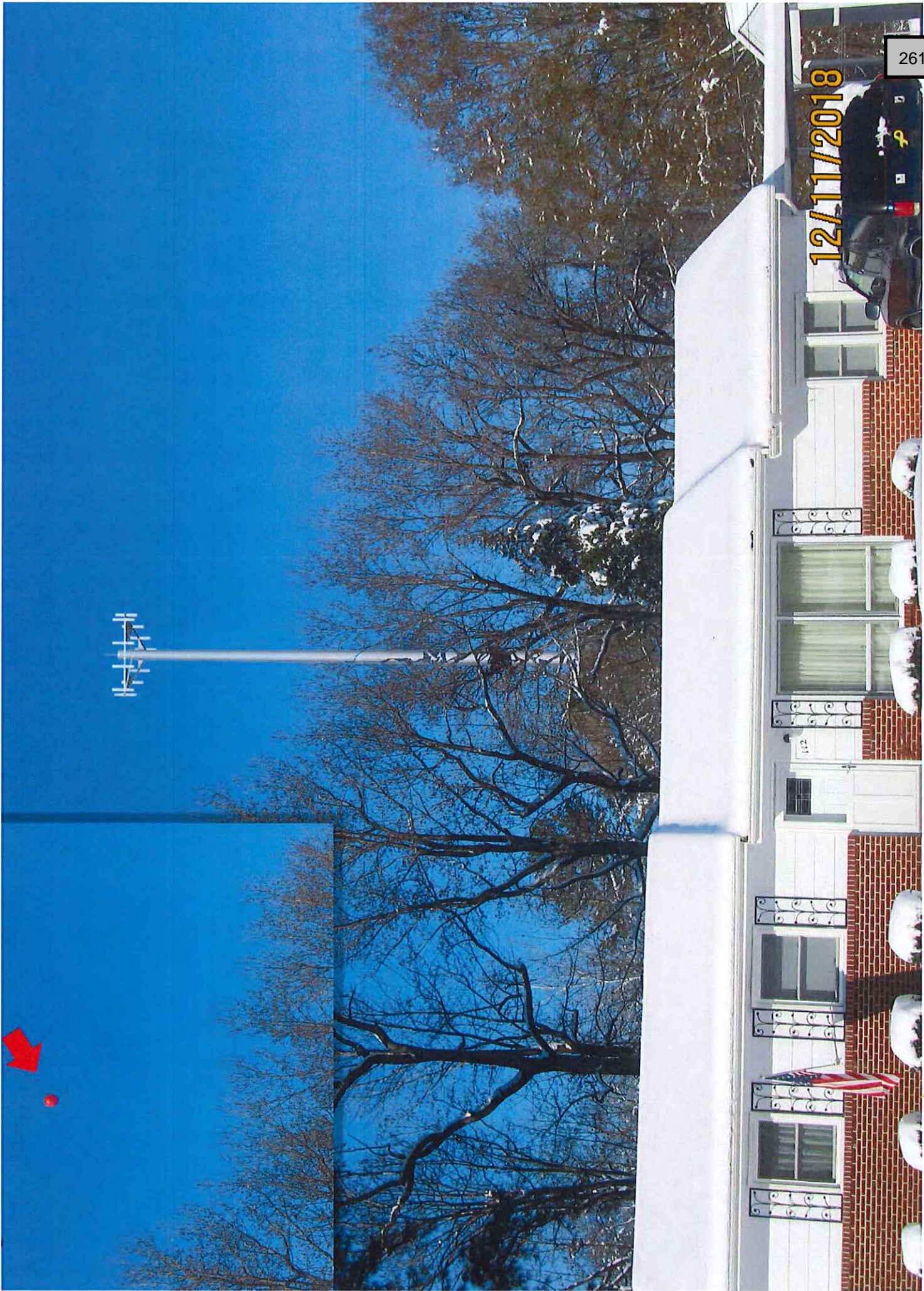
Photosims

- Visible
- Not Visible



195'-0" Monopole Tower w/ 4' Lightning Rod





261

12/11/2018

VA - Hopewell - West Hopewell III
DIVA 077

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

lendlease

BC



262

12/11/2018

VA - Hopewell - West Hopewell
DIVA073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible





195'-0" Monopole Tower w/ 4' Lightning Rod - Visible





264

12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell
DIV 7A 077





265

12/11/2018

VA - Hopewell - West Hopewell
DIVVA 077

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible



BC



266

12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell
DIV 1A 077





267

VA - Hopewell - West Hopewell
DIVA 073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible



BC



268

VA - Hopewell - West Hopewell
DIVA073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible





269

VA - Hopewell - West Hopewell
DIVA 073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible





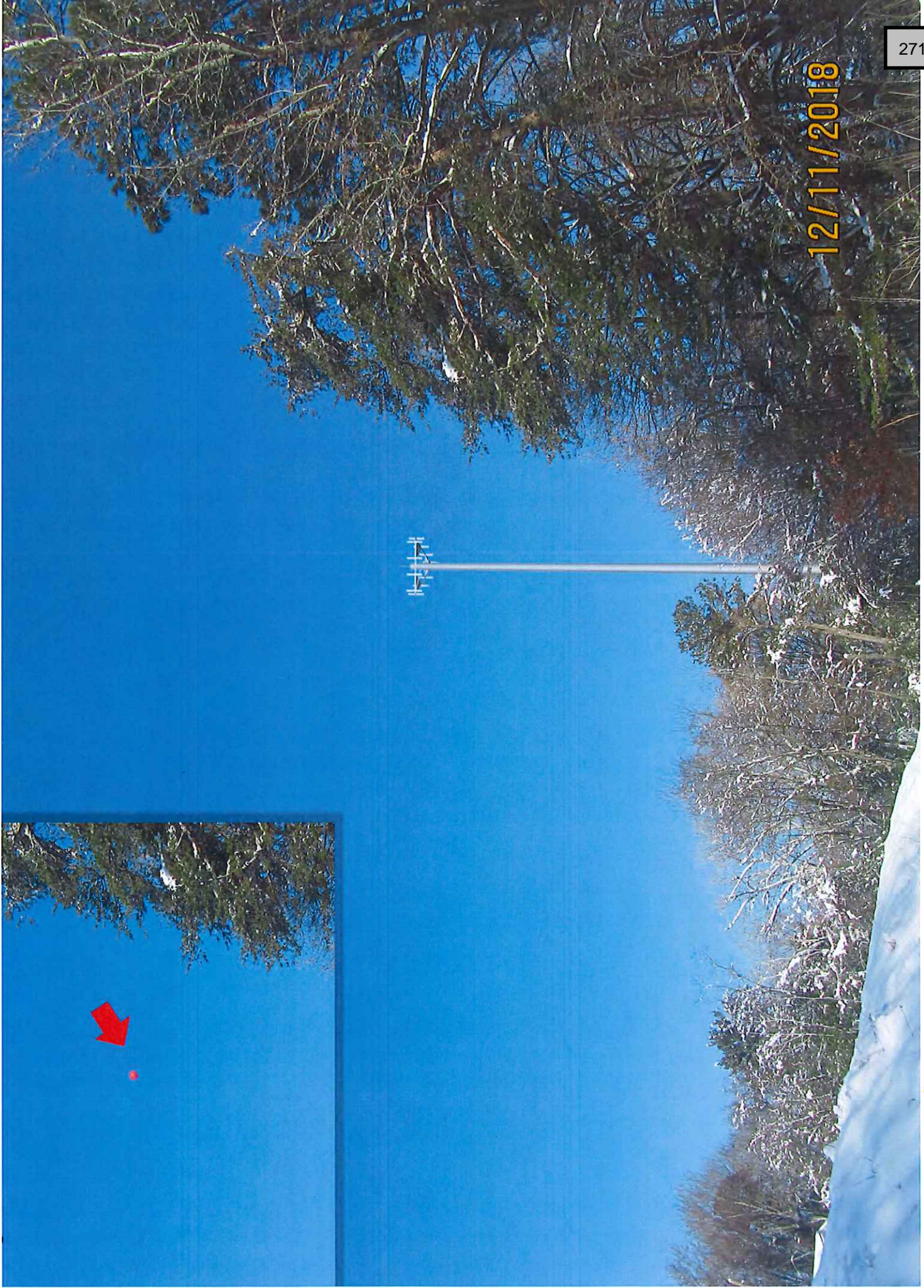
270

12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell
DIV/A 073





12/11/2018

271

VA - Hopewell - West Hopewell
DIV 8073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible



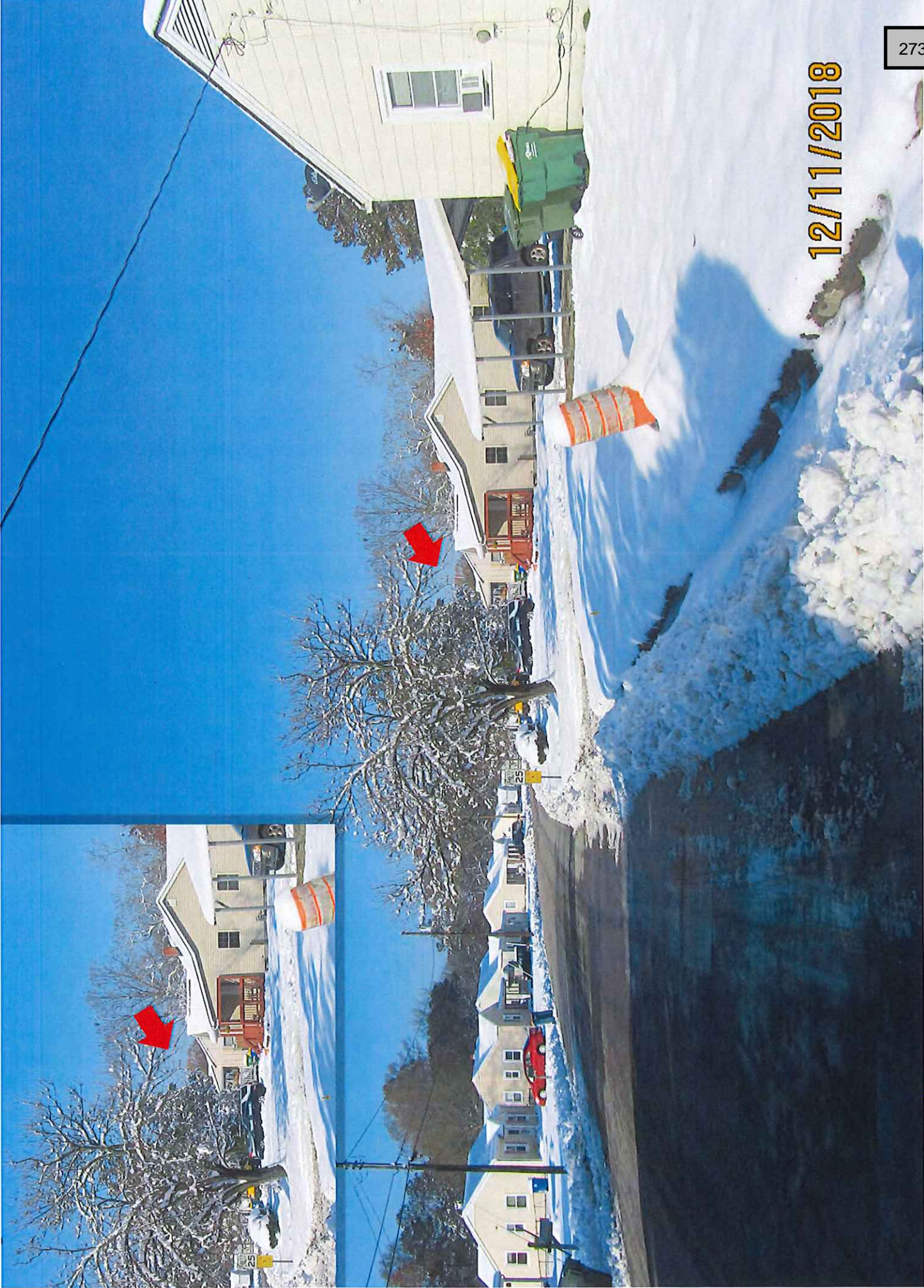


272

VA - Hopewell - West Hopewell
DIV/A 073

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible





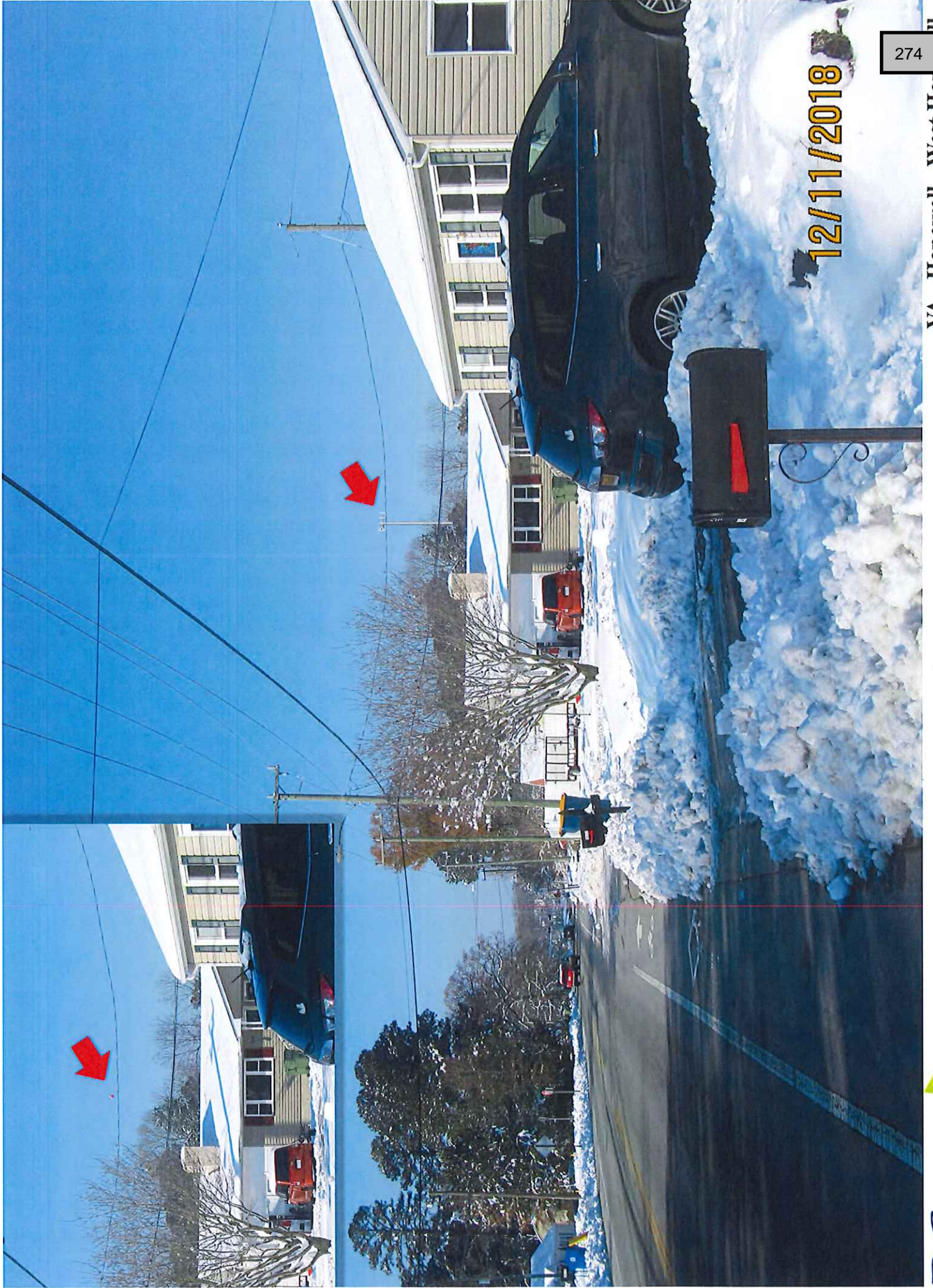
12/11/2018

273

VA - Hopewell - West Hopewell
DIVA 077

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible





274

12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible

VA - Hopewell - West Hopewell
DIV/A 073





VA71703B - Coverage Prediction

POR Details:

Objective = Coverage

Type = Cell Split

Offload sector(s) = VA11391A3, VA11391A1, VA11393A1

Site Details:

Hopewell West

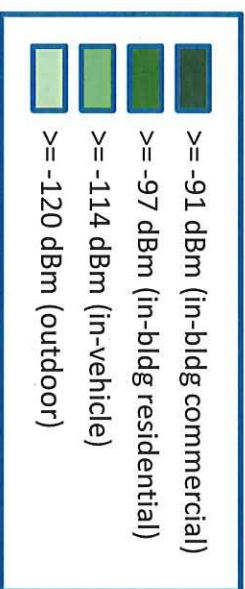
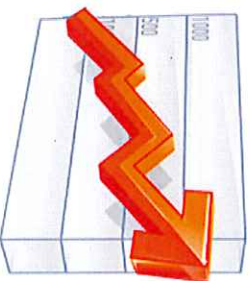
130 Mercer Lane, Hopewell, VA 23860

Rad center = 190'

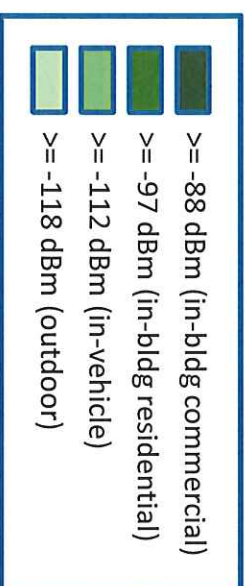
Azimuth = (50/160/270)

EDT = 2/2/2

Config = 67D98M



L21/L19 Policy 4.2



L700 Policy 4.2



277

12/11/2018

195'-0" Monopole Tower w/ 4' Lightning Rod - Visible



VA - Hopewell - West Hopewell
DIVA 073

Existing L7 coverage



L7 coverage with VA71703B



Existing L21 coverage



L21 coverage with VA71703B



Existing L21 best server



L21 best server with VA71703B



Drawings



The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspect... - 20190281|CUP - 2019
009469-0002 Melissa ... 04/05/2019 03
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 00038399

285

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20190281

APPLICANT: PI Tower Development

ADDRESS: 2320 Cascade Pointe BLVD
Charlotte, NC 28208

PHONE #: 866-796-3988 FAX #: _____

EMAIL ADDRESS: kfournier@nbcllc.com

INTEREST IN PROPERTY: _____ OWNER OR AGENT

IF CONTRACT PURCHASER, PROVIDE A COPY OF THE CONTRACT OR A LETTER OF THE PROPERTY OWNER'S CONSENT TO MAKE APPLICATION.

OWNER: Carmen Bean

ADDRESS: 1425 Delamare Drive Chester, VA 23850

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION: 130 Mercer Lane Hopewell, VA 23860

PARCEL #: 1060630 ACREAGE: _____ ZONING: R-4

LOTS 3 14 PT

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, A SITE PLAN MUST ACCOMPANY THIS APPLICATION ***

21
O.OTA
M. Mitchell

ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:

- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. _____
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY: Vacant property

THE CONDITIONAL USE PERMIT WILL ALLOW:

The proposed tower will provide much improved wireless service to the area, which will (1) allow citizens to work and shop from home (2) provide students access to the latest online educational opportunities (3) promote and enhance economic development opportunities and (4) assist emergency personnel operating in the area. Furthermore, the tower is 195 feet; therefore, it will allow other carriers to improve wireless service in the area by providing much needed collocation opportunities

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

The enormous amount of information available and the many uses one can have through wireless service has made it one of the most valuable tools in enhancing quality of life. Improved wireless service also assists businesses and emergency officials that depend on various forms of communication to function more efficiently and effectively. The Applicant has chosen a site that will not only provide significantly improved wireless service to nearby citizens.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The proposed tower will be strategically sited within the existing treeline where it will have limited visibility from adjacent properties

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE. See attached narrative

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.

APPLICANT SIGNATURE

DATE 4/4/19

APPLICANT PRINTED NAME

H. Karina Fournier / PT Tower Development

OFFICE USE ONLY

DATE RECEIVED 4/5/2019 DATE OF ACTION

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

Blank lines for conditions

**AUTHORIZATION TO
SUBMIT LAND USE APPLICATIONS**

Carmen A. Bean is the owner of City of Hopewell Parcel Id #1060630, having an address of 130 Mercer Lane. As Owner, I hereby authorize PI Tower Development, LLC, Network Building and Consulting, LLC (NB+C), LeClair Ryan, and its representatives and/or affiliates thereof, including but not limited to, Drew Patterson of NB+C and William H. Shewmake of LeClair Ryan, to submit land use applications on behalf of me and to serve as agent in such capacity. Such land use applications may include Special Use Permit applications, site plan applications, special use permit applications, Architectural Review Board applications, building permits and similar applications involving the property referenced above.

WITNESS the following signature:

By: Carmen A. Bean

Title: Owner

Date: 6-18-2018

Applicant Narrative
Site Name: VA-Hopewell-West Hopewell

Proposal

PI Tower Development, LLC (t/a “Parallel” or “Applicant”) proposes to construct and operate a 195 foot monopole communications tower for T-Mobile on a .664 acre parcel located at 130 Mercer Lane (“Property”). T-Mobile is licensed by the Federal Communications Commission to provide wireless communications services throughout the City of Hopewell (“City”). As is indicated on the propagation maps submitted with this application, which depict the coverage objective of the proposed tower, T-Mobile currently has a gap of inbuilding coverage between VA11389A and VA41485A . The enclosed propagation maps also depict T-Mobile’s network of existing antenna sites in this portion of the City. This network of sites is largely based on the use of existing towers and tall structures built by T-Mobile, other carriers and tower companies.

The subject Property is used for various industrial uses. The Applicant is proposing to locate the tower and associated ground equipment within a 60’ x 60’ lease area/fenced compound located at the rear of the subject Property and next to the railroad tracks. The proposed tower will have an overall structure height of 199 feet (195 foot tower with a 4 foot lightning rod) and it will accommodate at least four (4) users. The tower will be made of galvanized steel, which will match the backdrop of the sky. The facility will be unmanned and will be visited approximately once a month by technicians. The facility will not be lit and will not emit any odor, fumes or glare. The noises emitted from the equipment on the ground will not be any louder than normal residential HVAC equipment. Therefore, the impact on surrounding properties resulting from this passive use will be minimal.

Purpose of Tower

The purpose of the tower is to provide improved voice and data coverage to the surrounding area. Specifically, the proposed tower will achieve the following:

- Enhance the existing wireless network by supporting the latest wireless technologies;
- Provide coverage to the following:
 - Those working in nearby businesses
 - Those living in the adjacent residential neighborhoods
 - Those travelling on nearby roads
- Provide multiple collocation positions for other wireless carriers to expand their networks.

Zoning Ordinance requirements

The subject property is zoned R4, Residential Apartment District The following sections outline the standards applicable to wireless communications facilities.

Hopewell City Charter Chapter II, Section I; Hopewell Zoning Ordinance Article XVIII (G)

1. The Provider shall comply with all federal, state and local laws, regulations and ordinances.

The applicant is aware that they must comply with all federal requirements, including all National Environmental Policy Act (NEPA), State Historic Preservation Office (SHPO), FAA and FCC rules and regulations as well as all local laws, regulations and ordinances.

2. The Provider shall advertise, in a newspaper of general circulation in the City, notice of the public hearing at which Council will consider the permit, for five consecutive publishing days prior to the hearing

Duly Noted

3. The Provider shall give written notice of the permit application and the public hearing thereon before Council, prior to the hearing, to all property owners adjacent to, and across the street from, the proposed tower site

Duly Noted

4. The Provider shall certify that transmission emission levels shall not exceed those permitted under federal law and regulations.

T-Mobile will operate this facility in compliance with all applicable governmental regulations (including those adopted by the FCC) regarding RF emissions (see attached NIER).

5. The Provider shall not locate any tower in the R-1 or Tourist/Historic District of the City

The proposed tower is not located in the R-1 or Tourist/Historic District

6. The Provider shall not construct any tower within 2,000 feet of another cellular transmission tower.

The closest tower is over a mile away from this proposed location

7. The Provider shall have a liberal collocation policy and the capacity to locate multiple antennae on the proposed tower.

The proposed tower will have space available for at least four (4) wireless carriers.

8. No interference with existing television, cable television, radio signals, telephone transmissions or other electronic devices and signals shall be permitted from the tower. If interference occurs, it shall be immediately remedied by the Provider.

T-Mobile's runs on its own frequency therefore it is unlikely interfere with any other services however if there is any interference it will be immediately remedied

9. The Provider shall not put any signs or logos on or around the tower.

Duly noted

10. The Provider shall construct and maintain a 6'-8' security fence around the base of the tower

The applicant is proposing a 6' chain-link fence around the compound area

See Sheet A-0 of the enclosed site plan.

11. Unless otherwise required by the Federal Aviation Administration or the Federal Communications Commission, the tower shall be camouflaged or light gray in color.

The proposed tower will be galvanized steel to match the backdrop of the sky. The antennas will be grey or white in color to match the tower.

12. No artificial lighting shall be installed upon any such tower unless required by the Federal Aviation Administration. If such lighting is required, it shall be screened so as not to project its light below the horizontal plane in which it is located.

No lighting is anticipated or proposed with this request. Lighting will not be installed unless required by the FAA or FCC. If it deems that it needs to be lit it will be screened so as not to project its light below the horizontal plane

13. The Provider shall provide landscaping, to include bushes or trees as appropriate, to shield the base of the tower and any structures associated with it. A buffer of plantings at least four (4) feet wide around the perimeter shall be required.

Landscaping is part of our proposal and shown on page A-1 of the site plan

14. No outdoor storage shall be permitted at the tower site.

No outdoor storage is being proposed at the tower site

15. The proposed tower shall be no taller than is absolutely necessary to provide the proposed services.

The proposed tower is at the minimum height required to achieve the coverage objective as well as allow for collocation opportunities

16. The Provider shall give proof to the City that any damages which may occur to surrounding properties or injury which may occur to persons, which damages or injuries that are caused by a

failure of the tower and/or its associated structural supports, regardless of whether such failure is a result of human error or an act of God, shall be paid by the owner of the tower and/or insurers of the tower. The Provider shall carry insurance in an amount sufficient to cover any liability associated with the tower's construction, operation and use. The minimum amount of such insurance shall be \$1,000,000 per occurrence.

Duly noted

17. The Provider shall seek permission from Council to collocate any new antenna not described in the permit application.

Duly Noted

18. If the tower is abandoned, unused for 90 days, or no longer operational, it shall be dismantled within 90 days of its abandonment, unless Council extends this time period. If the tower is not dismantled and removed as specified in this section, the City may arrange to have it dismantled and removed and collect its costs on the bond provided as required herein.

Duly Noted

19. The Provider shall submit a performance bond, with the City named as the beneficiary, to cover costs of tower dismantling and removal should the tower not be used for a twelve month period, or should the permit issued hereunder be revoked. Such bond shall be in an amount approved by the City, and shall be renewed periodically so the bond remains continuously in effect during the life of the tower.

Duly Noted

20 If the bond required in paragraph 19 is insufficient to cover the cost of tower dismantling and removal, the owner of the land upon which the tower is sited must agree to pay the difference between the cost and the amount recovered on the bond.

Duly Noted

21. The Provider shall submit proof to the City that the tower has undergone a triennial inspection for structural integrity. Said inspection shall be performed by a certified engineer, or other qualified professional, at the expense of the Provider. If any structural deterioration or defect is found to be present, and such deterioration or defect affects the physical stability or aesthetic integrity of the tower, the Provider may be required to correct the deterioration or defect within a reasonable time as determined by the City.

Duly Noted

22. The Provider shall certify that all other avenues for providing service have been exhausted unsuccessfully, and that the requested tower is the only means for providing the service contemplated. There were several other locations explored in an effort to achieve the needed coverage objective and were ruled out due to lack of property owner interest, construction limitations and lack of ability

to provide coverage to the targeted area. A great deal of time and research is put in prior to finalizing a suitable location.

23. The Provider shall comply with any such additional requirements as Council deems appropriate.

Duly Noted

NIER

March 19, 2019

Alejandra Stinson
PI Tower Development, LLC c/o LendLease
2320 Cascade Point Blvd., Suite 300
Charlotte, NC 28208

Re: Parallel Site Name/Number: VA-Hopewell-West Hopewell-PIVA072
Site Address: 130 Mercer Lane, Hopewell, VA 23860

BC Architects Engineers, PLC has been commissioned to review the potential risk or hazard of RF or electromagnetic exposure which would result from the PI Tower/T-Mobile installation located in Hopewell, Virginia.

Per FCC regulations regarding Human Exposure and Electromagnetic Radiation levels, the limit for prolonged, extended, or continuous exposure to RF at PCS frequencies is set at 1,000 microwatts per square centimeter for public applications. This value represents the amount of power in microwatts, which reaches a surface area of one square centimeter. The FCC limit is the most stringent of limits established by public and professional organizations and has the highest margin of safety of all limits. In establishing these limits, standards bodies add significant safety margins such that systems could operate at the limit. This is done to ensure public safety.

RF exposure levels for the T-Mobile installation with a typical 3-sector facility will approximately 3.6 microwatts per square centimeter (mW/cm^2) at a distance of 190' from the antennas. This distance corresponds to the center height of T-Mobile's antennas. This is the closest distance to the antennas where the public would be exposed to the highest levels of RF energy. At this distance, the RF levels are 272 times below the FCC regulated limits for RF exposure of approximately 1,000 microwatts per square centimeter.

Electromagnetic energy at PCS frequencies is in the Non-Ionizing Electromagnetic Radiation (NIER) range. Ionizing frequency ranges damage human tissue. Non-ionizing frequency ranges do not damage human tissue.

Thousands of extensive studies have been conducted on exposure to RF energy. To date, no studies have indicated that PCS frequencies have a detrimental effect on human health. The results of these studies are public knowledge and are independent of T-Mobile and any other wireless carrier's own interests.

The Telecommunications Act of 1996 stipulates that RF exposure and safety is a non-issue at PCS frequencies and power levels. Further, the FCC website states the following:

*"Calculations corresponding to a "worst-case" situation (all transmitters operating simultaneously and continuously at the maximum licensed power) show that, in order to be exposed to RF levels near the FCC's guidelines, an individual would essentially have to remain in the main transmitting beam and within a few feet of the antenna for several minutes or longer. Thus, the possibility that a member of the general public could be exposed to RF levels in excess of the FCC guidelines is extremely remote."*¹

In conclusion, the T-Mobile installation does not represent an increased health risk to the immediate community. Furthermore, the T-Mobile installation will operate at 1000 times below the most stringent of RF safety limits for public exposure and meets FCC requirements regarding RF exposure and safety.

Sincerely,



Christopher D. Morin, PE
Principal Member of BC Architects Engineers, PLC



¹ Source = <http://www.fcc.gov/cgb/consumerfacts/rfexposure.html>

UB-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:

Reconsider three properties presented for demolition at the July 9, 2019 City Council meeting in accordance with Hopewell City Code, Chapter 19, Housing, Article VI, Spot Blight Abatement

ISSUE: In accordance with Chapter 19, Article VI, Spot Blight, on July 9, 2019 the City Manager recommended eight properties that qualify for demolition, rehabilitation, and/or acquisition through the Spot Blight Ordinance. The City Council approved the demolition of five structures, but tabled a decision of three. Staff was asked to meet with each property owner and discuss options.

RECOMMENDATION: Staff recommends City Council consider options presented by Staff and vote to demolish or remove property from pending spot blight list if all requirements of the Building Official have been met.

TIMING: A decision is requested on August 20, 2019.

BACKGROUND: Staff was asked to meet with each property owner and discuss options. The Building Official, and in one instance, the City Attorney meet with the property owners (1503 Atlantic, 810 Winston Churchill, and 4100 Oaklawn Boulevard) to discuss options.

ENCLOSED DOCUMENTS:

- Description of three properties, with photographs

STAFF: Tevya W. Griffin, Director of Development

Todd Hawkes, Building Official

SUMMARY:

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

Spot Blight Update
HOPEWELL CITY COUNCIL MEETING
AUGUST 20, 2019

801 Winston Churchill Drive

- After the City Council June 25, 2019 meeting, the City Attorney, Building Official, the property owner and his attorney held a meeting.
- A consensus was reached. Abatement Plan was required by the Building Official.
- The Building Official has received the abatement plan from the owner.
- Approved the abatement plan which gives a timeline for compliance.
-



1503 Atlantic Street

300



Photo taken more than two weeks before June 25, 2019 City Council meeting

- The Building Official met with the owners Agent and informed her that an engineer's report would be required to address the structural concerns of the property.
- The owners agent provided a structural report from a professional engineer.
- The agent has promised to address all the structural concerns of the engineer.
- Follow up meeting held August 19th.

4100 Oaklawn Boulevard

301



- The Building Official will require the entire property to be fenced per construction site requirements. This will create a barrier to deter entrance.
- The Building Official met with the property owner.
- The property owner has agreed to have the City Fire Department use the building for a burning exercise, and then have the site cleaned.
- The asbestos report completed in August of 2016 show small traces of asbestos in some units on vinyl floor tiles, black floor adhesive, and roof flashing sealant. All must be removed prior to demolition. (See attached report)
- The City has received a bid of \$60,000 to have the waste material after burning cleaned up. The disposal of such material is an additional charge. At this time that cost cannot be estimated.
- The applicant understands and agrees to pay for bid and clean up costs.

4100 Oaklawn Boulevard

- Notify surrounding property owners
- Include thorough sweep of building to ensure it is clear of people prior to burn
- Provide a water curtain on the back of building- thermal barrier to absorb heat from the fire.
- Hopewell Fire would maintain same level of operation currently available to the City
- City Cost associated – overtime pay of fire fighters, water costs for fighting fire and fuel for vehicles
- Would need assistance from neighboring jurisdictions
- Partnership between Hopewell Fire, Police and Building Inspections

Thank you



44 McPherson Road
Annapolis, MD 21401
410-544-6000

Asbestos Containing Materials Survey

Oaklawn Blvd. Shopping Center, Hopewell, VA Demolition

Prepared For:

Demolition Services, Inc.
Christopher Zylonis, Sr.
16377 Bennett Road
Culpeper, VA 22701

Prepared By:

International Academy, Inc.
44 McPherson Road
Annapolis, MD 21401

August 2, 2016



Oaklawn Blvd. Shopping Center
Asbestos Containing Materials Survey
Project#S9572-2016

August 2, 2016

Page 2

August 2, 2016

Mr. Christopher Zylonis, Sr.
Demolition Services, Inc.
16377 Bennett Road
Culpepper, VA 22701

Re: Limited Scope Asbestos Materials Survey Report
Oaklawn Shopping Center, Hopewell, VA

IA Project# S9572-2016

Dear Mr. Zylonis:

International Academy, Inc. (IA) is pleased to present this summary of the limited asbestos inspection performed at 4100, 4102, 4104, 4106, 4108, 4114 and 4116 Oaklawn Boulevard, Hopewell, VA (hereinafter referred to as Site). As understood, the vacant shopping center is planned to be demolished. This work was performed in general conformance with Federal and Commonwealth of Virginia asbestos regulations. The following is a summary of results of the above referenced work. The on-site survey work was performed on July 21, 2016.

As authorized, IA conducted asbestos inspections and collected bulk samples from suspect asbestos-containing materials (ACMs) in order to conform with Federal regulations requiring an asbestos inspection of a building prior to renovation or demolition, and Commonwealth of Virginia regulations requiring an asbestos inspection prior to issuance of a renovation or demolition permit. The Virginia regulations pertain to retail, commercial, and industrial facilities and residential properties built before 1986.

The assessment was limited to collecting representative bulk samples of presumed asbestos containing materials (PACMs). The assessment was performed following inspection and sampling guidelines established by the United States Environmental Protection Agency (EPA) Asbestos Hazardous Emergency Response Act (AHERA) to address asbestos hazards in schools. The Asbestos School Hazard Reauthorization Act (ASHARA) made these requirements applicable to public and commercial buildings.

The inspector identified Homogenous Areas (HA) of suspect ACMs (an area of building material which is visually similar and contiguous) per construction phase in each structure, classified and assessed each suspect ACM, and presumed or sampled each homogenous area of suspect ACM per the referenced guidelines.



Inspector Certifications are included in Appendix A. Chain of Custody forms and laboratory reports of analysis for asbestos samples collected are included in Appendix B.

BUILDING DESCRIPTION

The Site property is improved with a one story ten unit retail building. The Site contains a brick and concrete façade, flat rolled and built-up asphalt roof and aluminum replacement windows. The Site is heated and cooled by duct equipped forced air units. IA noted the mechanical pipes and HVAC ducts to be insulated with fiberglass or poly foam insulation. Interior finishes includes vinyl floor tile, carpet, ceramic floor and wall tiles, drywall and block walls, acoustical ceiling tiles and a metal roof deck supported by steel I beams.

ASBESTOS

IA representative Mr. Jason Simpson (Virginia Asbestos Inspector License #3303002942, expires 06-30-2017) conducted the walkthrough assessment of the Site to identify ACMs. The survey consisted of visually inspecting accessible portions of the interior and exterior of the building. The areas inspected were noted, as well as areas where materials suspected of containing asbestos were located.

IA staff inspected the interior and exterior of the structures for suspect ACMs including thermal system insulation (TSI), surfacing materials (e.g. ceiling and wall textures), and miscellaneous materials (e.g., asphalt roofing materials, vinyl floor tiles and mastics). When suspect materials were identified, IA staff collected representative bulk samples from each HA using modified AHERA sampling protocols.

Typical observed suspect ACMs sampled the Site included:

- Wall Drywall and Joint Compound
- Vinyl Floor Tiles and Associated Mastic
- Terrazzo Flooring
- Carpet Mastic
- Acoustical Ceiling Tiles
- Stairwell Treads
- Exterior Window Caulk
- Exterior Door Caulk
- Roofing Materials

During the asbestos survey a total of one hundred forty four (144) unique bulk samples were collected for Polarized Light Microscopy (PLM) analysis at the Site. The PLM bulk samples were submitted to Schneider Laboratories Global, Inc. (SLG) for asbestos analysis using EPA Method 600/R-93/116. SLG is an American Industrial Hygiene Association and National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory. Each layer of multiple layered materials was analyzed separately.



Destructive sampling to access materials hidden behind walls was employed in select locations of the Site. Each sample was individually numbered and sample identification information was entered onto field data sheets. Bulk samples were collected in such a manner as to minimize the potential for fiber release. Building materials that contain asbestos fibers in the amounts greater than one percent (1%) are considered to be ACMs and are regulated by the Occupational Safety and Health Administration (OSHA), EPA, and the Commonwealth of Virginia.

If multiple bulk samples were collected from any one HA, a single positive result indicates that the material is considered to be an ACM; therefore, if a specific material is identified to be a regulated ACM then any HA throughout the building should be an assumed regulated ACM. EPA regulations do not require bulk samples be collected from each location, only that enough samples be collected to adequately characterize the absence or presence of asbestos.

Table I contain identified asbestos containing materials and estimated quantities.

TABLE I ASBESTOS CONTAINING MATERIALS Oaklawn Blvd. Shopping Center, Hopewell, VA				
Material Description	Material Location	Estimated Quantity	NESHAP Category	Recommendation
Beige Vinyl Floor Tile and Black Adhesive	Unit 4100 C – South Center Storage Area	1200 SF	CAT II	Remove Prior To Demolition
Black Floor Adhesive Beneath Carpet and Vinyl Floor Tiles, Throughout	Unit 4102	3,230 SF	CAT II	Remove Prior To Demolition
Black Floor Adhesive Beneath Carpet and Vinyl Floor Tiles, Throughout	Unit 4102B	2,090 SF	CAT II	Remove Prior To Demolition
Beige Vinyl Floor Tile and Black Adhesive	Unit 4104 – Central Hallway and Rear Office and Kitchen Area	1,850 SF	CAT II	Remove Prior To Demolition
Black Floor Adhesive Beneath Carpet and Vinyl Floor Tiles, Throughout	Units 4108 and 4112 - Livewire	3,230 SF	CAT II	Remove Prior To Demolition
Black Floor Adhesive Beneath Carpet and Vinyl Floor Tiles, Throughout	Unit 4114	1,140 SF	CAT II	Remove Prior To Demolition
Multi – Layer Vinyl Floor Tile and Black Adhesive	Unit 4116 - Retail Area of Previous Grocery Store	6,200 SF	CAT II	Remove Prior To Demolition
Vinyl Floor Tile and Black Adhesive	Unit 4116 – Mens and Womens Restrooms	600 SF	CAT II	Remove Prior To Demolition
Roof Curb Flashing Sealant	Roof Curbs Throughout Entire Building	1,600 LF	CAT II	Remove Prior To Demolition
LF= Linear Feet / SF= Square Feet				
Note: Estimated quantities must be field verified by the asbestos abatement contractor prior to submitting abatement cost.				

Applicable Asbestos Regulations and Guidelines

The below regulations and guidelines apply.

Renovation and Demolition EPA/NESHAP Guidelines

The EPA/National Emissions Standards for Hazardous Air Pollutants (NESHAP) regulations for asbestos apply to certain demolition and renovation projects in facilities containing ACM and/or assumed ACM.



The NESHAP, 40 Code of Federal Regulations (CFR) 61, Subparts A and M, rule usually requires that all friable ACM and some categories of non-friable ACM be removed before a building is demolished, and may require localized removal before or as part of a renovation. For renovation projects where friable ACM will be disturbed, the NESHAP rule may require appropriate work practices or procedures for the control of emissions. The following EPA/NESHAP definitions of ACM are very important in interpreting which NESHAP requirements may apply to the building.

- *Category I Friable Asbestos-Containing Material:* any material containing more than 1% asbestos that when dry, can be crumbled, pulverized, or reduced to powder by hand pressure.
- *Category I Non-friable Asbestos Containing Material:* asbestos containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than 1% asbestos that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
- *Category II Non-friable Asbestos Containing Material:* any material excluding Category I non-friable ACM, containing more than 1% asbestos that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure.
- *Regulated Asbestos Containing Material (RACM):* (1) friable ACM, (2) Category I non-friable ACM that has become friable, (3) Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading, or (4) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the materials in the course of demolition or renovation operations regulated by NESHAP.

Employee Exposure OSHA Standards

OSHA Standard 29 CFR 1910.1001 and 1926.1101 regulates employee exposure to asbestos. The OSHA asbestos standards for general industry and for construction mandate a Permissible Exposure Limit (PEL) of 0.1 fibers equal to or longer than 5 micrometers per cubic centimeter of air (fiber/cc) determined as an 8 hour, Time-Weighted Average (TWA) and an excursion limit of 1 fiber/cc as a 30-minute TWA.

Also for asbestos removal or renovation involving ACM, the Asbestos Construction Standard (29 CFR 1926.1101) requires that specific procedures be followed, including enclosure of the work area, to control asbestos exposure of the building occupants as well as employees involved in abatement or renovation activities.

If ACM is managed in place, the OSHA Asbestos Construction Standard applies to employees who may contact or disturb ACMs during their work shift.

The following are selected OSHA definitions regarding asbestos work:

- *Class I asbestos work* means activities involving the removal of TSI and surfacing ACM, and assumed ACM.



- *Class II asbestos work* means activities involving the removal of ACM which is not TSI or surfacing material. This includes, but is not limited to, the removal of asbestos-containing wallboard, floor tile and sheeting, roofing and siding shingles, and construction mastics.
- *Class III asbestos work* means repair and maintenance operations, where ACM, including TSI and surfacing ACM, and assumed ACM, is likely to be disturbed.
- *Class VI asbestos work* means maintenance and custodial activities during which employees contact but do not disturb ACM or assumed ACM and activities to clean up dust, debris, and waste resulting in Class I, II and III activities.

CONCLUSION AND RECOMMENDATIONS

The following ACMs were identified by GER and/or IA at this Site.

Friable ACMs:

Friable ACM was not identified on this site.

Category I ACMs:

Category I ACM was not identified on this site.

Category II ACMs:

Category II Non-Friable ACM was identified in the form of vinyl floor tiles, black floor adhesive/mastic and roof flashing sealant. (Please see Table I above for the locations of the identified ACM's). The identified Category II Non-Friable ACMs were noted by Mr. Simpson to be in good to fair condition. Given that Category II ACMs could become friable during mechanical demolition of the Site IA recommends that all ACMs be abated by a VA asbestos abatement contractor prior to disturbance and/or demolition of the Site. ACM waste must be properly disposed of at an EPA landfill which accepts ACMs. Please note that all quantities must be field verified by the asbestos abatement contractor(s).

IA is pleased to have provided this survey. If you have any questions or comments concerning this report, please feel free to contact me at (410) 320-2225.

Sincerely,
International Academy, Inc.

A handwritten signature in black ink, appearing to read "JA Simpson", written over a horizontal line.

Jason A. Simpson
Project Manager



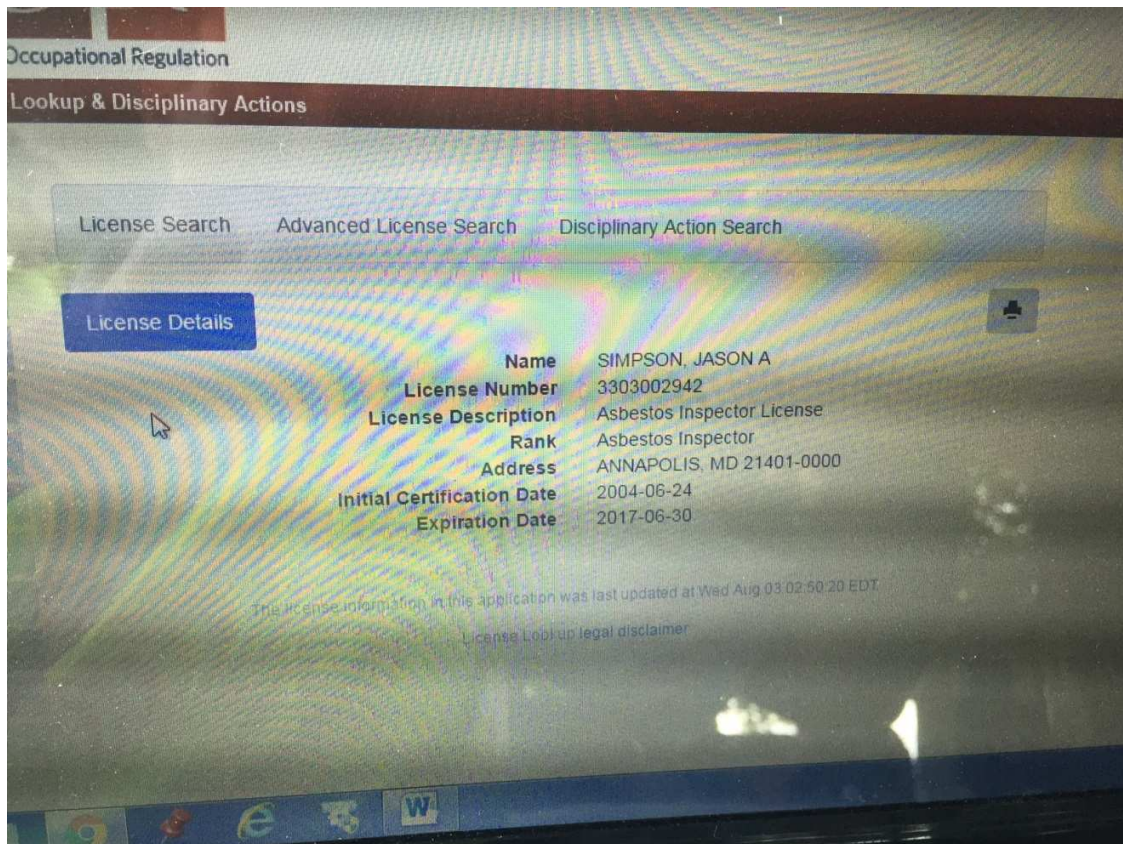
44 McPherson Road
Annapolis, MD 21401
410-544-6000

APPENDIX A

CERTIFICATIONS



44 McPherson Road
Annapolis, MD 21401
410-544-6000





44 McPherson Road
Annapolis, MD 21401
410-544-6000

APPENDIX B

LABORATORY DATA



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178276

Received 07/25/16
Analyzed 07/26/16
Reported 07/27/16

Attn:
Project: 4100C Oaklawn Blvd
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

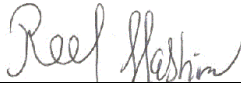
Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178276-001	07/21/16	4100C-01A	East Wall		
Layer 1:	Drywall			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
	White, Powdery				
Layer 2:	Joint Compound			<1% CHRYSOTILE	100% NON FIBROUS MATERIAL
	Beige, Granular				
	No White Joint Compound Found.				
Layer 3:	Textured Material			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
178276-002	07/21/16	4100C-01B	East Wall		
Layer 1:	Drywall			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
	White, Powdery				
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
	No Beige Joint Compound Found.				
Layer 3:	Textured Material			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
178276-003	07/21/16	4100C-02A	West Wall		
Layer 1:	Drywall			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
	White, Powdery				
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178276-004	07/21/16	4100C-02B	West Wall		
Layer 1:	Drywall White, Powdery			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound White, Granular			None Detected	100% NON FIBROUS MATERIAL
178276-005	07/21/16	4100C-03A	Terrazzo FL South Rear		
Layer 1:	Flooring Multi-Colored, Granular			None Detected	100% NON FIBROUS MATERIAL
178276-006	07/21/16	4100C-03B	Terrazzo FL North Front		
Layer 1:	Vinyl Floor Tile Multi-Colored, Granular			None Detected	100% NON FIBROUS MATERIAL
178276-007	07/21/16	4100C-04A	FL South Storage Area		
Layer 1:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Vinyl Floor Tile Beige/Green, Organically Bound			2% CHRYSOTILE	98% NON FIBROUS MATERIAL
Layer 3:	Mastic Black, Bituminous			4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL
178276-008	07/21/16	4100C-04B	FL South Storage Area		
Layer 1:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Vinyl Floor Tile				
Not analyzed due to positive stop instructions.					
Layer 3:	Mastic				
Not analyzed due to positive stop instructions.					
178276-009	07/21/16	4100C-05A	FL Bathrooms		
Layer 1:	Vinyl Floor Tile Black, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

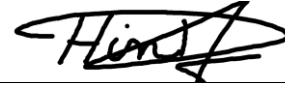
Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178276-010	07/21/16	4100C-05B	FL Bathrooms		
Layer 1:	Vinyl Floor Tile Black, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL



Analyst: Hashim, Reel

Total layers analyzed on order: 20

178276-07/27/16 10:27 AM



Reviewed By: Hind Eldanaf

Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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178276



316

V:178\178276

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4100C Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)			
<input type="checkbox"/> 2 hours*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air		Asbestos in Bulk	Metals-Total
<input type="checkbox"/> Same day*		<input type="checkbox"/> PCM (NIOSH 7400)	<input checked="" type="checkbox"/> PLM	<input type="checkbox"/> Lead	
<input type="checkbox"/> 1 business day*		<input type="checkbox"/> TEM (AHERA)	<input type="checkbox"/> PLM (Point Count)	<input type="checkbox"/> RCRA Metals	
<input type="checkbox"/> 2 business day*		<input type="checkbox"/> TEM (EPA Level II)	<input type="checkbox"/> PLM (Qualitative only)	TCLP	
<input type="checkbox"/> 3 business days*		Miscellaneous Tests		<input type="checkbox"/> TCLP / Lead	
<input checked="" type="checkbox"/> 5 business days*		<input type="checkbox"/> Total Dust (NIOSH 0500)	<input type="checkbox"/> NYELAP	<input type="checkbox"/> TCLP / RCRA Metals	
* not available for all tests	<input type="checkbox"/> Resp. Dust (NIOSH 0600)	<input type="checkbox"/> CAELAP (Point Count)	<input type="checkbox"/> TCLP / Full (w/ organics) 10 day		
Schedule rush organics, multi-metals & weekend tests in advance.	<input type="checkbox"/> Silica - FTIR (NIOSH 7602)	<input type="checkbox"/> TEM (Chatfield)	Microbiology		
	<input type="checkbox"/> Silica - XRD (NIOSH 7500)	FOR ASBESTOS AIR:	<input type="checkbox"/> BACT (MPN & P/A)		
	Other	TYPE OF RESPIRATOR	<input type="checkbox"/> Mold Direct Exam		
	<input type="checkbox"/>	USED:	<input type="checkbox"/>		

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4100C-01A	7-21-16	1140-1420	Textured Drywall and Joint Compound, East Wall							
4100C-01B			Textured Drywall and Joint Compound, East Wall							
4100C-02A			Drywall and Joint Compound, West Wall							
4100C-02B			Drywall and Joint Compound, West Wall							
4100C-03A			Terrazzo Flooring South Rear							
4100C-03B			Terrazzo Flooring North Front							
4100C-04A			12" Beige Vinyl FL. Tile and Black Mastic, South Storage Area							
4100C-04B			12" Beige Vinyl FL. Tile and Black Mastic, South Storage Area							
4100C-05A			12" Black Vinyl FL. Tile and Yellow Mastic, Bathrooms							
4100C-05B			12" Black Vinyl FL. Tile and Yellow Mastic, Bathrooms							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A. Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A. Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	7-25-16 	Sample Disposal <small>If samples over req. weight (Refer to Fee Schedule)</small> <input type="checkbox"/> Return to Sender (Shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee)
<input type="checkbox"/> Sample return requested <input type="checkbox"/> Ambient temp <input type="checkbox"/> Ice <input type="checkbox"/> CI <input type="checkbox"/> R <input type="checkbox"/> S <input checked="" type="checkbox"/> X		Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB	
<input type="checkbox"/> Receive a physical copy of report.		WB:	

* Temperature taken with IR Gun A. **Required.

Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178389

Received 07/25/16
Analyzed 07/25/16
Reported 07/27/16

Attn:
Project: 4100D Oaklawn Blvd., Hopewell
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178389-001	07/21/16	4100D-01A	East Wall		
Layer 1:	Drywall			None Detected	4% CELLULOSE FIBER 96% NON FIBROUS MATERIAL
	White, Powdery				
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
178389-002	07/21/16	4100D-01B	East Wall		
Layer 1:	Drywall			None Detected	4% CELLULOSE FIBER 96% NON FIBROUS MATERIAL
	White, Powdery				
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
178389-003	07/21/16	4100D-02A	South Rear		
Layer 1:	Flooring			None Detected	100% NON FIBROUS MATERIAL
	Beige/Gray, Hard				
178389-004	07/21/16	4100D-02B	North Front		
Layer 1:	Flooring			None Detected	100% NON FIBROUS MATERIAL
	Beige/Gray, Hard				
178389-005	07/21/16	4100D-03A	Rear Office Area		
Layer 1:	Vinyl Floor Tile			None Detected	100% NON FIBROUS MATERIAL
	Beige, Organically Bound				
Layer 2:	Mastic			None Detected	100% NON FIBROUS MATERIAL
	Yellow, Soft				

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178389-006	07/21/16	4100D-03B	Rear Office Area		
Layer 1:	Vinyl Floor Tile Beige, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL
178389-007	07/21/16	4100D-04A	Front		
Layer 1:	Carpet Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL
178389-008	07/21/16	4100D-04B	Rear		
Layer 1:	Carpet Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL

Mohammed Hashim

Analyst: Hashim, Mohammed
 Total layers analyzed on order: 12
 178389-07/27/16 10:08 AM

Hind Eldanaf

Reviewed By: Hind Eldanaf
 Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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178389



V:178178389

319

Submitting Co. International Academy, Inc. Lab WO# Phone 410-320-2225
Acct # Fax / Email ia_jsimpson@comcast.net
**State of Collection **Cert. Required [X] Yes [] No
Project Name: 4100D Oaklawn Blvd., Hopewell, VA Special Instructions [Include requests for special reporting or data packages]
Project Location: Shopping Center Positive Stop Analysis
Project Number: DSI Chris
PO Number: DSI

Turn Around Time Matrix / Sample Type (Select ONE) Tests / Analytes (Select ALL that Apply)
[] 2 hours* [] Same day* [] 1 business day* [] 2 business day* [] 3 business days* [X] 5 business days*
All samples on form should be of SAME matrix type. Use additional forms as needed.
Asbestos in Air: [] PCM (NIOSH 7400) [] TEM (AHERA) [] TEM (EPA Level II)
Asbestos in Bulk: [X] PLM [] PLM (Point Count) [] PLM (Qualitative only) [] NYELAP [] CAELAP (Point Count) [] TEM (Chatfield)
Metals-Total: [] Lead [] RCRA Metals
TCLP: [] TCLP / Lead [] TCLP / RCRA Metals [] TCLP / Full (w/ organics) 10 day
Microbiology: [] BACT (MPN & P/A) [] Mold Direct Exam
FOR ASBESTOS AIR: TYPE OF RESPIRATOR USED:

Table with columns: Sample #, Date Sampled, Time Sampled, Sample Identification, Wiped Area, pH / Temp, Time, Flow Rate, Total Air. Rows include samples 4100D-01A through 4100D-04B.

Type: A=Area B=Blank P=Personal E=Excursion 2Beginning/End of Sample Period 3Pump Calibration in Liters/Minute 4Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by: Jason A. Simpson, Relinquished to lab by: Jason A. Simpson, Sample Disposal options, Shipping Methods (FX, HD, UPS, DB, USM), WB: SGT

* Temperature taken with IR Gun A. **Required.

Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.

8



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178388

Received 07/25/16
Analyzed 07/25/16
Reported 07/27/16

Attn:
Project: 4100E Oaklawn Blvd., Hopewell
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
-----------	-----------	----------	----------	-----------------	-----------------

178388-001	07/21/16	4100E-01A	East Wall		
Layer 1:	Drywall			None Detected	4% CELLULOSE FIBER
	White, Powdery				96% NON FIBROUS MATERIAL
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				

178388-002	07/21/16	4100E-01B	East Wall		
Layer 1:	Drywall			None Detected	4% CELLULOSE FIBER
	White, Powdery				96% NON FIBROUS MATERIAL
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				

178388-003	07/21/16	4100E-02A	Bathroom & Kitchen		
Layer 1:	Linoleum			None Detected	35% CELLULOSE FIBER
	Tan, Org.Bound/Fibrous				15% MINERAL/GLASS WOOL
					50% NON FIBROUS MATERIAL

Sample was inhomogenous, subsamples of each component were analyzed separately.

Layer 2:	Mastic			None Detected	100% NON FIBROUS MATERIAL
	Tan, Soft				

178388-004	07/21/16	4100E-02B	Bathroom & Kitchen		
Layer 1:	Linoleum			None Detected	35% CELLULOSE FIBER
	Tan, Org.Bound/Fibrous				15% MINERAL/GLASS WOOL
					50% NON FIBROUS MATERIAL

Sample was inhomogenous, subsamples of each component were analyzed separately.

Layer 2:	Mastic			None Detected	100% NON FIBROUS MATERIAL
	Tan, Soft				

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178388-005	07/21/16	4100E-03A	Beneath Floor Center		
Layer 1:	Flooring			None Detected	100% NON FIBROUS MATERIAL
	Black, Organically Bound				
Layer 2:	Mastic			None Detected	100% NON FIBROUS MATERIAL
	Tan, Soft				
178388-006	07/21/16	4100E-03B	Beneath Floor Center		
Layer 1:	Flooring			None Detected	100% NON FIBROUS MATERIAL
	Black, Organically Bound				
Layer 2:	Mastic			None Detected	100% NON FIBROUS MATERIAL
	Tan, Soft				

Mohammed Hashim

Hind Eldanaf

Analyst: Hashim, Mohammed
 Total layers analyzed on order: 12
 178388-07/27/16 09:51 AM

Reviewed By: Hind Eldanaf
 Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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www.slabin.com e-mail: info@slabin.com

178388



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322

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4100E Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)		
<input type="checkbox"/> 2 hours* <input type="checkbox"/> Same day* <input type="checkbox"/> 1 business day* <input type="checkbox"/> 2 business day* <input type="checkbox"/> 3 business days* <input checked="" type="checkbox"/> 5 business days*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air <input type="checkbox"/> PCM (NIOSH 7400) <input type="checkbox"/> TEM (AHERA) <input type="checkbox"/> TEM (EPA Level II) Miscellaneous Tests <input type="checkbox"/> Total Dust (NIOSH 0500) <input type="checkbox"/> Resp. Dust (NIOSH 0600) <input type="checkbox"/> Silica - FTIR (NIOSH 7602) <input type="checkbox"/> Silica - XRD (NIOSH 7500) Other <input type="checkbox"/>	Asbestos in Bulk <input checked="" type="checkbox"/> PLM <input type="checkbox"/> PLM (Point Count) <input type="checkbox"/> PLM (Qualitative only) <input type="checkbox"/> NYELAP <input type="checkbox"/> CAELAP (Point Count) <input type="checkbox"/> TEM (Chatfield) <input type="checkbox"/>	Metals-Total <input type="checkbox"/> Lead <input type="checkbox"/> RCRA Metals TCLP <input type="checkbox"/> TCLP / Lead <input type="checkbox"/> TCLP / RCRA Metals <input type="checkbox"/> TCLP / Full (w/ organics) 10 day Microbiology <input type="checkbox"/> BACT (MPN & P/A) <input type="checkbox"/> Mold Direct Exam <input type="checkbox"/>
* not available for all tests Schedule rush organics, multi-metals & weekend tests in advance.		FOR ASBESTOS AIR: TYPE OF RESPIRATOR USED:		

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4100E-01A	7-21-16	1140-1420	Drywall and Joint Compound, East Wall							
4100E-01B			Drywall and Joint Compound, East Wall							
4100E-02A			Floor Linoleum, Bathroom and Kitchen							
4100E-02B			Floor Linoleum, Bathroom and Kitchen							
4100E-03A			Black Flooring Beneath Terrazzo Floor, Center							
4100E-03B			Black Flooring Beneath Terrazzo Floor, Center							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	 	Sample Disposal (Refer to Fee Schedule) <input type="checkbox"/> Return to Sender (Shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB WB:
<input type="checkbox"/> Sample return requested <input type="checkbox"/> Ambient temp <input type="checkbox"/> Ice <input type="checkbox"/> CI <input type="checkbox"/> R <input type="checkbox"/> S <input checked="" type="checkbox"/> X		<input type="checkbox"/> Receive a physical copy of report.	

* Temperature taken with IR Gun A.

**Required.

Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.

6



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178277

Received 07/25/16
Analyzed 07/26/16
Reported 07/27/16

Attn:
Project: 4102 Oaklawn Blvd, Hopewell VA
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

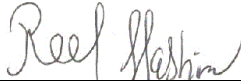
PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178277-001	07/21/16	4102-01A	Rear		
Layer 1:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Vinyl Floor Tile Beige, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 3:	Mastic Black, Bituminous			4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL
178277-002	07/21/16	4102-01B	Rear		
Layer 1:	Mastic Yellow, Soft			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Vinyl Floor Tile Beige, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 3:	Mastic				
Not analyzed due to positive stop instructions.					
178277-003	07/21/16	4102-02A	West Wall		
Layer 1:	Drywall White, Powdery			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound White, Granular			None Detected	100% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178277-004	07/21/16	4102-02B	East Wall		
Layer 1:	Drywall			None Detected	10% CELLULOSE FIBER
	White, Powdery				90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
178277-005	07/21/16	4102-03A	Front Foyer/Bathroom		
Layer 1:	Linoleum			None Detected	40% CELLULOSE FIBER
	Beige, Org.Bound/Fibrous				60% NON FIBROUS MATERIAL
Sample was inhomogenous, subsamples of each component were analyzed separately.					
178277-006	07/21/16	4102-03B	Front Foyer/Bathroom		
Layer 1:	Linoleum			None Detected	40% CELLULOSE FIBER
	Beige, Org.Bound/Fibrous				60% NON FIBROUS MATERIAL

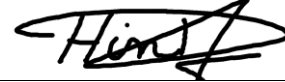
Sample was inhomogenous, subsamples of each component were analyzed separately.



Analyst: Hashim, Reel

Total layers analyzed on order: 11

178277-07/27/16 10:16 AM



Reviewed By: Hind Eldanaf

Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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www.slabinc.com e-mail: info@slabinc.com



Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email la_simpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4102 Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)			
<input type="checkbox"/> 2 hours*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air		Asbestos in Bulk	Metals-Total
<input type="checkbox"/> Same day*		<input type="checkbox"/> PCM (NIOSH 7400)	<input checked="" type="checkbox"/> PLM	<input type="checkbox"/> Lead	
<input type="checkbox"/> 1 business day*		<input type="checkbox"/> TEM (AHERA)	<input type="checkbox"/> PLM (Point Count)	<input type="checkbox"/> RCRA Metals	
<input type="checkbox"/> 2 business day*		<input type="checkbox"/> TEM (EPA Level II)	<input type="checkbox"/> PLM (Qualitative only)	TCLP	
<input type="checkbox"/> 3 business days*		Miscellaneous Tests	<input type="checkbox"/> NYELAP	<input type="checkbox"/> TCLP / Lead	
<input checked="" type="checkbox"/> 5 business days*	<input type="checkbox"/> Total Dust (NIOSH 0500)	<input type="checkbox"/> CAELAP (Point Count)	<input type="checkbox"/> TCLP / RCRA Metals		
	<input type="checkbox"/> Resp. Dust (NIOSH 0600)	<input type="checkbox"/> TEM (Chatfield)	<input type="checkbox"/> TCLP / Full (w/ organics) 10 day		
	<input type="checkbox"/> Silica - FTIR (NIOSH 7602)		Microbiology		
	<input type="checkbox"/> Silica - XRD (NIOSH 7500)	FOR ASBESTOS AIR:	<input type="checkbox"/> BACT (MPN & P/A)		
* not available for all tests	Other	TYPE OF RESPIRATOR	<input type="checkbox"/> Mold Direct Exam		
Schedule rush organics, multi-metals & weekend tests in advance.		USED:	<input type="checkbox"/>		

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4102-01A	7-21-16	1140-1420	12" Beige Vinyl Floor Tile and Black Mastic Rear							
4102-01B			12" Beige Vinyl Floor Tile and Black Mastic Rear							
4102-02A			Drywall and Joint Compound, West Wall							
4102-02B			Drywall and Joint Compound East Wall							
4102-03A			Floor Linoleum Front Foyer and Bathroom							
4102-03B			Floor Linoleum Front Foyer and Bathroom							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A. Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A. Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	 	Sample Disposal If samples over red. weight (Refer to Fee Schedule) <input type="checkbox"/> Return to Sender (Shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB
--	--	------	---

Sample return requested Ambient temp Ice Cl R S X Receive a physical copy of report.

* Temperature taken with IR Gun A. **Required. Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178278

Received 07/25/16
Analyzed 07/26/16
Reported 07/27/16

Attn:
Project: 4102B Oaklawn Blvd Hopewell VA
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

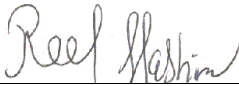
Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178278-001	07/21/16	4102B-01A	Rear		
Layer 1:	Vinyl Floor Tile Beige, Organically Bound			None Detected	2% CELLULOSE FIBER 98% NON FIBROUS MATERIAL
Layer 2:	Mastic Black, Bituminous			4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL
178278-002	07/21/16	4102B-01B	Rear		
Layer 1:	Vinyl Floor Tile Beige, Organically Bound			None Detected	2% CELLULOSE FIBER 98% NON FIBROUS MATERIAL
Layer 2:	Mastic				
Not analyzed due to positive stop instructions.					
178278-003	07/21/16	4102B-02A	West Wall		
Layer 1:	Drywall White, Powdery			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound White, Granular			None Detected	100% NON FIBROUS MATERIAL
178278-004	07/21/16	4102B-02B	East Wall		
Layer 1:	Drywall White, Powdery			None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound White, Granular			None Detected	100% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.


Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178278-005	07/21/16	4102B-03A	West Rear Office		
Layer 1:	Ceiling Tile			None Detected	95% CELLULOSE FIBER
	White/Brown, Fibrous				5% NON FIBROUS MATERIAL
178278-006	07/21/16	4102B-03B	West Rear Office		
Layer 1:	Ceiling Tile			None Detected	95% CELLULOSE FIBER
	White/Brown, Fibrous				5% NON FIBROUS MATERIAL
178278-007	07/21/16	4102B-04	Beneath Carpet		
Layer 1:	Mastic			4% CHRYSOTILE	2% CELLULOSE FIBER
	Black, Bituminous				94% NON FIBROUS MATERIAL



Analyst: Hashim, Reel

Total layers analyzed on order: 10

178278-07/27/16 10:14 AM



Reviewed By: Hind Eldanaf

Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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 www.slabinc.com e-mail: info@slabinc.com



328

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4102B Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)		
<input type="checkbox"/> 2 hours* <input type="checkbox"/> Same day* <input type="checkbox"/> 1 business day* <input type="checkbox"/> 2 business day* <input type="checkbox"/> 3 business days* <input checked="" type="checkbox"/> 5 business days*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air <input type="checkbox"/> PCM (NIOSH 7400) <input type="checkbox"/> TEM (AHERA) <input type="checkbox"/> TEM (EPA Level II) Miscellaneous Tests <input type="checkbox"/> Total Dust (NIOSH 0500) <input type="checkbox"/> Resp. Dust (NIOSH 0600) <input type="checkbox"/> Silica - FTIR (NIOSH 7802) <input type="checkbox"/> Silica - XRD (NIOSH 7500) Other <input type="checkbox"/>	Asbestos in Bulk <input checked="" type="checkbox"/> PLM <input type="checkbox"/> PLM (Point Count) <input type="checkbox"/> PLM (Qualitative only) <input type="checkbox"/> NYELAP <input type="checkbox"/> CAELAP (Point Count) <input type="checkbox"/> TEM (Chatfield) <input type="checkbox"/>	Metals-Total <input type="checkbox"/> Lead <input type="checkbox"/> RCRA Metals TCLP <input type="checkbox"/> TCLP / Lead <input type="checkbox"/> TCLP / RCRA Metals <input type="checkbox"/> TCLP / Full (w/ organics) 10 day Microbiology <input type="checkbox"/> BACT (MPN & P/A) <input type="checkbox"/> Mold Direct Exam <input type="checkbox"/>

* not available for all tests
 Schedule rush organics, multi-metals & weekend tests in advance.

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4102B-01A	7-21-16	1140-1420	12" Beige Vinyl Floor Tile and Black Mastic Rear							
4102B-01B			12" Beige Vinyl Floor Tile and Black Mastic Rear							
4102B-02A			Drywall and Joint Compound, West Wall							
4102B-02B			Drywall and Joint Compound East Wall							
4102B-03A			12" Ceiling Tile in West Rear Office							
4102B-03B			12" Ceiling Tile in West Rear Office							
4102B-04			Black Floor Mastic Beneath Carpet							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	<u>7-25-16</u> <u>[Signature]</u>	Sample Disposal If samples over req. weight (Refer to Fee Schedule) <input type="checkbox"/> Return to Sender (Shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB WB <u>[Signature]</u>
--	--	--------------------------------------	--

* Temperature taken with IR Gun A. **Required.

Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178281

Received 07/25/16
Analyzed 07/26/16
Reported 07/27/16

Attn:
Project: 4108 & 4112 Oaklawn Blvd
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178281-001	07/21/16	4108-01A	Floor		
Layer 1: Mastic Black, Bituminous				4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL

178281-002	07/21/16	4108-01B	Floor		
Layer 1: Mastic					

Not analyzed due to positive stop instructions.

178281-003	07/21/16	4108-02A	West Wall		
Layer 1: Drywall White, Powdery				None Detected	12% CELLULOSE FIBER 88% NON FIBROUS MATERIAL
Layer 2: Joint Compound White, Granular				None Detected	100% NON FIBROUS MATERIAL

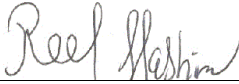
178281-004	07/21/16	4108-02B	East Wall		
Layer 1: Drywall White, Powdery				None Detected	12% CELLULOSE FIBER 88% NON FIBROUS MATERIAL
Layer 2: Joint Compound White, Granular				None Detected	100% NON FIBROUS MATERIAL

178281-005	07/21/16	4108-03	Kitchen Area		
Layer 1: Floor Tile Beige, Organically Bound				None Detected	100% NON FIBROUS MATERIAL
Layer 2: Mastic Black, Bituminous				4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178281-006	07/21/16	4108-04	Bathroom		
Layer 1:	Linoleum			None Detected	35% CELLULOSE FIBER
	Beige, Org.Bound/Fibrous				65% NON FIBROUS MATERIAL
Sample was inhomogenous, subsamples of each component were analyzed separately.					
178281-007	07/21/16	4108-05	West Section Wall		
Layer 1:	Drywall			None Detected	15% CELLULOSE FIBER
	White, Powdery				85% NON FIBROUS MATERIAL
	No Joint Compound Found.				
178281-008	07/21/16	4108-06	Floor		
Layer 1:	Mastics			<1% CHRYSOTILE	2% CELLULOSE FIBER
	Black/Yellow, Bituminous/Soft				98% NON FIBROUS MATERIAL

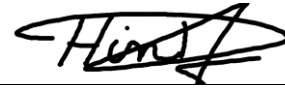
Unable to separate individual layers.



Analyst: Hashim, Reel

Total layers analyzed on order: 10

178281-07/27/16 10:33 AM



Reviewed By: Hind Eldanaf

Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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 www.slabinc.com e-mail: info@slabinc.com

178281



V:178178281

331

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4108 and 4112 Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)			
<input type="checkbox"/> 2 hours*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air		Asbestos in Bulk	Metals-Total
<input type="checkbox"/> Same day*		<input type="checkbox"/> PCM (NIOSH 7400)	<input checked="" type="checkbox"/> PLM	<input type="checkbox"/> Lead	
<input type="checkbox"/> 1 business day*		<input type="checkbox"/> TEM (AHERA)	<input type="checkbox"/> PLM (Point Count)	<input type="checkbox"/> RCRA Metals	
<input type="checkbox"/> 2 business day*		<input type="checkbox"/> TEM (EPA Level II)	<input type="checkbox"/> PLM (Qualitative only)	TCLP	
<input type="checkbox"/> 3 business days*		Miscellaneous Tests		<input type="checkbox"/> TCLP / Lead	
<input checked="" type="checkbox"/> 5 business days*		<input type="checkbox"/> Total Dust (NIOSH 0500)	<input type="checkbox"/> NYELAP	<input type="checkbox"/> TCLP / RCRA Metals	
* not available for all tests	<input type="checkbox"/> Resp. Dust (NIOSH 0600)	<input type="checkbox"/> CAELAP (Point Count)	<input type="checkbox"/> TCLP / Full (w/ organics) 10 day		
Schedule rush organics, multi-metals & weekend tests in advance.	<input type="checkbox"/> Silica - FTIR (NIOSH 7802)	<input type="checkbox"/> TEM (Chatfield)	Microbiology		
	<input type="checkbox"/> Silica - XRD (NIOSH 7500)	<input type="checkbox"/>	<input type="checkbox"/> BACT (MPN & P/A)		
	Other	FOR ASBESTOS AIR:	<input type="checkbox"/> Mold Direct Exam		
		TYPE OF RESPIRATOR			
		USED:			

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4108-01A	7-21-16	1140-1420	Black Floor Mastic							
4108-01B			Black Floor Mastic							
4108-02A			Drywall and Joint Compound, West Wall							
4108-02B			Drywall and Joint Compound East Wall							
4108-03			12" Beige Floor Tile and Black Mastic Kitchen Area							
4108-04			Floor Linoleum, Bathroom							
4112-05			Drywall and Joint Compound West Section Wall							
4112-06			Floor Mastic							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A. Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A. Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	7-25-16 <u>[Signature]</u>	Sample Disposal if samples over req. weight (Refer to Fee Schedule) <input type="checkbox"/> Return to Sender (Shipping fees) <input checked="" type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB Web <u>5271</u>
<input checked="" type="checkbox"/> Sample return requested <input type="checkbox"/> Ambient temp <input type="checkbox"/> Ice <input type="checkbox"/> CI <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> X		<input type="checkbox"/> Receive a physical copy of report.	

* Temperature taken with IR Gun A. **Required.

Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.

8



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178282

Received 07/25/16
Analyzed 07/25/16
Reported 07/27/16

Attn:
Project: 4114 Oaklawn Blvd Hopewell, VA
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

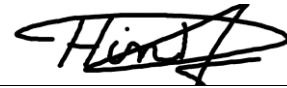
Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178282-001	07/21/16	4114-01A	4114 Oaklawn Blvd		
Layer 1:	Vinyl Floor Tile Gray/Silver, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Yellow, Soft No Black Mastic Found.			None Detected	2% CELLULOSE FIBER 98% NON FIBROUS MATERIAL
Layer 3:	Vinyl Floor Tile Pink, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 4:	Mastic Yellow, Soft			None Detected	2% CELLULOSE FIBER 98% NON FIBROUS MATERIAL
178282-002	07/21/16	4114-01B	4114 Oaklawn Blvd		
Layer 1:	Vinyl Floor Tile Gray, Organically Bound No Pink Vinyl Floor Tile Found.			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Black, Bituminous No Yellow Mastic Found.			3% CHRYSOTILE	97% NON FIBROUS MATERIAL
178282-003	07/21/16	4114-02A	4114 Oaklawn Blvd		
Layer 1:	Ceiling Tile Gray, Fibrous			None Detected	60% CELLULOSE FIBER 30% MINERAL/GLASS WOOL 10% NON FIBROUS MATERIAL
178282-004	07/21/16	4114-02B	4114 Oaklawn Blvd		
Layer 1:	Ceiling Tile Gray, Fibrous			None Detected	60% CELLULOSE FIBER 30% MINERAL/GLASS WOOL 10% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178282-005	07/21/16	4114-03A	West Wall		
Layer 1:	Drywall			None Detected	10% CELLULOSE FIBER
	Light Gray, Powdery				90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				
178282-006	07/21/16	4114-03B	East Wall		
Layer 1:	Drywall			None Detected	10% CELLULOSE FIBER
	Light Gray, Powdery				90% NON FIBROUS MATERIAL
Layer 2:	Joint Compound			None Detected	100% NON FIBROUS MATERIAL
	White, Granular				

Analyst: Hashim, Riham
 Total layers analyzed on order: 12
 178282-07/27/16 10:55 AM

Reviewed By: Hind Eldanaf
 Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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 www.slabinc.com e-mail: info@slabinc.com

178282
 VA178178282
 334

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_simpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4114 Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)		
<input type="checkbox"/> 2 hours* <input type="checkbox"/> Same day* <input type="checkbox"/> 1 business day* <input type="checkbox"/> 2 business day* <input type="checkbox"/> 3 business days* <input checked="" type="checkbox"/> 5 business days* <small>* not available for all tests Schedule rush organics, multi-metals & weekend tests in advance.</small>	<small>All samples on form should be of SAME matrix type. Use additional forms as needed.</small> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos In Air <input type="checkbox"/> PCM (NIOSH 7400) <input type="checkbox"/> TEM (AHERA) <input type="checkbox"/> TEM (EPA Level II) Miscellaneous Tests <input type="checkbox"/> Total Dust (NIOSH 0500) <input type="checkbox"/> Resp. Dust (NIOSH 0600) <input type="checkbox"/> Silica - FTIR (NIOSH 7602) <input type="checkbox"/> Silica - XRD (NIOSH 7500) Other <input type="checkbox"/>	Asbestos in Bulk <input checked="" type="checkbox"/> PLM <input type="checkbox"/> PLM (Point Count) <input type="checkbox"/> PLM (Qualitative only) <input type="checkbox"/> NYELAP <input type="checkbox"/> CAELAP (Point Count) <input type="checkbox"/> TEM (Chatfield) <input type="checkbox"/>	Metals-Total <input type="checkbox"/> Lead <input type="checkbox"/> RCRA Metals TCLP <input type="checkbox"/> TCLP / Lead <input type="checkbox"/> TCLP / RCRA Metals <input type="checkbox"/> TCLP / Full (w/ organics) 10 day Microbiology <input type="checkbox"/> BACT (MPN & P/A) <input type="checkbox"/> Mold Direct Exam <input type="checkbox"/>

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4114-01A	7-21-16	1140-1420	12" Gray Vinyl Floor Tile and Black Mastic							
4114-01B			12" Gray Vinyl Floor Tile and Black Mastic							
4114-02A			2'x4' Suspended Ceiling Tile							
4114-02B			2'x4' Suspended Ceiling Tile							
4114-03A			Drywall and Joint Compound West Wall							
4114-03B			Drywall and Joint Compound East Wall							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	7-21-16 <u>[Signature]</u>	Sample Disposal <small>If samples over req. weight (Refer to Fee Schedule)</small> <input type="checkbox"/> Return to Sender (Shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB WE <u>[Signature]</u>
<input checked="" type="checkbox"/> Sample return requested <input type="checkbox"/> Ambient temp <input type="checkbox"/> Ice <input type="checkbox"/> CI <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> O <input type="checkbox"/> X <input type="checkbox"/>			<input type="checkbox"/> Receive a physical copy of report.

* Temperature taken with IR Gun A. **Required.

Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178411

Received 07/25/16
Analyzed 07/26/16
Reported 07/27/16

Attn:
Project: 4116 Oaklawn Blvd, Hopewell
Location: Shopping Center
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178411-001	07/21/16	4116-01A	Retail Area North		
Layer 1: Vinyl Floor Tile Beige, Organically Bound Only One Layer Of VFT Found.				None Detected	100% NON FIBROUS MATERIAL
Layer 2: Mastic Yellow, Soft No Black Mastic Found.				None Detected	100% NON FIBROUS MATERIAL
178411-002	07/21/16	4116-01B	Retail Area West		
Layer 1: Vinyl Floor Tile Gray, Organically Bound Only One Layer Of VFT Found.				2% CHRYSOTILE	98% NON FIBROUS MATERIAL
Layer 2: Mastic Black, Bituminous				6% CHRYSOTILE	2% CELLULOSE FIBER 92% NON FIBROUS MATERIAL
178411-003	07/21/16	4116-01C	Retail Area South		
Layer 1: Vinyl Floor Tile Only One Layer Of VFT Found.					
Layer 2: Mastic					

Not analyzed due to positive stop instructions.

Layer 2: Mastic


Not analyzed due to positive stop instructions.

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178411-004	07/21/16	4116-01D	Retail Area		
Layer 1: Vinyl Floor Tile Only One Layer Of VFT Found.					
Not analyzed due to positive stop instructions.					
Layer 2: Mastic					
Not analyzed due to positive stop instructions.					
178411-005	07/21/16	4116-03A	North Front		
Layer 1: Drywall White, Powdery					
				None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2: Joint Compound White, Granular					
				None Detected	100% NON FIBROUS MATERIAL
178411-006	07/21/16	4116-03B	Mens Room		
Layer 1: Drywall White, Powdery					
				None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2: Joint Compound White, Granular					
				None Detected	100% NON FIBROUS MATERIAL
178411-007	07/21/16	4116-03C	Deli Area		
Layer 1: Drywall White, Powdery					
				None Detected	10% CELLULOSE FIBER 90% NON FIBROUS MATERIAL
Layer 2: Joint Compound White, Granular					
				None Detected	100% NON FIBROUS MATERIAL
178411-008	07/21/16	4116-04	Womens Restroom		
Layer 1: Stair Tread Black, Rubbery					
				None Detected	100% NON FIBROUS MATERIAL
Layer 2: Mastic Brown, Brittle					
				None Detected	100% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.


Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178411-009	07/21/16	4116-05	Womens Restroom		
Layer 1:	Vinyl Floor Tile White/Beige, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Yellow, Brittle			None Detected	100% NON FIBROUS MATERIAL
Layer 3:	Vinyl Floor Tile Off White, Organically Bound			2% CHRYSOTILE	98% NON FIBROUS MATERIAL
Layer 4:	Mastic Black, Bituminous			4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL
178411-010	07/21/16	4116-06	Mens Restroom		
Layer 1:	Vinyl Floor Tile White/Beige, Organically Bound			None Detected	100% NON FIBROUS MATERIAL
Layer 2:	Mastic Dark Yellow, Brittle			None Detected	100% NON FIBROUS MATERIAL
Layer 3:	Vinyl Floor Tile Off White, Organically Bound			2% CHRYSOTILE	98% NON FIBROUS MATERIAL
Layer 4:	Mastic Black, Bituminous			4% CHRYSOTILE	2% CELLULOSE FIBER 94% NON FIBROUS MATERIAL



Analyst: Hashim, Reel

Total layers analyzed on order: 20

178411-07/27/16 01:58 PM



Reviewed By: Hind Eldanaf

Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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 www.slabin.com e-mail: info@slabin.com

178411
 338
 V:178\178411

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4116 Oaklawn Blvd., Hopewell, VA		Special Instructions [Include requests for special reporting or data packages]
Project Location: Shopping Center		Positive Stop Analysis
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)		
<input type="checkbox"/> 2 hours* <input type="checkbox"/> Same day* <input type="checkbox"/> 1 business day* <input type="checkbox"/> 2 business day* <input type="checkbox"/> 3 business days* <input checked="" type="checkbox"/> 5 business days*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air <input type="checkbox"/> PCM (NIOSH 7400) <input type="checkbox"/> TEM (AHERA) <input type="checkbox"/> TEM (EPA Level II) Miscellaneous Tests <input type="checkbox"/> Total Dust (NIOSH 0500) <input type="checkbox"/> Resp. Dust (NIOSH 0600) <input type="checkbox"/> Silica - FTIR (NIOSH 7602) <input type="checkbox"/> Silica - XRD (NIOSH 7500) Other <input type="checkbox"/>	Asbestos in Bulk <input checked="" type="checkbox"/> PLM <input type="checkbox"/> PLM (Point Count) <input type="checkbox"/> PLM (Qualitative only) <input type="checkbox"/> NYELAP <input type="checkbox"/> CAELAP (Point Count) <input type="checkbox"/> TEM (Chatfield) <input type="checkbox"/>	Metals-Total <input type="checkbox"/> Lead <input type="checkbox"/> RCRA Metals TCLP <input type="checkbox"/> TCLP / Lead <input type="checkbox"/> TCLP / RCRA Metals <input type="checkbox"/> TCLP / Full (w/ organics) 10 day Microbiology <input type="checkbox"/> BACT (MPN & P/A) <input type="checkbox"/> Mold Direct Exam <input type="checkbox"/>

* not available for all tests
 Schedule rush organics, multi-metals & weekend tests in advance.

Sample #	Date Sampled*	Time Sampled*	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4116-01A	7-21-16	1140-1420	12" Vinyl Floor Tile and Black Mastic Multi Layer Retail Area North							
4116-01B			12" Vinyl Floor Tile and Black Mastic Multi Layer Retail Area West							
4116-01C			12" Vinyl Floor Tile and Black Mastic Multi Layer Retail Area South							
4116-01D			12" Vinyl Floor Tile and Black Mastic Retail Area Bottom Layer Center							
4116-03A			Drywall and Joint Compound North Front							
4116-03B			Drywall and Joint Compound Mens Room							
4116-03C			Drywall and Joint Compound Dell Area							
4116-04			Stair Tread to Womens Restroom							
4116-05			12" Vinyl Floor Tile and Black Mastic Womens Restroom Multi. Layer							
4116-06			12" Vinyl Floor Tile and Black Mastic Mens Restroom							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters (time in min * flow in L/min)

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A. Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A. Simpson</u> SIGNATURE DATE/TIME <u>7-21-16</u>	7/25/16 	Sample Disposal If samples over 100g weight (Refer to Fee Schedule) <input type="checkbox"/> Return to Sender (shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB WB: <u>2471</u>
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* Temperature taken with IR Gun A. ** Required Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178275

Received 07/25/16
Analyzed 07/26/16
Reported 07/27/16

Attn:
Project: 4100 Oaklawn Blvd Hopewell VA
Location: Shopping Center Window & Door
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178275-001	07/21/16	4100-DC-01A	Ext West Section		
Layer 1: Door Caulk Gray, Soft				None Detected	100% NON FIBROUS MATERIAL
178275-002	07/21/16	4100-DC-01B	Ext East Section		
Layer 1: Door Caulk Gray, Soft				None Detected	100% NON FIBROUS MATERIAL
178275-003	07/21/16	4100-WC-02A	Ext West Section		
Layer 1: Window Caulk Gray, Soft				None Detected	100% NON FIBROUS MATERIAL
178275-004	07/21/16	4100-WC-02B	Ext East Section		
Layer 1: Window Caulk Gray, Soft				None Detected	100% NON FIBROUS MATERIAL

Analyst: Hashim, Reel
Total layers analyzed on order: 4
178275-07/27/16 10:19 AM

Reviewed By: Hind Eldanaf
Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



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 www.slabin.com e-mail: info@slabin.com



Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4100 Oaklawn Blvd., Hopewell, VA	Special Instructions [include requests for special reporting or data packages]	
Project Location: Shopping Center Window and Door Caulk Sampling	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)		
<input type="checkbox"/> 2 hours* <input type="checkbox"/> Same day* <input type="checkbox"/> 1 business day* <input type="checkbox"/> 2 business day* <input type="checkbox"/> 3 business days* <input checked="" type="checkbox"/> 5 business days*	<i>All samples on form should be of SAME matrix type. Use additional forms as needed.</i> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air <input type="checkbox"/> PCM (NIOSH 7400) <input type="checkbox"/> TEM (AHERA) <input type="checkbox"/> TEM (EPA Level II) Miscellaneous Tests <input type="checkbox"/> Total Dust (NIOSH 0500) <input type="checkbox"/> Resp. Dust (NIOSH 0600) <input type="checkbox"/> Silica - FTIR (NIOSH 7602) <input type="checkbox"/> Silica - XRD (NIOSH 7500) Other <input type="checkbox"/>	Asbestos in Bulk <input checked="" type="checkbox"/> PLM <input type="checkbox"/> PLM (Point Count) <input type="checkbox"/> PLM (Qualitative only) <input type="checkbox"/> NYELAP <input type="checkbox"/> CAELAP (Point Count) <input type="checkbox"/> TEM (Chatfield) <input type="checkbox"/>	Metals-Total <input type="checkbox"/> Lead <input type="checkbox"/> RCRA Metals TCLP <input type="checkbox"/> TCLP / Lead <input type="checkbox"/> TCLP / RCRA Metals <input type="checkbox"/> TCLP / Full (w/ organics) 10 day Microbiology <input type="checkbox"/> BACT (MPN & P/A) <input type="checkbox"/> Mold Direct Exam <input type="checkbox"/>

* not available for all tests
 Schedule rush organics, multi-metals & weekend tests in advance.

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
4100-DC-01A	7-21-16	1140-1420	Ext. Door Caulk West Section							
4100-DC-01B			Ext. Door Caulk East Section							
4100-WC-02A			Ext. Window Caulk West Section							
4100-WC-02B			Ext. Window Caulk East Section							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters [time in min * flow in L/min]
 All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements.
 Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A. Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A. Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	Sample Disposal <small>If samples over req. weight (Refer to Fee Schedule)</small> <input type="checkbox"/> Return to Sender (shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB WB <u>[Signature]</u>
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* Temperature taken with IR Gun A. **Required. Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.



Customer: International Academy Inc (4039)
Address: 44 Mc Pherson Rd
Annapolis, MD 21401

Order #: 178274

Received 07/25/16
Analyzed 07/27/16
Reported 07/27/16

Attn:
Project: 4100 Oaklawn Blvd Hopewell, VA
Location: Shopping Center Roof Sampling
Number: DSI Chris

PO Number: DSI

Method: EPA 600/R-93/116 & 600/M4-82-020

PLM Analysis

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178274-001	07/21/16	R-01A	Roof Core W Section		
Layer 1:	Roofing Material			None Detected	5% CELLULOSE FIBER
	Black, Bituminous/Fibrous				20% MINERAL/GLASS WOOL
					75% NON FIBROUS MATERIAL
Layer 2:	Roofing Material			None Detected	90% MINERAL/GLASS WOOL
	Yellow, Fibrous				10% NON FIBROUS MATERIAL
178274-002	07/21/16	R-01B	Roof Core Center Section		
Layer 1:	Roofing Material			None Detected	5% CELLULOSE FIBER
	Black, Bituminous/Fibrous				15% MINERAL/GLASS WOOL
					80% NON FIBROUS MATERIAL
Layer 2:	Roofing Material			None Detected	5% CELLULOSE FIBER
	Black/Silver, Bituminous/Granular				95% NON FIBROUS MATERIAL
Sample was inhomogenous, subsamples of each component were analyzed separately.					
178274-003	07/21/16	R-01C	Roof Core E Section		
Layer 1:	Roofing Material			None Detected	5% CELLULOSE FIBER
	Black, Bituminous/Fibrous/Granular				15% MINERAL/GLASS WOOL
					80% NON FIBROUS MATERIAL
Sample was inhomogenous, subsamples of each component were analyzed separately.					
178274-004	07/21/16	R-02A	Roof Curb Flash W Section		
Layer 1:	Roof Flashing			3% CHRYSOTILE	15% MINERAL/GLASS WOOL
	Black/Silver, Bituminous/Brittle/Fibrous				82% NON FIBROUS MATERIAL
178274-005	07/21/16	R-02B	Roof Curb Flash E Section		
Layer 1:	Roof Flashing				
Not analyzed due to positive stop instructions.					
178274-006	07/21/16	R-03A	Roof HVAC Flash W Section		
Layer 1:	Roof Flashing			4% CHRYSOTILE	2% CELLULOSE FIBER
	Black/Silver, Bituminous/Brittle/Fibrous				14% MINERAL/GLASS WOOL
					80% NON FIBROUS MATERIAL

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.

Sample ID	Collected	Cust. ID	Location	Asbestos Fibers	Other Materials
178274-007	07/21/16	R-03B	Roof HVAC Flash E Section		

Layer 1: Roof Flashing

Not analyzed due to positive stop instructions.

178274-008	07/21/16	R-04A	Roof Flash W Section		
------------	----------	-------	----------------------	--	--

Layer 1: Roof Flashing Black/Silver, Bituminous/Brittle	3% CHRYSOTILE	2% CELLULOSE FIBER 95% NON FIBROUS MATERIAL
--	---------------	--

178274-009	07/21/16	R-04B	Roof E Section		
------------	----------	-------	----------------	--	--

Layer 1: Roof Flashing

Not analyzed due to positive stop instructions.



Analyst: Hashim, Riham
 Total layers analyzed on order: 8
 178274-07/27/16 11:37 AM



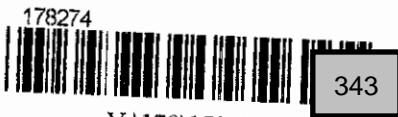
Reviewed By: Hind Eldanaf
 Microscopy Supervisor

Reporting Limit: 1% PLM analysis is based on Visual Estimation and NESHAP recommends that any asbestos content less than 10 percent be verified by PLM Point Count or TEM Analysis. The EPA recommends that any vermiculite sample with a trace (<1) or greater amount of asbestos is a concern and should be treated as Asbestos Containing Material (ACM). This report must not be reproduced except in full with the approval of the laboratory. The test results reported relate only to the samples submitted.



SCHNEIDER LABORATORIES GLOBAL, INC.

2512 West Cary Street, Richmond, Virginia 23220-5117
 804-353-6778 • 800-785-LABS (5227) • Fax 804-359-1475
 www.slabinc.com e-mail: info@slabinc.com



V:\178\178274

Submitting Co. International Academy, Inc.	Lab WO#	Phone 410-320-2225
44 McPherson Road	Acct #	Fax / Email ia_jsimpson@comcast.net
Annapolis, MD 21401	**State of Collection	**Cert. Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Name: 4100 Oaklawn Blvd., Hopewell, VA	Special Instructions [Include requests for special reporting or data packages]	
Project Location: Shopping Center Roof Sampling	Positive Stop Analysis	
Project Number: DSI Chris		
PO Number: DSI		

Turn Around Time	Matrix / Sample Type (Select ONE)	Tests / Analytes (Select ALL that Apply)		
<input type="checkbox"/> 2 hours* <input type="checkbox"/> Same day* <input type="checkbox"/> 1 business day* <input type="checkbox"/> 2 business day* <input type="checkbox"/> 3 business days* <input checked="" type="checkbox"/> 5 business days* <small>* not available for all tests Schedule rush organics, multi-metals & weekend tests in advance.</small>	<small>All samples on form should be of SAME matrix type. Use additional forms as needed.</small> <input type="checkbox"/> Air <input type="checkbox"/> Solid <input type="checkbox"/> Aqueous <input type="checkbox"/> Waste <input checked="" type="checkbox"/> Bulk <input type="checkbox"/> Wastewater <input type="checkbox"/> Hi-Vol Filter (PM10) <input type="checkbox"/> Water, Drinking <input type="checkbox"/> Hi-Vol Filter (TSP) <input type="checkbox"/> Compliance <input type="checkbox"/> Oil <input type="checkbox"/> Wipe <input type="checkbox"/> Paint <input type="checkbox"/> Wipe, Composite <input type="checkbox"/> Sludge <input type="checkbox"/> <input type="checkbox"/> Soil <input type="checkbox"/>	Asbestos in Air <input type="checkbox"/> PCM (NIOSH 7400) <input type="checkbox"/> TEM (AHERA) <input type="checkbox"/> TEM (EPA Level II) Miscellaneous Tests <input type="checkbox"/> Total Dust (NIOSH 0500) <input type="checkbox"/> Resp. Dust (NIOSH 0600) <input type="checkbox"/> Silica - FTIR (NIOSH 7602) <input type="checkbox"/> Silica - XRD (NIOSH 7500) Other <input type="checkbox"/>	Asbestos in Bulk <input checked="" type="checkbox"/> PLM <input type="checkbox"/> PLM (Point Count) <input type="checkbox"/> PLM (Qualitative only) <input type="checkbox"/> NYELAP <input type="checkbox"/> CAELAP (Point Count) <input type="checkbox"/> TEM (Chatfield) <input type="checkbox"/> FOR ASBESTOS AIR: TYPE OF RESPIRATOR USED:	Metals-Total <input type="checkbox"/> Lead <input type="checkbox"/> RCRA Metals TCLP <input type="checkbox"/> TCLP / Lead <input type="checkbox"/> TCLP / RCRA Metals <input type="checkbox"/> TCLP / Full (w/ organics) 10 day Microbiology <input type="checkbox"/> BACT (MPN & P/A) <input type="checkbox"/> Mold Direct Exam <input type="checkbox"/>

Sample #	Date Sampled**	Time Sampled**	Sample Identification (Employee, SSN, Bldg, Material, Type ¹)	Wiped Area (ft ²)	pH / Temp *	Time ²		Flow Rate ³		Total ⁴ Air
						Start	Stop	Start	Stop	
R-01A	7-21-16	1140-1420	Roof Core Sample West Section							
R-01B			Roof Core Sample Center Section							
R-01C			Roof Core Sample East Section							
R-02A			Roof Curb Flashing West Section							
R-02B			Roof Curb Flashing East Section							
R-03A			Roof HVAC Platform Flashing West Section							
R-03B			Roof HVAC Platform Flashing East Section							
R-04A			Roof Pitch Pocket Flashing West Section							
R-04B			Roof Pitch Pocket East Section							

¹Type: A=Area B=Blank P=Personal E=Excursion ²Beginning/End of Sample Period ³Pump Calibration in Liters/Minute ⁴Volume in Liters (time in min * flow in L/min)

All soil and aqueous samples must be sent in adequate quantity for duplicate analysis to be performed per EPA requirements. Failure to perform a sample duplicate analysis, due to a lack of sample quantity, will lead to a disclaimer on the report.

Sampled by NAME <u>Jason A. Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	Relinquished to lab by NAME <u>Jason A. Simpson</u> SIGNATURE <u>[Signature]</u> DATE/TIME <u>7-21-16</u>	7/25/16 <u>[Signature]</u>	Sample Disposal <small>If samples over red. weight (Refer to Fee Schedule)</small> <input type="checkbox"/> Return to Sender (Shipping fees) <input type="checkbox"/> Disposal by lab (\$50 fee) Shipping Methods <input type="checkbox"/> FX <input checked="" type="checkbox"/> UPS <input type="checkbox"/> USM <input type="checkbox"/> HD <input type="checkbox"/> DB WR <u>[Signature]</u>
<input type="checkbox"/> Sample return requested <input type="checkbox"/> Ambient temp <input type="checkbox"/> Ice <input type="checkbox"/> CI <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> X <input type="checkbox"/> Receive a physical copy of report			

* Temperature taken with IR Gun A. **Required. Chain-of-Custody documentation continued internally within lab. Terms and conditions page 2.

**COMMUNICATIONS
FROM CITIZENS**

REGULAR BUSINESS

**REPORTS
OF THE
CITY
MANAGER**



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:

VDOT State of Good Repair Primary Extensions – Route 36 Pavement Resurfacing

ISSUE: The City of Hopewell was selected to receive \$377,450.00 from the VDOT State of Good Repair Primary Extensions Program for pavement resurfacing of Route 36 (Arlington Road and S 15th Ave) northbound and southbound lanes from Winston Churchill Drive to City Point Road. In order to accept the funding the City must complete the following actions:

1. Endorse the project by Council resolution and agree to enter into the standard project administration agreement for state aid-projects with VDOT.
2. Grant the City Manager signature authority to sign the standard project administration agreement for state-aid projects. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager’s signing.

Project Number: 0036-116-212 / UPC Number: 115247

There is no local match required for this project and all eligible expenses will be reimbursed to the City as detailed in the agreement.

RECOMMENDATION: Staff recommends approval

TIMING: City Council action is required on August 20, 2019. The project endorsement and signature authority resolution must accompany the signed agreement.

BACKGROUND: The State of Good Repair Primary Extensions Program is a legislative change effective July 1, 2014 that provides Primary Extensions (defined as routes that are locally maintained and have route numbers less than 600) a portion of paving allocations that were previously only distributed to Interstate and Primary Roads with a combined condition index

SUMMARY:

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

(CCI) below 60. Eligible routes are further defined as State of Good Repair projects. The January 2019 application period was the fourth time that this program was offered to localities. Hopewell has received at least one State of Good Repair segment in each of the previous three application periods.

The State of Good Repair Primary Extension Program is a State-Aid Program. It is not a traditional grant program with funding provided up-front; but rather a reimbursable program.

ENCLOSED DOCUMENTS:

- VDOT Project Administration Agreement and Appendix A (UPC 115247)

STAFF:

Austin Anderson, Construction Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

STANDARD PROJECT ADMINISTRATION AGREEMENT
State-aid Projects

Project Number	UPC	Local Government
0036-116-212	115247	City of Hopewell

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 2019, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
 - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
 - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
 - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement

will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and also include an up-to-date project summary and schedule tracking payment requests and adjustments.
 - g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if due to action or inaction solely by the LOCALITY the project becomes ineligible for state reimbursement, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of state law or regulations require such reimbursement.
 - h. On Projects that the LOCALITY is providing the required match to state funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
 - i. Administer the Project in accordance with all applicable federal, state, and local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of state-aid reimbursements
 - j. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - k. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.

- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
 4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
 5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
 6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
 7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
 8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of

this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, receive a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g, and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the DEPARTMENT shall retain ownership of plans, specifications, and right of way for which state funds have been provided, unless all state funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THE LOCALITY and the DEPARTMENT further agree that should Federal-aid Highway funds be added to the project, this agreement is no longer applicable and shall be terminated. The LOCALITY and the DEPARTMENT mutually agree that they shall then enter into a Standard Project Administration Agreement for Federal-aid Projects.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

The remainder of this page is BLANK

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

Title

Date

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy

Date

Commonwealth of Virginia
Department of Transportation

Signature of Witness

Date

Attachment

Appendix A (UPC 115247)

Appendix A

Date: 5/13/20

351

Project Number: 0036-116-212 UPC: 115247 CFDA # N/A Locality: City of Hopewell

Project Location ZIP+4: 23860-5032	Locality DUNS # 010060101	Locality Address (incl ZIP+4): 300 East Main Street Hopewell, VA 23860-1609
------------------------------------	---------------------------	---

Project Narrative

Work Description:	City of Hopewell 475 Arlington Road and S 15th Ave		
From:	Arlington Road		
To:	S 15th Avenue		
Locality Project Manager Contact info:	Austin Anderson 804-541-2379	aanderson@hopewellva.gov	
Department Project Coordinator Contact Info:	James Shepherd (804) 524-6010	james.shepherd@vdot.virginia.gov	

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$0	\$0	\$354,803	\$354,803
Estimated VDOT Project Expenses	\$0	\$0	\$22,647	\$22,647
Estimated Total Project Costs	\$0	\$0	\$377,450	\$377,450

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Construction	\$377,450	CTB Formula	0%	\$0	\$377,450	
				\$0	\$0	
Total CN	\$377,450			\$0	\$377,450	\$354,803
Total Estimated Cost	\$377,450			\$0	\$377,450	\$354,803

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)		
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)		\$354,803

Project Financing

CTB Formula						Aggregate Allocations
\$377,450						\$377,450

Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual.
- This Project shall be administered in accordance with VDOT's Urban Manual.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$377,450.
- This Project shall meet all applicable ADA requirements.
- Funds for this Project are not available until July 1, 2019.
- This Project must be advertised within six months of award funding or be subject to deallocation.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.

Authorized Locality Official and Date

Authorized VDOT Official and Date

Typed or printed name of person signing

Typed or printed name of person signing

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:

Action Items from Closed Agenda – If any

ISSUE: For Council to address any items discussed in Closed Meeting that need to be discussed in Open Session as well

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

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

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

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

R-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
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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 1400 South 1st Avenue, also identified as Sub-Parcel #071-0095 from one lot to two lots

ISSUE: The City of Hopewell has received a request from the owner, Burt Hunter, to subdivide 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095 from one parcel to two parcels.

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 August 20, 2019 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"/>	Councilor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			



Applicant: Burt Hunter
1400 South 1st Avenue
Sub-Parcel # 071-0095

Staff Report prepared for the
 City Council Regular Meeting

Last Updated August 12, 2019

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. INFORMATIONAL MEETING:

Planning Commission	July 11, 2019	Recommended Approval
City Council	August 20, 2019	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	M-1, Limited Industrial Density
Parcel Size:	12.811
Owner:	Burt Hunter
Location of Property:	
Election Ward:	Ward 2
Land Use Plan Recommendation:	Light Industrial
Strategic Plan Goal:	N/A
Map Location(s):	Sub-Parcel # 071-0095
Zoning of Surrounding Property:	North M-2/R-4
	South M-2
	East M-1/M-2
	West R-4

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Burt Hunter to subdivide 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095 from one parcel to two parcels.

IV. SUBJECT PROPERTY:

The legal description of the subject property is PT LOT 21 & 1 1/4 ACRES PT OF PARCEL E & REAR PTS OF PARCEL N SUBDIVISION: SOUTH B VILLAGE. The property is a vacant wooded lot with approximately 12.811 acres, and is zoned M-1, Limited Industrial Density. The property has Resource Protection (RPA) and Resource Management Areas (RMA) present.

A RPA is defined as that component of a Chesapeake Bay Preservation Area comprised of lands adjacent to waterbodies with perennial flow that have an intrinsic water quality value due to the ecological and biological processes they perform or are sensitive to impacts which may result in significant degradation to the quality of State waters.

A RMA is defined as that component of a designated Hopewell Chesapeake Bay Preservation Area not classified as a Resource Protection Area (RPA). RMAs include land types that, if improperly used or developed, have the potential for causing significant water quality degradation or for diminishing the functional value of the Resource Protection Area.

V. ZONING/STAFF ANALYSIS

The applicant is requesting the Planning Commission and City Council approve a request to subdivide the property into two parcels; Parcel 21-E, and Parcel 21-F. Parcel 21-E is 3.731 acres (Sub-Parcel #071-0097) and Parcel 21-F consists of 9.080 Acres (Sub-Parcel #071-0096).

All relevant City departments have reviewed the plat and offered revisions to the surveyor for final approval. New parcel numbers will be assigned.

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 Light Industrial Use. This request is consistent with this designation.

VII. STAFF RECOMMENDATION:

The proposed subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff therefore recommends approval of the subdivision request submitted by Burt Hunter to subdivide 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095 from one parcel to two parcels.

VIII. PLANNING COMMISSION RECOMMENDATION:

At their July 11, 2019 meeting, the Hopewell Planning Commission voted 4-0, in accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, to recommend approval of the request submitted by Burt Hunter to subdivide 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095 from one parcel to two parcels.

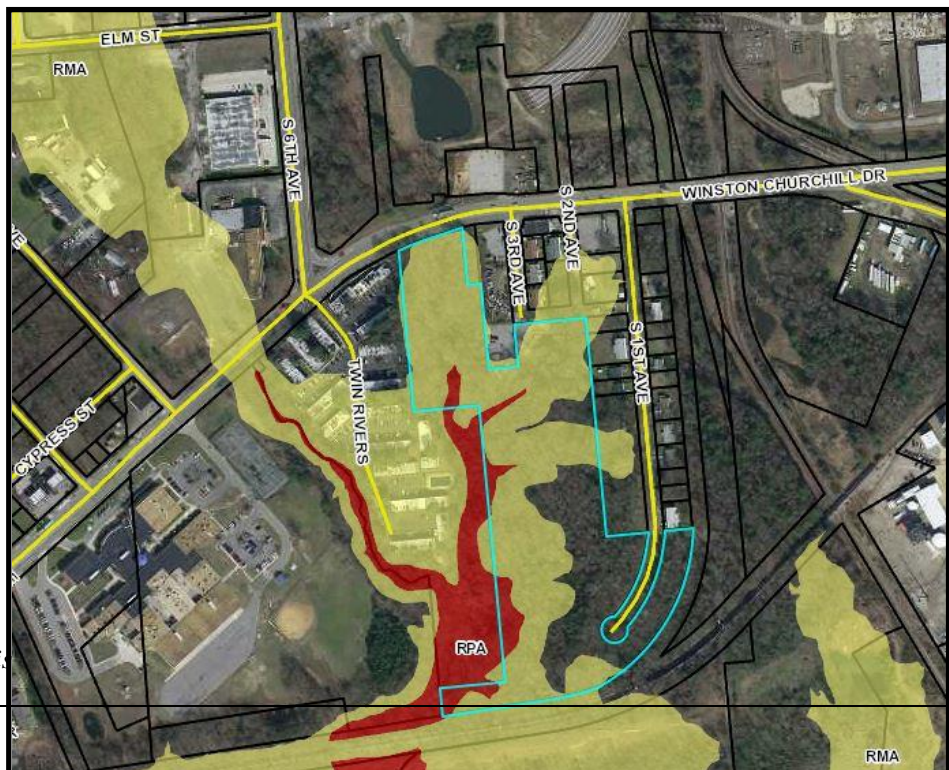
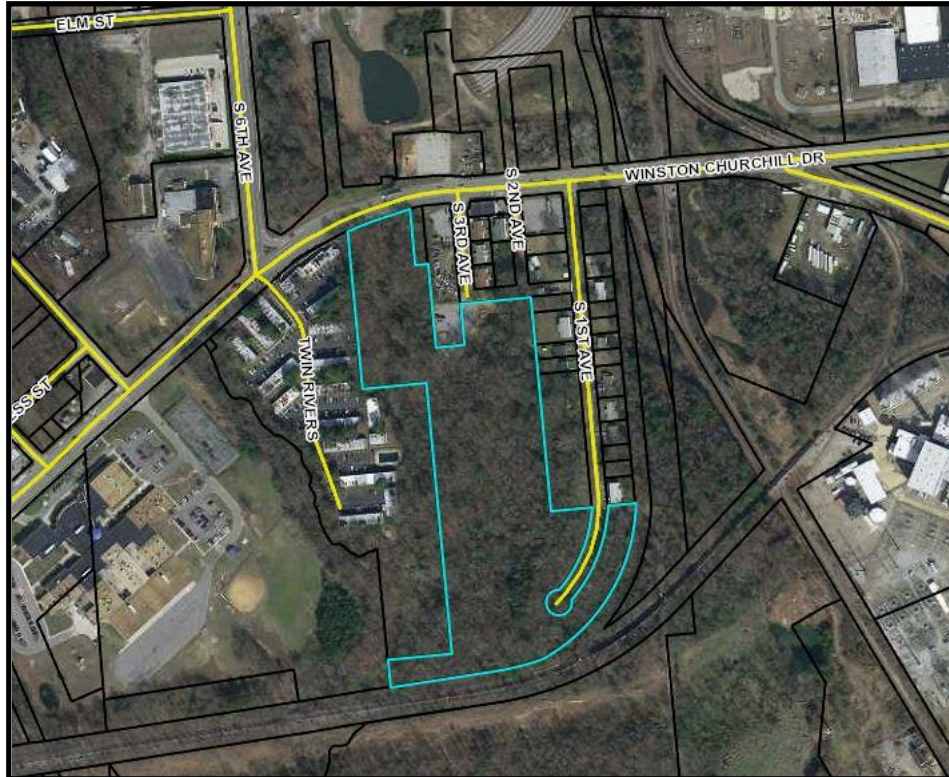
IX. CITY COUNCIL RESOLUTION:

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*** the request submitted by Burt Hunter to subdivide 1400 South 1st Avenue, also identified as Sub-Parcel # 071-0095 from one parcel to two parcels.

Attachments:

1. Application
2. Subdivision Plat

AERIAL MAPS





The City
of
Hopewell, Virginia

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

SUBDIVISION /
ADMINISTRATIVE RESUBDIVISION

SUBDIVISION APPLICATION
ADMIN. RESUB.
APPLICATION FEE: \$250 APPLICATION FEE: \$50

APPLICANT: Burt Hunter
ADDRESS: 3700 Madison St
Hopewell VA 23860
PHONE #: 804-712-9212 FAX #: _____

INTEREST IN PROPERTY: _____ OWNER OR _____ AGENT

OWNER: _____
ADDRESS: _____
PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION: 1400 S 1st

PARCEL #: 0710095 ACREAGE: 12.811 ZONING: M-1

ENGINEER/SURVEYOR: TIMMONS GROUP
ADDRESS: 4701 OWENS WAY
PRINCE GEORGE VA 23875
PHONE #: 804-541-6601 FAX #: mike.naultye@timmons.co

SUBDIVISION / ADMIN. RESUB. TITLE:
RE-SUB OF PARCEL 21-E SOUTH B VILLAGE

NUMBER OF EXISTING / PROPOSED LOTS: 1 / 2

LENGTH OF PROPOSED NEW PUBLIC STREETS:
50.00'

App# 20190459

<u>LOT INFO</u>	<u>MINIMUM REQUIRED</u>	<u>PROVIDED</u>
LOT SIZE	n/a	3.731
LOT WIDTH AT SETBACK LINE	350' 75	350'

EIGHT (8) 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.

Burt Hunter
APPLICANT SIGNATURE

5/7/2016
DATE

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

_____ APPROVED _____ DENIED

SUBDIVISION CERTIFICATE

The subdivision of land shown on this plat, designated as **PLAT SHOWING A RESUBDIVISION OF PARCEL 21-E SOUTH "B" VILLAGE FORMING PARCEL 21-E & PARCEL 21-F SOUTH "B" VILLAGE** is with the free consent and in accordance with the desires of the undersigned owners. The dedication of streets and easements are of the width and extent shown on this plat.

City/County of _____
Commonwealth of Virginia
The foregoing instrument was acknowledged before me
This _____ day of _____, 20____ by _____

Notary Public _____
Notary Registration Number: _____
My Commission Expires: _____

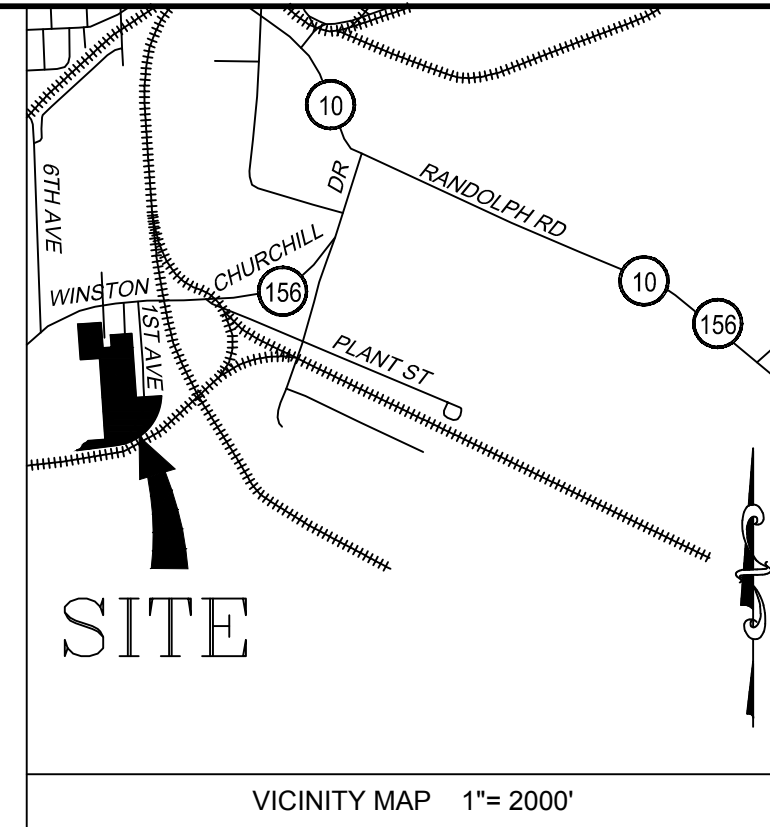
CERTIFICATE OF APPROVAL

The subdivision of land shown on this plat, designated as **PLAT SHOWING A RESUBDIVISION OF PARCEL 21-E SOUTH "B" VILLAGE FORMING PARCEL 21-E & PARCEL 21-F SOUTH "B" VILLAGE** is approved by the undersigned in accordance with existing subdivision regulations and may be committed to record.

Director of Development _____
Date: _____

GENERAL NOTES

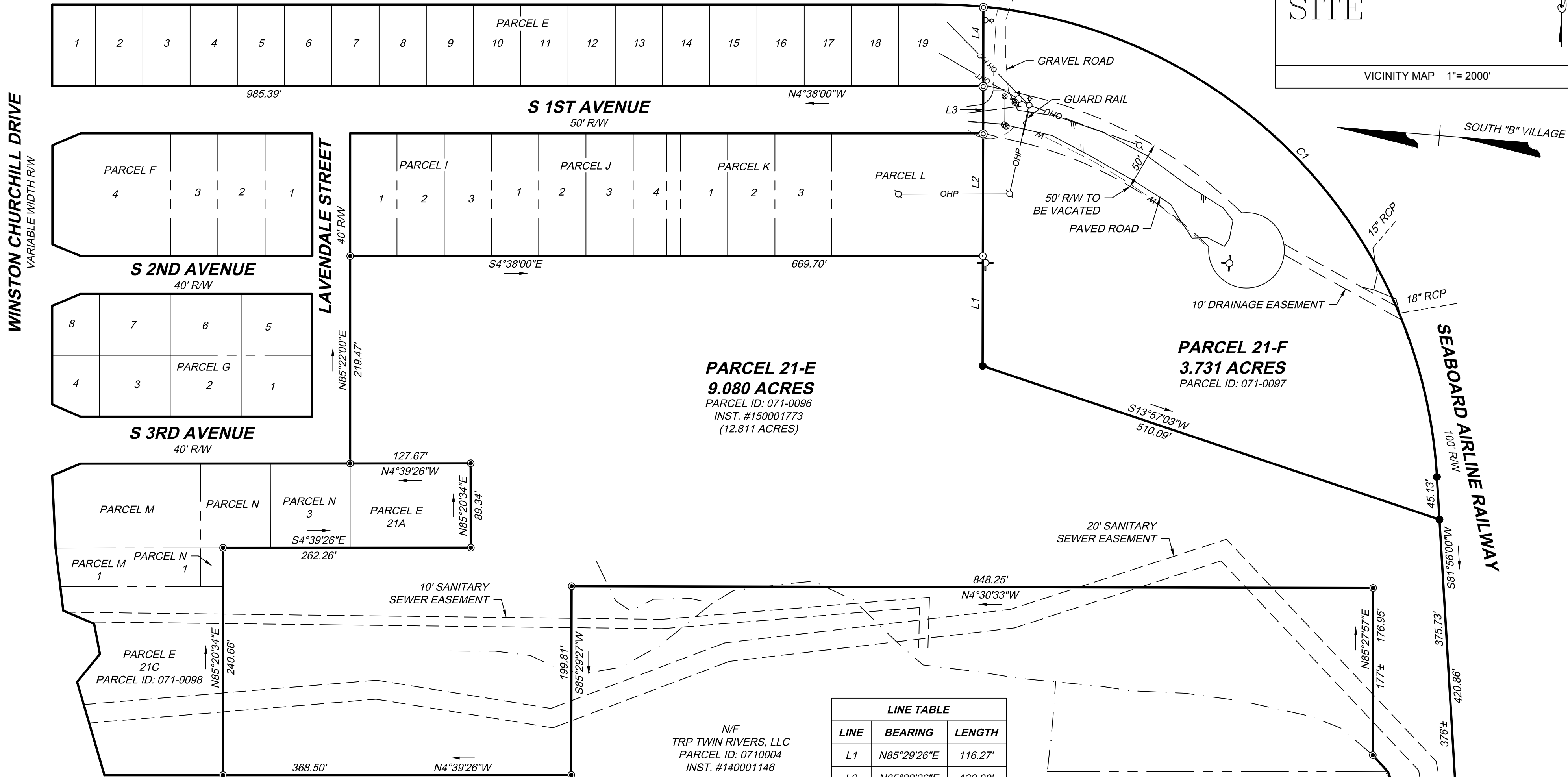
1. Use: Commercial/Industrial
2. Zoning: M1
3. Water: Virginia American Water Company
4. Sewer: Public
5. Drainage: Road Side Ditches
6. Area:
Area in Lots: 12.81± Acres
Area in R/W: N/A
Area in Open Space: N/A
Total Area: 12.81± Acres
7. Number of Lots: 2
8. Drainage, sanitary, water and utility easements are dedicated to the city of Hopewell or the Virginia American Water Company.
9. Building Lines: All building line to conform to the City of Hopewell Zoning Ordinance.



CURVE TABLE						
CURVE	RADIUS	LENGTH	TANGENT	DELTA	CHORD BEARING	CHORD
C1	532.00'	752.63'	454.83'	81°03'26"	S41°24'17"W	691.42'

SEABOARD AIRLINE RAILWAY SPURE LINE ABANDONED

50' R/W



SYMBOL LEGEND

- - ROD FOUND
- ⊙ - PIPE FOUND
- - ROD SET
- ⊕ - UTILITY POLE
- ⊙ - LIGHT POLE
- ⊕ - FIRE HYDRANT
- ⊙ - WATER VALVE
- ⊙ - BASKETBALL GOAL
- OHP — - OVERHEAD POWER
- OHT — - OVERHEAD TELEPHONE
- OCATV — - OVERHEAD CATV
- W — - U/G WATER

ABBREVIATION LEGEND

- R/W - RIGHT OF WAY
- D.B. - DEED BOOK
- PG - PAGE
- RCP - REINFORCED CONCRETE PIPE
- INST. - INSTRUMENT
- U/G - UNDERGROUND
- P/L - PROPERTY LINE
- C/L - CENTERLINE

SURVEYOR'S CERTIFICATE

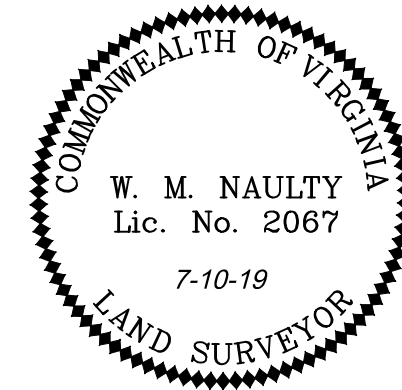
To the best of my knowledge and belief all of the requirements as set forth in the ordinance for approving plats of subdivision in the City of Hopewell, Virginia have been complied with.

W. M. Naulty L.S., NO. 2067

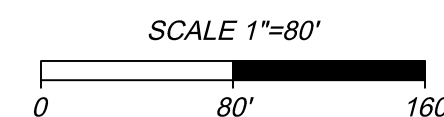
SOURCE OF TITLE

Parcel ID# 0710095
The property embraced within the limits of this subdivision was conveyed to Burt Hunter by deed dated September 4, 2015 and recorded October 1, 2015 as Instrument #150001773 in the Clerk's Office of the Circuit Court of the City of Hopewell, Virginia.

W.M. Naulty L.S., NO. 2067



PARCEL 21-E & PARCEL 21-F SOUTH "B" VILLAGE HOPEWELL, VIRGINIA



DATE: June 6, 2019	SCALE: 1"=80'
REVISED: July 10, 2019	J.N.:43597-903
SHEET 1 OF 1	CHECK BY: W.M. Naulty
DRAWN BY: J. Livingston	

TIMMONS GROUP

YOUR VISION ACHIEVED THROUGH OURS.

Site Development | Residential | Infrastructure | Technology

THIS DRAWING PREPARED AT THE
TIMMONS OFFICE
4701 Owens Way, Suite 900 | Prince George, VA 23875
TEL 804.541.6600 FAX 804.458.1511 www.timmons.com

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:

Subdivision of 123 South Mesa Drive, also identified as Sub-Parcel #014-0295 from one lot to two lots

ISSUE: The City of Hopewell has received a request from the owner, The Gibbs & Story Team LLC, to subdivide 123 South Mesa Drive, also identified as Sub-Parcel # 014-0295 from one parcel to two parcels.

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 August 20, 2019 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**SUMMARY:**

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



Applicant: The Gibbs and Story Team LLC
123 South Mesa Drive
Sub-Parcel # 014-0295

Staff Report prepared for the
 City Council Regular Meeting

Last Revised August 20, 2019

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. INFORMATIONAL MEETING:

Planning Commission	July 11, 2019	Recommended Approval
City Council	August 20, 2019	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Parcel Size:	0.749
Owner:	Mesa Drive Land Trust
Location of Property:	Corner Lot at South Mesa Drive and Jackson Street and Wagner Avenue
Election Ward:	Ward 3
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub-Parcel # 014-0295
Zoning of Surrounding Property:	North: R-2
	South: R-2
	East: R-2
	West: R-1/R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from The Gibbs and Story Team to subdivide property located at 123 South Mesa Drive, also identified as Sub-Parcel #014-0295.

IV. SUBJECT PROPERTY:

The legal description of the subject property is LOTS 11 TO 20 & PT OF 21 BLK 15 SUBDIVISION: BATTLEGROUND ANNEX. The property is approximately 0.749 acres and as is zoned R-2, Residential Medium Density. There is one single family detached home, an in ground pool and four accessory structures currently located on the parcel.

V. ZONING/STAFF ANALYSIS

The applicant is requesting the Planning Commission and City Council approve a request to subdivide the property into two parcels; Parcel 11R and 12R. Parcel 12R is the location of the current structures, and Parcel 11R, is the proposed new lot. The new lot would be 11,717 square feet with 104 feet of frontage. Both the size of the lot, and the lot width at the front property line, meet the R-2 minimum lot size and frontage requirement of 7,500 square feet and 75 feet, respectively.

All relevant City departments have reviewed the plat and offered revisions to the surveyor for final approval. The owner plans to construct a single family detached home on the property.

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 Use. This request is consistent with this designation.

VII. STAFF RECOMMENDATION:

The subdivision meets the requirements of the Subdivision and Zoning Ordinance. Staff therefore recommends approval of the subdivision request submitted by The Gibbs and Story Team to subdivide property located at 123 South Mesa Drive, also identified as Sub-Parcel #014-0295.

VIII. PLANNING COMMISSION RECOMMENDATION:

At their July 11, 2019 meeting, the Planning Commission voted 4-0, in accordance with Article VI., Preparation, Approval and Recordation of Subdivision Plats, Section 6-9, of the Hopewell Subdivision Ordinance, to recommend approval of the request submitted by The Gibbs and Story Team, to subdivide property located at 123 South Mesa Drive, also identified as Sub-Parcel #014-0295.

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, *approves, denies* the request submitted by The Gibbs and Story Team to subdivide property located at 123 South Mesa Drive, also identified as Sub-Parcel #014-0295.

Attachments:

1. Application
2. Subdivision Plat



City of Hopewell, VA
Permits / Inspect... - 20190453 | SUP - 2019
009762-0001 Camisha ... 06/06/2019 368 AM
0 -
SUBDIVISION - REVIEW
Payment Amount: 250.00
Transaction Amount: 250.00
CHECK: 002299



The City
of
Hopewell, Virginia

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

SUBDIVISION /
ADMINISTRATIVE RESUBDIVISION

SUBDIVISION APPLICATION ADMIN. RESUB. _____
APPLICATION FEE: \$250 APPLICATION FEE: \$50

APPLICANT: The Gibbs and Story Team LLC
ADDRESS: 2200 River Road
Prince George VA 23875
PHONE #: 804-943-2531 FAX #: 804-414-7744

INTEREST IN PROPERTY: OWNER OR _____ AGENT

OWNER: The Gibbs And Story Team LLC
ADDRESS: 2200 RIVER ROAD
Prince George VA 23875
PHONE #: 804-943-2531 FAX #: 804-414-7744

PROPERTY ADDRESS / LOCATION:
123 S. MESA DRIVE

PARCEL #: 0140295 ACREAGE: 0.749 ZONING: RZ

ENGINEER/SURVEYOR: STEPHEN L. BARCENA, L.S.
ADDRESS: 526 GROVE AVENUE, PETERSBURG, VA 23803
BLS23803@MSM.COM

PHONE #: 804 520 9180 FAX #: 804 722 9517

SUBDIVISION / ADMIN. RESUB. TITLE:
RESUBDIVISION OF LOTS 11-20 & REMAINDER OF 21, BLOCK 15
BATTLEGROUND ANNEX

NUMBER OF EXISTING / PROPOSED LOTS: 10 1 2

LENGTH OF PROPOSED NEW PUBLIC STREETS:
N/A

2019-0453

LOT INFO	MINIMUM REQUIRED	PROVIDED
LOT SIZE	7500' 30 FT	11,700 SQ FT
LOT WIDTH AT SETBACK LINE	75	120

EIGHT (8) 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.

Johanna S...

 APPLICANT SIGNATURE

May 29, 2019

 DATE

OFFICE USE ONLY

DATE RECEIVED 6/5/2019

DATE OF ACTION _____

 APPROVED _____
 DENIED

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:

FOIA Policy

ISSUE: Pursuant to Va Code §2.2-3704.1 *Posting of notice of rights and responsibilities by state and local public bodies*, All state public bodies...any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites.

RECOMMENDATION:

TIMING: Immediate action is requested

BACKGROUND:**ENCLOSED DOCUMENTS:**

- FOIA Policy

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

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

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



Public Information Policy

Virginia Freedom of Information Act Policy

As a Virginia citizen, you have the right to certain public records. The City of Hopewell (the “City”) performs public business in an open and public manner as required by Virginia’s Freedom of Information Act (“FOIA”). The City believes that citizens should have reasonable access to the inspection and copying of public records to further the accountability of local government. As a result, this policy prescribes the City’s procedures for responding to public records requests made pursuant to FOIA.

1. FOIA allows the City five working days from the date of receipt of the request. “Day One” is the day after your request is received. The five-day period does not include weekends, holidays, or other days on which the City’s offices are closed for other reasons, such as weather. The City will make one of the following responses to your request:
 - Provide the requested records to you
 - Withhold all of the records that you have requested, because the records are subject to a specific statutory exemption. If all of the records are being withheld, we will send you a response that identifies the volume and subject matter of the records being withheld, state the specific records being withheld, and state the specific section(s) of the Code of Virginia that allow(s) us to withhold the records
 - Provide some of the requested records, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld and must provide the remainder of the record. We will provide a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.
 - We inform you in writing that the requested records cannot be found or do not exist (we do not have the records). However, if we know that another public body has the requested records, we will include contact information for that public body in our response to you.
 - If it is practically impossible for the City to respond to your request within the five-day period, we will state this in writing, explaining the conditions that make

The above notice is pursuant to Virginia Code § 2.2-3704.1 and does not limit or alter a citizen's or the City of Hopewell's rights or responsibilities under FOIA (currently, Virginia Code §§ 2.2-3700 – 2.2-3714). In the event of any conflict with this notice, the provisions of FOIA or other applicable law shall control.

it impossible. This will allow us seven additional working days to respond to your request.

2. The City has designated a FOIA officer to serve as a point of contact for members of the public requesting public records and to coordinate the City's compliance with FOIA. As such, Ronnieye Arrington may be reached:
 - In person or in writing at: 300 N. Main Street, Suite 217, Hopewell, VA 23860
 - By telephone at: (804) 541-2249
 - By email at: rarrington@hopewellva.gov
3. The types of public records that the City of Hopewell maintains include, but are not limited to:
 - Meeting agendas and minutes
 - Public contracts
 - Ordinances and resolutions
 - Building permits and zoning
 - Law Enforcement records
4. The City of Hopewell routinely withholds certain records from release as permitted or required by FOIA or other law. Exemptions or exclusions in law that permit or require public records to be withheld from release include those set forth in Virginia Code sections 2.2-3705.1 – 2.2-3706.
5. The City of Hopewell makes reasonable charges, not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The City does not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection (F) of § 2.2-3704 of the Code of Virginia.
6. If we estimate that the cost will be more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days does not include the time between when we request the deposit and when you respond.
7. If you owe us money from a previous FOIA request that has remained unpaid for over 30 days, we will require that the past due bill be paid before responding to a new FOIA request.

The above notice is pursuant to Virginia Code § 2.2-3704.1 and does not limit or alter a citizen's or the City of Hopewell's rights or responsibilities under FOIA (currently, Virginia Code §§ 2.2-3700 – 2.2-3714). In the event of any conflict with this notice, the provisions of FOIA or other applicable law shall control.

8. The City of Hopewell FOIA Officer does not act as FOIA Officer for the Constitutional Offices within the City of Hopewell. Constitutional Offices have their own FOIA Officers. As a convenience, below is a list of those FOIA Officers:

- **Commissioner of the Revenue**
Marie D. Rey
300 N Main Street, Suite 100
Hopewell, VA 23860
mrey@hopewellva.gov
(804) 541-2237

- **Circuit Court**
Tamara J. Ward, Clerk
100 E. Broadway, Room 251
Post Office Box 310
Hopewell, VA 23860
tward@courts.state.va.us
(804) 541-2239

- **General District Court**
Ellen Taylor Chiasson, Clerk
100 E. Broadway
Hopewell, VA 23860
echiasson@courts.state.va.us
(804) 541-2257

- **Commonwealth's Attorney's Office**
Rick Newman, Commonwealth's Attorney
100 E. Broadway, Room 252
Hopewell, VA 23860
<mailto:rnewman@hopewellva.gov>
(804) 541-2255

- **Treasurer's Office**
Joan Gosier, Treasurer
300 E Main Street
Post Office Box 199
Hopewell, VA 23860
jgosier@hopewellva.gov
(804) 541-2240

- **Sheriff's Office**
Stephen M. Kephart, Jr., Sheriff
100 East Broadway #2715
Hopewell, VA 23860
skephart@hopewellva.gov
(804) 541-2300
- **Electoral Board/Registrar's Office**
Darlene P. White, Acting General Registrar
245 E Broadway, Suite 4
Hopewell, VA 23860
804-541-2232

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR item – Gore - Open Finance Software

ISSUE: Request for decision on Open Finance software

RECOMMENDATION:

TIMING: Request council action tonight

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

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

R-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Request for Steering Committee

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

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

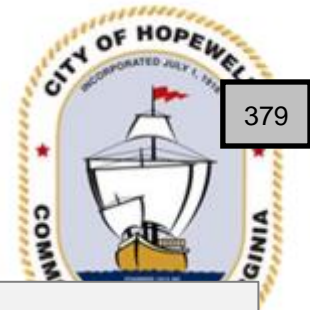
Roll Call**SUMMARY:**

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

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

City of Hopewell

Community Enhancement Structure



Community Enhancement Steering Committee

Purpose: Champion community enhancement initiatives through policy change, resource allocation and staff accountability

Chair: Mayor; **Vice-Chair:** City Manager

Members: City and selected Community Policy Leaders

Staff: Asst. City Manager, Director Community Development

Community Enhancement Implementation Team

Purpose: Lead collaborative initiatives to implement localized community enhancement initiative action plans

Chair: Asst. City Manager; **Vice-Chair:** Director of Development

Members: Directors of key City departments; Community Partners TBD

CE Project Team(s)

Purpose: Monitor and support CE action plan

Members: City staff and other stakeholders

Staff: TBD

Neighborhood-Based City Staff

Purpose: Coordinate and improve city resources in communities

Members: Dedicated and shared neighborhood city staff managers

Staff: TBD

Neighborhood Stakeholders

Purpose: Engage local stakeholders in community improvement

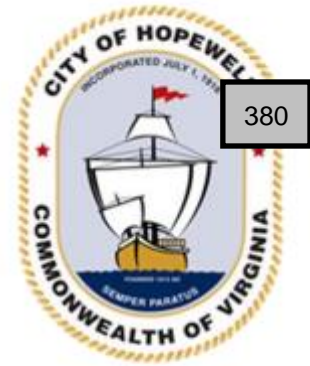
Members: Neighborhood residents, orgs, businesses, churches, schools etc.

Staff: TBD

Communities

City of Hopewell

Community Enhancement Structure



Proposed Steering Committee Members:

- Mayor (Chair) (Executive)
- City Manager (Vice Chair) (Executive)
- Superintendent of Schools (Executive)
- Hospital Board Member (Executive)
- City Council Member (Executive)
- Hopewell Manufactures Association (1 member) (Executive)
- Citizen Representatives (7 appointed by Council 1 from each ward)
- Director of Crater Health Department
- Director of Housing Authority
- Hispanic Liaison (Translator)
- Chair of Youth Advisory Committee
- Youth Services Commission Chair
- Representative for Faith Based Committee (Chairman of the OC^3)
- Court Services Director
- Juvenile Services
- Real Estate Association Representative
- Faith Community Representative(s)

R-8



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Request for Census Committee appointments (return item)

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

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

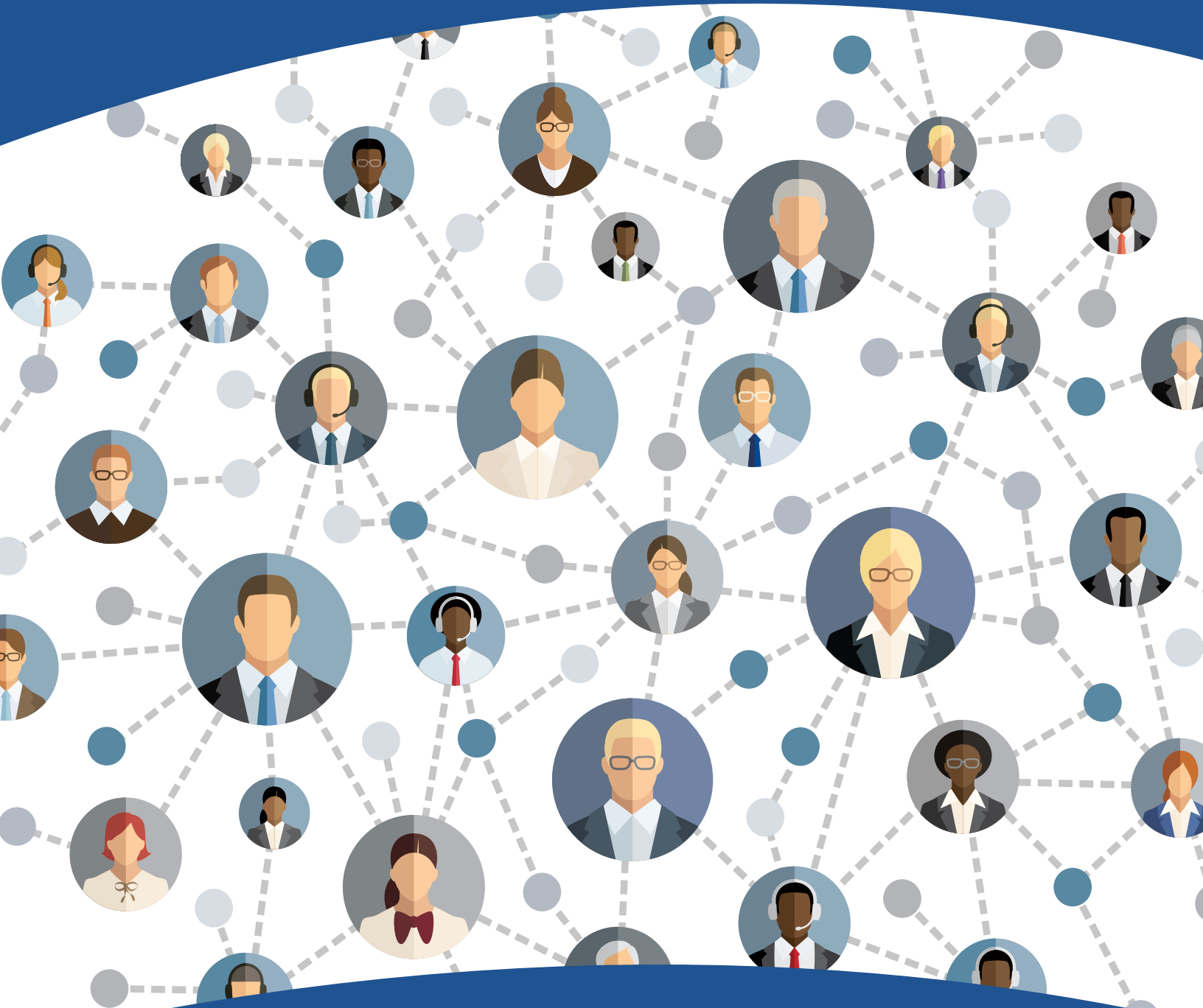
- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |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

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

2020 Census Complete Count Committee

Guide

D-1280(RV)



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- Why Do We Take The Census? 1
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WHY DO WE TAKE THE CENSUS?

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

Will the 2020 Census be the same as 2010?

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



HOW ARE CENSUS DATA USED?

Census data are widely and wisely used.

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



ARE CENSUS DATA REALLY CONFIDENTIAL?

ABSOLUTELY!

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



WHAT ARE COMPLETE COUNT COMMITTEES?

Complete Count Committees

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

Tribal and Government Complete Count Committees

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

Sample Activities of Tribal and Government Complete Count Committees

2018–2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

January–March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

Sample Activities of Community Complete Count Committees

2018–2019

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

January–March 2020

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

April 2020

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

Get Organized RIGHT NOW!

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

Recruiting subcommittee—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

Government subcommittee—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

Education subcommittee—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

Faith-based subcommittee—Creates and coordinates activities and materials that can be

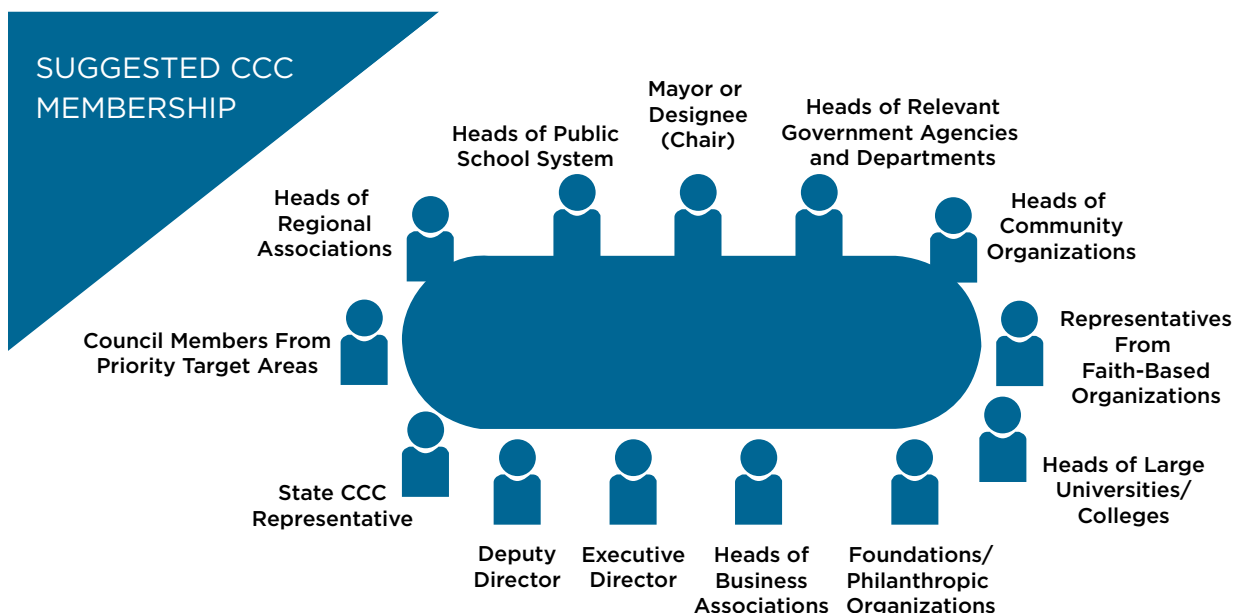
used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

Media subcommittee—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

Community-based organizations subcommittee—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

Business subcommittee—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1. Suggested CCC Membership



*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs



SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

APPENDIX A:

50 WAYS CENSUS DATA ARE USED

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

APPENDIX B:

UNDERSTANDING THE

LANGUAGE OF THE 2020 CENSUS

GLOSSARY

The 2020 Census From A to Z

A

Address Canvassing

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

American Community Survey (ACS)

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

Area Census Office (ACO)

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

C

Census Bureau

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

Census Day

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

Census Information Center (CIC)

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

Census Solutions Workshop

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

Commitment

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

Complete Count Committee (CCC)

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

Confidentiality

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

D

Decennial Census

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

E

Enumeration

The process of interviewing people and recording the information on census forms.

Enumerator

A Census Bureau employee who collects census information by visiting households during census field operations.

G

Group Quarters (GQ)

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

H

Hard to Count (HTC)

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

Hard to Enumerate (HTE)

An area for which the environment or population may present difficulties for enumeration.

Highest Elected Official (HEO)

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

Household (HH)

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

Housing Unit (HU)

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

M

Master Address File (MAF)

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

N**Nonresponse (NR)**

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

Nonresponse Followup (NRFU)

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

P**Partner**

A partner is a group or individual that commits to participate in some way with census activities.

Partnership

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

Partnership Specialist

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

Privacy Act

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

R**Regional Census Center (RCC)**

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

Regional Office (RO)

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

Respondent

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

Response Outreach Area Mapper (ROAM)

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <www.census.gov/roam>.

S**Self-Response**

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

State Data Center (SDC)

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

Statistics in Schools (SIS)

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

T

Title 13 (U.S. Code)

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

Transitory Locations

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

U

Update Enumerate (UE)

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

Update Leave (UL)

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

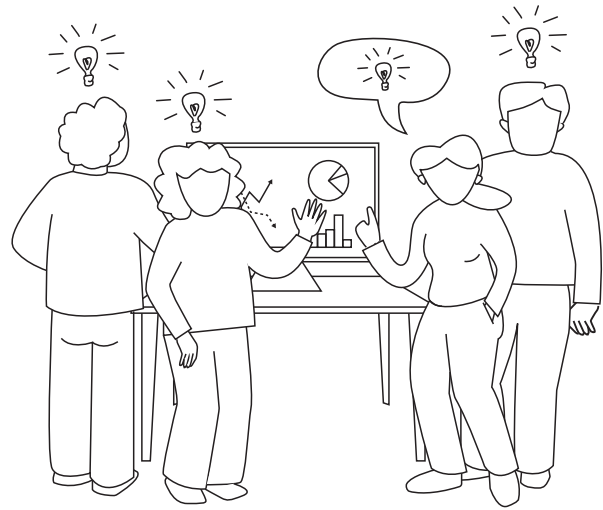
V

Value Added

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

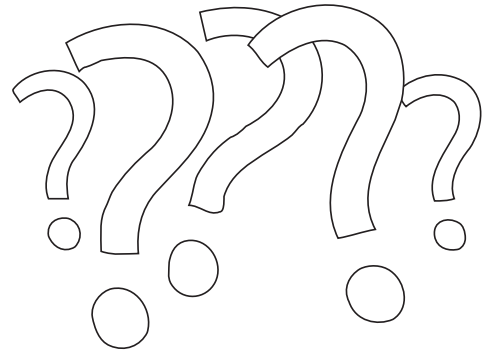
What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:
www.census.gov/partners.

For more information, please contact us at:
census.partners@census.gov.





CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	ATLANTA Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	CHICAGO Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	DALLAS Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	LOS ANGELES Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	NEW YORK New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	PHILADELPHIA Philadelphia.rcc.partnership@2020census.gov

R-9



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Audit Actions by Council

ISSUE: Council is requested to discuss actions to be taken regarding the CAFRs, such actions to include any and all necessary voting, as well as to set a work session for the September 10, 2019 meeting

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

- None

STAFF:

City Council

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

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

**REPORTS
OF THE
CITY
ATTORNEY**

**REPORTS
OF THE
CITY CLERK**

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	4	5
Board of Building Code and Fire Prevention Code Appeals	2	4
Board of Zoning Appeal	5	0
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	8	3
Dock Commission	3	2
Economic Development Authority	5	2
Historic Preservation Committee	5	7
John Tyler Community College Local Board	2	1
Keep Hopewell Beautiful	9	1
Planning Commission/Wetlands Board	4	1
Recreation Commission	6	2 (students)
Social Services Advisory Board	2	5
Youth Services Commission	10	5
Water Renewal Commission	6	1
Virginia Gateway Region	1	1

REPORTS OF THE CITY COUNCIL

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

IR-1

IR-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
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- Regular Business
- Reports of Council Committees

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

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

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

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

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

IR-3

IR-4

IR-5

IR-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR items – Gore – Monthly list of Council appointees – Annual Report and minutes (return item)

ISSUE:

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF:

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- | | | |
|--------------------------|--------------------------|------------------------------------|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
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| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4 |

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

IR-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

IR item – Ashford Kent Ad-Hoc Committee - Gore

ISSUE: Discussion of Ashford Kent Adh-Hoc Committee

RECOMMENDATION:

TIMING: Request council action tonight

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

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

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

**CITIZEN/
COUNCILOR
REQUEST**

CCR-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- Consent Agenda
- Public Hearing
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Action:

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- Approve Ordinance 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

CCR item - Gore

ISSUE: Speeding in Cameron’s Landing

RECOMMENDATION: Request speed limit sign

TIMING: Action requested immediately

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF:**FOR IN MEETING USE ONLY**

MOTION: _____

Roll Call**SUMMARY:**

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

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

ADJOURN