



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

PHONE: 541-2249

FAX: 541-2248

e-mail: info@hopewellva.gov

www.hopewellva.gov

rarrington@hopewellva.gov

CITY COUNCIL

Jackie M. Shornak, Mayor, Ward #7

Jasmine E. Gore, Vice Mayor, Ward #4

Christina J. Luman-Bailey, Councilor, Ward #1

Arlene Holloway, Councilor, Ward #2

Anthony J. Zevgolits, Councilor, Ward #3

Janice Denton, Councilor, Ward #5

Brenda S. Pelham, Councilor, Ward #6

Charles Dane, Interim City Manager

Stefan M. Calos, City Attorney

Ronnieye Arrington, City Clerk

Date: September 12, 2017

MUNICIPAL BUILDING

TIME: Closed Meeting 6:30 p.m.

Regular Meeting 7:30 p.m.

OPEN MEETING

6:30 p.m. Call to order, roll call, and welcome to visitors

MOTION: To go into closed meeting for (1) discussion of appointment and performance of specific appointees of city council (interim city manager, CPMT); (2) discussion and consideration of prospective candidates for employment (city manager, 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 (cemetery); (4) discussion concerning the expansion of an existing business where no previous announcement has been made of the business' interest in expanding its facilities; (5) briefings by staff members pertaining to actual or probable litigation (CSA program), where such briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; (6) 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 section 2.2-3711 (A) (1) (two items), (3), (5), (7) and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend/adopt agenda

Roll Call

REGULAR MEETING

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

Prayer by Chaplain Deidre Bryant of John Randolph Medical Center Pastoral Care followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Zevgolis.

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: 2015 CAFR – Cherry Bekaert

C-4 Personnel Change Report & Financial Report:

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval: Keep Virginia Beautiful beautification grant to Keep Hopewell Beautiful

C-7 Public Hearing Announcement:

C-8 Information for Council Review: Minutes: HRHA (May 8, and May 23, 2017); School Board (July 6 and July 13, 2017)

C-9 Resolutions/Proclamations/Presentations: proclamation for National Suicide Prevention Month; presentation recognizing the 9-10 baseball team by Aaron Reidmiller; presentation on Office of Youth by Shanelle Ebanks; presentation of 2015 CAFR by Cherry Bekaert

C-10 Additional Announcements:

Public Hearings

*Each person addressing the Council shall step to the microphone, give name and address and limit comments to **five (5) minutes** or less. No person shall be permitted to address Council a second time until all others have been heard once and no one shall speak more than twice on any subject in any one meeting. All remarks shall be addressed to Council as a body and not to any member thereof. No person other than the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Mayor. No question shall be asked a Council member (including Administration) except through the presiding officer. (Rule 405.)*

None

Communications from Citizens

*A Communications from Citizens period, limited in total time to 30 minutes, shall be part of the Order of Business at each regular Council meeting. **Each speaker** will be limited to **three (3) minutes**. No citizen will be permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. (Rule 405.)*

Regular Business

Reports of City Manager:

R-1 Review and approve ordinances revising City Code:

A. Ordinance revising Chapter 22, Article VI, Sec. 22-110 of the City Code

ISSUE: This ordinance is to remove reference to parking in a fire lane or near a fire hydrant as it is duplicative within the Code.

RECOMMENDATION: Staff recommends approval.

MOTION: To approve an ordinance removing parking in a fire lane or near a fire hydrant from Chapter 22, Article VI, Sec. 22-110 of the City Code.

Roll Call

B. Ordinance revising Chapter 15, Article III, Sec. 15-49 of the City Code

ISSUE: The current code states that parking in a fire lane or near fire hydrant will result in a \$200 fine and is a class 1 misdemeanor. The Commonwealth's Attorney is requesting that the misdemeanor aspect be removed, leaving only the fine.

RECOMMENDATION: The Commonwealth's Attorney recommends approval; Staff recommends we continue to follow state law.

MOTION: To approve the ordinance revising Chapter 15, Article III, Sec. 15-49 of the City Code to remove reference to a Class 1 misdemeanor.

Roll Call

R-2 Request for approval and appropriation of funds for purchase of new voting equipment as required by the Commissioner of the Department of Elections.

ISSUE: The General Registrar received a letter from the Commissioner of the Department of Elections, advising that our current voting equipment may be decertified, and that the City will no longer be able to use it. The City must purchase new voting equipment prior to the November elections to be compliant with this edict.

RECOMMENDATION: Staff recommends approval

MOTION: To approve the purchase of, and appropriate funds for new voting equipment.

Roll Call

R-3 Approval of the Law Enforcement Mutual Aid Agreement among Hopewell, Chesterfield, Colonial Heights, Dinwiddie, Petersburg, Prince George, Sussex, and Surry

ISSUE: The Law Enforcement Mutual Aid Agreement benefits all cities and counties involved. The Agreement has been reviewed by counsel for each of the localities, and has been found to meet all of the legal requirements.

RECOMMENDATION: Staff recommends approval.

MOTION: To approve the Law Enforcement Mutual Aid Agreement, and to allow the Interim City Manager or his designee to sign the Agreement on behalf of the City of Hopewell.

Roll Call.

R-4 Request to demolish City-owned property

ISSUE: The City purchased the property located at 603 N. 21st Avenue to expand the cemetery. The building located on this property is in poor condition and has been deemed structurally unsound and unsafe. Removal of this building is required to continue the expansion already approved by Council.

RECOMMENDATION: Staff recommends approval

MOTION: To approve the demolition of the building located at 603 N. 21st Street.

Roll Call

R-5 Request for approval of creation of an accounting position for Hopewell H₂O Renewal

ISSUE: Over the past two years, Hopewell Water Renewal has taken on the responsibility of reconciling accounts, industrial billing, and managing the third-party billing for the residential and commercial accounts. H₂O Renewal does not have personnel that have financial training to easily manage the required financial tasks. In the 2015 audit, the Auditor recommended that H₂O Renewal hire an accountant to handle the tracking and reconciliation tasks.

RECOMMENDATION: The City Administration recommends City Council's approval of an accountant position for Hopewell Water Renewal at a grade 30 annual salary range of \$59,241.00 to 97,747.65.

MOTION: To approve the creation and hiring of an of an accountant position for Hopewell Water Renewal at a grade 30 annual salary range of \$59,241.00 to \$97,747.65.

Roll Call

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

IC-1 Pelham Request to set a work session to discuss and finalize revised Council Rules on the September 26, 2017 meeting

Roll Call

IC-2 Gore Request to add discussion of e-meetings to agenda for September 26, 2017 meeting

Roll Call

Citizen/Councilor Requests

Other Council Communications

Adjournment

CONSENT AGENDA

PENDING LIST

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
1.	<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>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
2.	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 Zevgolts 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.	Mark Haley Stefan Calos City Clerk	<p>PENDING</p> 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 <p>8-8-17 – Council chose Oct. 20-21, 2017 for retreat</p> <p>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	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>

PENDING CITY COUNCILOR REQUEST

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

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>

5.	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>PENDING</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>
----	--	---------	---	-------------------	--

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
6.	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>PENDING 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>

PENDING CITY COUNCILOR REQUEST

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

PENDING CITY COUNCILOR REQUEST

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

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
10.	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	Letter/Email Request and CC City Council Clerk to meet with Mayor for review of completed DRAFT letter.	City Clerk	ONGOING Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.
11.	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

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
12.	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 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>

PENDING CITY COUNCILOR REQUEST

No.	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
13.	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	ONGOING Provided @ Retreat 3-17-17.
14.	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
15	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>
16	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
18	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.
19	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.

**ROUTINE
GRANT
APPROVAL**



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: **Approval of acceptance of Keep Virginia Beautiful (KV) Beautification Grant for \$1,000**

ISSUE: City Council must approve acceptance of the grant so Keep Hopewell Beautiful can begin project

RECOMMENDATION: Staff recommends approval

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

STAFF: Tevya Griffin, Director of Planning and Development
 Johnny Partin, Chairman, Keep Hopewell Beautiful

SUMMARY:

- | | | |
|--------------------------|--------------------------|---|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice 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"/> | Mayor Jackie Shornak, Ward #7 |



**INFORMATION
FOR COUNCIL
REVIEW**

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

REGULAR MEETING OF May 8, 2017

*** 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 8, 2017 at 5:15 p.m.

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

Present: Michael Mahaney, Chairman
Sheila Flowers, Vice-Chairman
Johnny Jones, Commissioner
Sherman Cross, Commissioner – arrived at 5:17 p.m.
Rogers Henry, Commissioner
Patrick Plourde, Commissioner – arrived at 5:18 p.m.

Absent: None

Also Present: Steve Benham, Executive Director
Sherry Henderson, Executive Secretary
Michelle Coleman, Acting Director of Finance and Administration

CONSENT AGENDA

Vision-Executive Committee – No Report

C-1 thru C-4: Upon motion made by Commissioner Jones and seconded by Vice-Chairman Flowers with all Commissioners present responding, the Consent Agenda was approved.

Upon roll call, the vote resulted:

Chairman Mahaney - Yes
Vice-Chairman Flowers - Yes
Commissioner Jones - Yes
Commissioner Henry - Yes

4 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Request approval of Resolution No. 824, revisions to the Vision Statement, Organization Chart and Development Schedule Priorities.

Upon motion made by Commissioner Jones and seconded by Vice-Chairman Flowers with all Commissioners present responding, the Board of Commissioners approved Resolution No. 824, revisions to the Vision Statement, Organization Chart and Development Schedule Priorities.

Upon roll call, the vote resulted:

Chairman Mahaney - Yes
Vice-Chairman Flowers - Yes
Commissioner Jones - Yes
Commissioner Henry - Yes
Commissioner Cross - Yes

5 Yes; Motion Passed

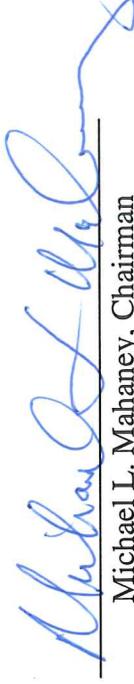
R-2 Other Matters presented by the Executive Director.

Mr. Benham informed the Board that a REAC inspection will take place on May 15 at the Thomas Rolfe Court and Thomas Rolfe Court Extension properties.

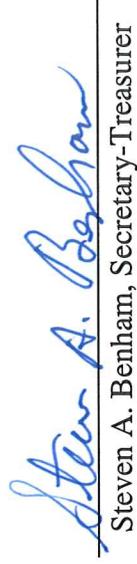
Commissioner Plourde requested we review the VA Code section, regarding telephonic participation, in a meeting. The Executive Director will research and reply to the Board.

ADJOURNMENT

Upon motion made Commissioner Henry and seconded by Commissioner Plourde with all Commissioners present responding affirmatively, the meeting was adjourned at 6:10 p.m.



Michael L. Mahaney, Chairman



Steven A. Benham, Secretary-Treasurer

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

350 East Poythress Street
Hopewell, VA 23860

SPECIAL MEETING OF MAY 23, 2017

*** MINUTES ***

Minutes of Special Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Tuesday, May 23, 2017 at 5:15 p.m.

The meeting was called to order by the Chairman upon roll call, those present and absent was as follows:

Present: Michael Mahaney, Chairman
Rogers Henry, Commissioner
Sherman Cross, Commissioner

Absent: Sheila Flowers, Vice-Chairperson
Johnny Jones, Commissioner
Patrick Plourde, Commissioner

Also Present: Steven Benham, Executive Director
Madelyn Peay, Deputy Executive Director
Sherry Henderson, Executive Secretary

REGULAR AGENDA

R-1 Request approval of Resolution No. 826, contract with Centennial Contractors Enterprises, Inc. for the Davisville/Bland Court Emergency Roof Replacement Project.

Upon motion made by Commissioner Cross and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners approved Resolution No. 826, contract with Centennial Contractors Enterprises, Inc. for the Davisville/Bland Court Emergency Roof Replacement Project.

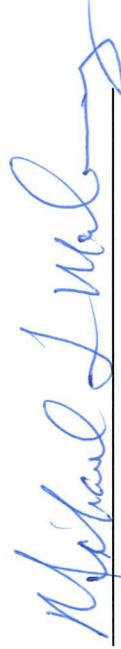
Upon roll call, the vote resulted:

Chairman Mahaney	- Yes
Commissioner Henry	- Yes
Commissioner Cross	- Yes

3 Yes; Motion Passed

ADJOURNMENT

Upon motion made Commissioner Henry seconded by Commissioner Cross with all Commissioners present responding affirmatively, the meeting was adjourned at 5:21 p.m.



Michael L. Mahaney, Chairman



Steven A. Benham, Secretary-Treasurer

**MINUTES OF THE MEETING
SCHOOL BOARD OF THE CITY OF HOPEWELL
July 6, 2017**

REGULAR MEETING

Mrs. Melody Hackney, Superintendent, called the meeting to order at 5:31 p.m.

PRESENT

Mr. Christopher G. Reber, member; Mrs. Shirl A. Jefferson, member; Ms. Linda E. Hyslop, member; Mr. N. Greg Cuffey, member; and Dr. Wesley T. Joyner, member, were present.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim F. Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance; Mrs. Missy Shores, Director of Personnel; Mrs. Cindy Harville, Executive Assistant for Finance; Ms. Caitlyn Davis, Public Relations Specialist; one member of the public; and one member of the press.

REORGANIZATION OF SCHOOL BOARD ELECTION OF CHAIRMAN AND VICE-CHAIRMAN, SETTING OF MEETING DATES, ELECTION OF DELEGATES

- A. Upon motion by Mr. Greg Cuffey and seconded by Ms. Linda Hyslop, the School Board elected Mr. Christopher Reber as School Board Chairman for the 2017-2018 school year, with all members voting aye and Mr. Reber abstaining.

Dr. Hackney turned the meeting over to Mr. Reber as the elected chairman.

- B. Upon a motion by Mrs. Shirl Jefferson, seconded by Mr. Greg Cuffey; and a motion to close nominations by Mrs. Hyslop, seconded by Mrs. Shirl Jefferson, the School Board elected Ms. Linda Hyslop as School Board Vice-Chairman for the 2017-2018 school year, with all members voting aye.
- C. By general resolution, action will be taken to appoint Mrs. Monique G. Barnes as Clerk and Mrs. Cynthia E. Harville as Deputy Clerk.
- D. By general resolution, action will be taken to appoint Dr. Kim F. Evans as designee in the absence of the Superintendent to attend meetings of the School Board.
- E. By general resolution, action will be taken to set the second Thursday of each month for Regular School Board meetings, with the early session at 5:30 p.m. and the regular meeting at 7:30 p.m.

School Board Minutes

July 6, 2017

Page 2

- F. By general resolution, action will be taken to appoint Ms. Linda Hyslop as the voting delegate and Mr. Chris Reber as the alternate for the VSBA Delegate Assembly and Regional Meeting.
- G. By general resolution, action will be taken to appoint Mr. Greg Cuffey as the representative and Ms. Linda Hyslop as the alternate that will serve as the Hopewell School Board representative to attend executive and full Board meetings at the Appomattox Regional Governor's School for 2017-2018.

By general resolution, action will be taken to appoint Mr. Chris Reber as the representative and Mrs. Shirl Jefferson as the alternate that will serve as the Hopewell School Board representative to attend executive and full Board meetings at the Maggie Walker Regional Governor's School for 2017-2018.

- H. By general resolution, action will be taken to appoint Dr. Melody Hackney as the School Board Deputy Agent for 2017-2018.

PRAYER

The opening prayer was delivered by Mr. Chris Reber.

ADOPTION OF AGENDA

Upon a motion by Ms. Linda Hyslop, and seconded by Mrs. Shirl Jefferson, the School Board adopted the early meeting agenda as presented, with all members voting aye.

CLOSED MEETING

Upon motion by Mr. Greg Cuffey, and seconded by Ms. Linda Hyslop, the School Board adopted the following resolution to enter a Closed Session at 5:45 p.m., with all members voting aye.

Pursuant to §2.2-3711(A) of the Code of Virginia, I move that the Board convene in a closed meeting for the purpose of discussing the following specific matters:

- A. The discussion or consideration of the employment, assignment, appointment, promotion, performance, demotion, salaries, or resignation of employees at Hopewell High School, Carter G. Woodson Middle School, Dupont Elementary School, Harry E. James Elementary School, Patrick Copeland Elementary School, Woodlawn Learning Center, Food Service Department, Transportation Department and the Central Office, which is authorized by §2.2-3711(A)(1) of the Code of Virginia.

Mr. Chris Reber recessed the Closed Meeting at 6:05 p.m.

School Board Minutes

July 6, 2017

Page 3

REGULAR MEETING

Chairman Reber called the meeting to order at 6:08 p.m.

PRESENT

Mr. Christopher G. Reber, member; Mrs. Shirl A. Jefferson, member; Ms. Linda E. Hyslop, member; Mr. N. Greg Cuffey, member; and Dr. Wesley T. Joyner, member, were present. Mrs. Jackie Shornak, Mayor of Hopewell City, was also present to wish Dr. Joyner, as a new member, and the School Board best regards.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim F. Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance/Board Clerk; Mrs. Cindy Harville, Executive Assistant for Finance/Deputy Clerk, Mrs. Missy Shores, Director of Personnel; and Ms. Caitlyn Davis, Public Relations Specialist.

CERTIFICATION OF CLOSED MEETING

Upon a motion by Mrs. Shirl Jefferson and seconded by Mr. Greg Cuffey, the Board adopted the attached Certification of Closed Meeting, with all members voting aye.

CONSENT AGENDA

Upon a motion by Mr. Greg Cuffey and seconded by Mrs. Shirl Jefferson, the Board adopted the attached Consent Agenda, with all members voting aye.

Miscellaneous

17-07-G1

**Approval
School Board
Chairman and
Vice-Chairman**

RESOLVED, upon the recommendation of the Superintendent of Schools, that **Christopher Reber** is hereby elected Chairman, and **Linda Hyslop** is hereby elected Vice-Chairman of the Hopewell City School Board.

17-07-G2

**Approval of
Clerk
Appointment**

RESOLVED, upon the recommendation of the Chairman of the Hopewell City School Board, that the appointment of **Monique Barnes** as **Clerk of the Board**, be and is hereby approved effective July 1, 2017 through the Board's reorganization meeting in July 2018.

17-07-G3

**Approval of
Deputy Clerk
Appointment**

RESOLVED, upon the recommendation of the Chairman of the Hopewell City School Board, that the appointment of **Cindy Harville** as **Deputy Clerk of the Board**, be and is hereby approved effective July 1, 2017 through the Board's reorganization meeting in July 2018.

School Board Minutes

July 6, 2017

Page 4

17-07-G4
Approval
Appointment of
Designee of the
Superintendent
for Meetings

RESOLVED, upon the recommendation of the Chairman of the Hopewell City School Board, that approval is granted in accordance to § 22.1-76 of the Code of Virginia, for the appointment of **Dr. Kim F. Evans**, as **designee of the Superintendent**, from July 1, 2017 through the Board's reorganization meeting in July 2018, without additional compensation.

17-07-G5
Approval
Schedule for
School Board
Meetings

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Hopewell City School Board will meet for their **regular monthly meetings** on the second Thursday each month during the 2017-2018 school year. The meetings will commence at 5:30 p.m. unless notified otherwise with the "regular session" beginning at 7:30 pm.

17-07-G6
Approval of
Voting Delegate
& Alternate for
VSBA Delegate
Assembly &
Regional
Meeting

RESOLVED, upon the recommendation of the Superintendent of Schools, that **Linda Hyslop** is hereby elected as a **voting delegate** and **Christopher Reber** as an **alternate** to represent the Hopewell City School Board at the **Virginia School Boards Association (VSBA) Delegate Assembly and Regional Meeting of the 2017 VSBA/VASS Annual Convention** to be held in Williamsburg, Virginia, November 15-17, 2017.

17-07-G7
Approval of
School Board
Representatives
for Appomattox
Regional
Governor's
School

RESOLVED, upon the recommendation of the Hopewell School Board, that N. **Greg Cuffey** serve as the Hopewell City Public Schools **Board representative**, effective July 1, 2017, to attend executive and full board meetings of the Appomattox Regional Governor's School, and **Linda Hyslop** serve as the **alternate**.

17-07-G8
Approval of
School Board
Representatives
for Maggie L.
Walker
Governor's
School

RESOLVED, upon the recommendation of the Hopewell School Board, that **Christopher Reber** serve as the Hopewell City Public Schools **Board representative**, effective July 1, 2017, to attend executive and full board meetings of the Maggie L. Walker Governor's School **Shirl Jefferson** serve as the **alternate**.

School Board Minutes

July 6, 2017

Page 5

17-07-G9 Approval of School Board Deputy Agent

RESOLVED, upon the recommendation of the Hopewell City School Board, that **Dr. Melody D. Hackney** serve as the Hopewell City School Board Deputy Agent, effective July 1, 2017, without additional compensation.

ACTION ITEMS

17-07-L1 Appointment Of Schneria Valentine

RESOLVED, upon the recommendation of the Superintendent of Schools, that **Schneria Valentine** be and is hereby appointed to the position of Assistant Principal of Patrick Copeland Elementary School for the 2017-2018 school year.
Vice: Tiffany Farmer
Salary: \$50,170.00
Start Date: July 10, 2017

17-07-L2 Appointment Of Ryan Sykes

RESOLVED, upon the recommendation of the Superintendent of Schools, that **Ryan Sykes** be and is hereby appointed to the position of Assistant Principal of Carter G. Woodson Middle School for the 2017-2018 school year.
Vice: Rae Harvey
Salary: \$54,183.00
Start Date: July 10, 2017

Upon a motion by Mr. Greg Cuffey and seconded by Ms. Linda Hyslop, the Board adopted the Licensed Resolutions 17-07-L1 and 17-07-L2, with all members voting aye.

Board Member Comments

Mrs. Jefferson welcomed Dr. Joyner to the team.

Ms. Hyslop welcomed Dr. Joyner to the Board as a parent an educator and graduate of Hopewell High School.

Mr. Cuffey welcomed Dr. Joyner and expressed that he is looking forward to working with him.

Dr. Joyner extended thanks for all the kind words and said he was looking forward to learning and doing his best.

Mr. Reber echoed the welcome and reminded everyone about next week's Board meeting.

School Board Minutes
July 6, 2017
Page 6

Chairman Mr. Chris Reber adjourned the meeting at 6:22 p.m.

In witness whereof I set my signature this **10th** day of **August**, 2017.

Chairman: _____
School Board of the City of Hopewell

Attest: _____ **Clerk**

**MINUTES OF THE MEETING
SCHOOL BOARD OF THE CITY OF HOPEWELL
July 13, 2017**

CALL TO ORDER

Mr. Christopher Reber, Chairman, called the meeting to order at 5:36 p.m. and the opening prayer was delivered by Mr. Reber.

PRESENT

Mr. Christopher G. Reber, Chairman; Ms. Linda E. Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Mr. N. Gregory Cuffey, member; and Dr. Wesley T. Joyner, member, were present.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent of Schools; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique G. Barnes, Director of Finance; Mr. Patrick Barnes, Director of Operations; Mrs. Missy Shores, Director of Personnel; Mrs. Janice Butterworth, Supervisor of Secondary Instruction; Ms. Caitlyn Davis, Public Relations Specialist; and one member of the press.

ADOPTION OF AGENDA

Upon a motion by, Mrs. Shirl Jefferson, and seconded by Dr. Wesley Joyner, the School Board adopted the meeting agenda with all members voting aye.

DISCUSSION ITEMS

A. Strategic Plan Approval – Dr. Melody Hackney

Dr. Hackney advised the Board that Dr. Evans presented the Strategic Plan at the June meeting and was now asking the Board Members for the approval to continue with the action plan. Board Members enthusiastically voiced their approval.

B. School Board Retreat - Dr. Melody Hackney

Dr. Hackney queried the Members on their desire to hold a Board Retreat. There was discussion ensued and Mr. Reber mentioned that he attended a previous retreat at the VCU Rice Center, which educational organizations may reserve at no cost. It was agreed that the division would check into reserving the center and the available dates.

C. School Start Times – Mr. Patrick Barnes

Mr. Barnes provided School Board Members with a proposed bell schedule change. He mentioned that part of the issues with transportation lie in the fact that there is not enough time for the bus drivers to circle the City and get back in time to pick up the children at Carter G. Woodson Middle School. The end result was that it will

School Board Minutes

July 13, 2017

Page 2

give bus drivers an additional 30 minutes to cover the routes for all schools and Mr. Barnes felt sure this would alleviate many of the issues with late arrival times.

CLOSED MEETING

Upon motion by Ms. Linda Hyslop and seconded by Mr. Greg Cuffey, the School Board adopted the following resolution to enter a Closed Session at 6:11 p.m., with all members voting aye.

Pursuant to §2.2-3711(A) of the Code of Virginia, I move that the Board convene in a closed meeting for the purpose of discussing the following specific matters:

- A.** The discussion or consideration of the employment, assignment, appointment, promotion, performance, demotion, salaries, or resignation of employees at Hopewell High School, Carter G. Woodson Middle School, Dupont Elementary School, Harry E. James Elementary School, Patrick Copeland Elementary School, Woodlawn Learning Center, Food Service Department, Transportation Department and the Central Office, which is authorized by §2.2-3711(A) (1) of the Code of Virginia.

REGULAR MEETING

Chairman Reber called the meeting to order at 7:30 p.m. The prayer was delivered by Mr. Reber, followed by the Pledge of Allegiance.

PRESENT

Mr. Christopher G. Reber, Chairman; Ms. Linda E. Hyslop, Vice-Chairman; Mrs. Shirl A. Jefferson, member; Mr. N. Gregory Cuffey, member; and Dr. Wesley T. Joyner, member, were present.

ALSO PRESENT

Dr. Melody D. Hackney, Superintendent; Dr. Kim Evans, Assistant Superintendent for Instruction; Mrs. Monique Barnes, Director of Finance/Board Clerk; Mrs. Missy Shores, Director of Personnel; Janice Butterworth, Supervisor of Secondary Instruction; Mrs. Paula Brumfield, Supervisor of Literacy and Federal Programming; Ms. Brookie Fowler, Coordinator of Disabilities Services; Mr. Byron Davis, Principal; Ms. Schneria Valentine, Assistant Principal; Mr. Ryan Sykes, Assistant Principal; Mrs. Cheryl Webb, Director of School Improvement and Data Analysis; Mrs. Kelly Stock, Pupil Personnel Coordinator; Ms. Tracy Wilson, Coordinator, Educational Evaluations and Program Improvement; Honorees with their families; and Ms. Caitlyn Davis, Public Relations Specialist.

School Board Minutes

July 13, 2017

Page 3

CERTIFICATION OF CLOSED MEETING

Upon a motion by Mrs. Shirl Jefferson and seconded by Mr. Greg Cuffey, the Board adopted the attached Certification of Closed Meeting, with all members present voting aye.

ADOPTION OF AGENDA

Upon motion by Mr. Greg Cuffey, and seconded by Ms. Linda Hyslop, the School Board adopted the July 13, 2017, Regular Meeting Agenda as presented, with all members voting aye.

SPECIAL RECOGNITION

A. Introduction of New Administrators – Dr. Hackney introduced Ms. Schneria Valentine as the new Assistant Principal at Patrick Copeland Elementary. Ms. Valentine said that she was very excited to join HCPS and was looking forward to working with Mr. Davis. Dr. Hackney also introduce Mr. Ryan Sykes, a new Assistant Principal at Carter G. Woodson Middle School. She mentioned that he had worked for the division previously. He said that he was very happy to be back “home” with Hopewell City Public Schools and is looking forward to an outstanding new year.

REPORTS

A. HCPS Summer Projects by Department – Dr. Melody Hackney
Dr. Hackney provided Board Members with a compiled list of each department's summer activities, advising members that all are extremely active during the summer months.

B. Finance, Maintenance and Clerk's Report – Mrs. Monique Barnes
Mrs. Barnes mentioned to the Board that the accounts payable listings for June were in the Board packet. The reports for June 15 and June 29, include payments for: graduation support, instructional supplies, testing supplies and services, graduation, special education physicals, summer school supplies, tutoring, staff development, computer equipment, computer software and maintenance agreements, legal fees, alternative education services, retirement reception, utilities, maintenance supplies, fuel, transportation supplies, retiree health insurance credits, regional special education tuition, and alternative education tuition. She also mentioned that \$320,153.35 had been expended from the Textbook Fund to purchase equipment to serve as E-readers for the students and that \$10,537.50 had been expended from the Building/Bus Replacement fund to cover the automation for the new HVAC unit at Carter G. Woodson Middle School.

School Board Minutes

July 13, 2017

Page 4

Mrs. Barnes mentioned that, as a point of comparison, the operating fund had 3.16% of the FY2017 expenditure budget remaining at the end of June 2017. This includes the summer pay for 10 month employees. There was 3.83% of the FY2016 expenditure budget remaining at the same time last year; however, at the time of this report, the accrued summer pay for 10 month employees had not been generated. The revenue receipts were 93.42% of the budgeted receipts for FY2017 at the end of June 2017, and the revenue receipts were 95.65% of the FY2016 budgeted receipts at the same time last year.

Mrs. Barnes reminded Board Members that the school division operates on a modified accrual accounting system. This means that there will still be revenues and expenditures to post back to FY2017. We will have the final report after the August 15th close of the accrual accounting period.

She advised that the state supported student membership at the end of June was 3,979. Average Daily Attendance (ADA) for June the ADA was 92.63%.

She also mentioned that the annual report on the petty cash account report is included as required by School Board Policy.

Regarding the Maintenance report, Mrs. Barnes mentioned that during the month of June the Technology and Maintenance Departments completed and closed 219 work orders and ended the month with 273 still in progress.

Mrs. Barnes also mentioned that there were several policy updates provided in the "redline" for Board Members' review in the "Information Items" this month. And reminded Members that they will be presented for approval at the August School Board meeting.

PUBLIC COMMENTS- None

CONSENT AGENDA

Upon a motion by Mr. Greg Cuffey, and seconded by Ms. Linda Hyslop, the Board adopted the attached Consent Agenda with all members voting aye.

Minutes

The minutes of the meeting of June 22, 2017, were approved as submitted.

Licensed Personnel Resolutions

17-07-L3

WHEREAS, Elton Bennett has announced

School Board Minutes

July 13, 2017

Page 5

Retirement
Elton Bennett
Building Trades
Teacher

his retirement as of July 1, 2017

WHEREAS, during his years of faithful and dedicated service, he has earned the admiration and respect of his friends and colleagues; and

WHEREAS, he has demonstrated his ability to meet new challenges with enthusiasm; therefore, be it

RESOLVED, that the School Board of the City of Hopewell expresses its appreciation to Elton Bennett for his many years of dedicated service, and contributions to his profession; and be it further

RESOLVED, that the School Board of the City of Hopewell extends to Elton Bennett its best wishes for many years of happiness during his retirement.

17-07-L4
Probationary
Appointment
Lauren Tarnaski

RESOLVED, upon the recommendation of the Superintendent of Schools, that Lauren Tarnaski, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Kerry Canaday
Assignment: Harry E. James
Salary: \$43,491.00 (TCH, Step 0)

17-07-L5
Probationary
Appointment
Kenya Griffin

RESOLVED, upon the recommendation of the Superintendent of Schools, that Kenya Griffin, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Sean Bonner
Assignment: Carter G. Woodson Middle School
Salary: \$51,894 (TCH III, Step 14)

17-07-L6
Probationary
Appointment
Anjelica Harris

RESOLVED, upon the recommendation of the Superintendent of Schools, that Anjelica Harris, being duly certified, be and is hereby granted a probationary appointment as a teacher, effective August 25, 2017
Vice: Katherine Coles-Robinson
Assignment: Carter G. Woodson Middle School
Salary: \$43,491 (TCH, Step 0)

School Board Minutes

July 13, 2017

Page 6

17-07-L7

Probationary
Appointment
Rebekah Turner

RESOLVED, upon the recommendation of the Superintendent of Schools, that Rebekah Turner, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Khilia Logan
Assignment: Carter G. Woodson
Salary: \$43,491.00 (TCH, Step 0)

17-07-L8

Probationary
Appointment
Deanndra Henson

RESOLVED, upon the recommendation of the Superintendent of Schools, that Deanndra Henson, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Angela Miller
Assignment: Carter G. Woodson Middle School
Salary: \$46,141 (TCH, Step 3)

17-07-L9

Probationary
Appointment
Taleah Anderson

RESOLVED, upon the recommendation of the Superintendent of Schools, that Taleah Anderson, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Tammy Stephens
Assignment: Dupont Elementary School
Salary: \$43,491 (TCH, Step0)

17-07-L10

Probationary
Appointment
Kiara Mays

RESOLVED, upon the recommendation of the Superintendent of Schools, that Kiara Mays, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Elizabeth Reeves
Assignment: Dupont Elementary School
Salary: \$43,491 (TCH, Step0)

17-07-L11

Probationary
Appointment
Clarissa Potsubay

RESOLVED, upon the recommendation of the Superintendent of Schools, that Clarissa Potsubay, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Shannon Reilly
Assignment: Harry E. James Elementary School
Salary: \$43,491 (TCH, Step0)

17-07-L12

RESOLVED, upon the recommendation of the

School Board Minutes

July 13, 2017

Page 7

Probationary
Appointment
Megan Shick

Superintendent of Schools, that Megan Shick, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Valerie Nichols
Assignment: Harry E. James Elementary School
Salary: \$43,491 (TCH, Step3)

17-07-L13

Probationary
Appointment
Delicia Price

RESOLVED, upon the recommendation of the Superintendent of Schools, that Delicia Price, being duly certified, be and is hereby granted a probationary appointment as a Guidance Counselor, effective August 25, 2017
Vice: Lauren Robinson
Assignment: Hopewell High School
Salary: \$49,402 (T215III; Step3)

17-07-L14

Probationary
Appointment
Shelli Hinton

RESOLVED, upon the recommendation of the Superintendent of Schools, that Shelli Hinton, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Frances Monroe-Willis
Assignment: Hopewell High School
Salary: \$59,742 (TCH , Step28)

17-07-L15

Probationary
Appointment
Ruth Seiler

RESOLVED, upon the recommendation of the Superintendent of Schools, that Ruth Seiler, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Keith Claassen
Assignment: Hopewell High School
Salary: \$43,491 (TCH, Step)

17-07-L16

Probationary
Appointment
Denise Rogers

RESOLVED, upon the recommendation of the Superintendent of Schools, that Denise Rogers, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Jessica Minnix
Assignment: Hopewell High School
Salary: \$57,190 (TCH IV, Step21)

17-07-L17

Probationary
Appointment
Sarah Robinson

RESOLVED, upon the recommendation of the Superintendent of Schools, that Sarah Robinson, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017

School Board Minutes

July 13, 2017

Page 8

Vice: Kristina Holland
Assignment: Patrick Copeland Elementary School
Salary: \$43,491 (TCH, Step0)

17-07-L18

Probationary
Appointment
Tracey Costley

RESOLVED, upon the recommendation of the Superintendent of Schools, that Tracey Costley, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Ginny Pfister
Assignment: Patrick Copeland Elementary School
Salary: \$43,491 (TCH, Step4)

17-07-L19

Probationary
Appointment
Norma Ferguson

RESOLVED, upon the recommendation of the Superintendent of Schools, that Norma Ferguson, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Victoria Edwards
Assignment: Patrick Copeland Elementary School
Salary: \$61,573 (TCHIV, Step27)

17-07-L20

Probationary
Appointment
Joshua Seyler

RESOLVED, upon the recommendation of the Superintendent of Schools, that Joshua Seyler, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Valerie Rafey
Assignment: Patrick Copeland Elementary School
Salary: \$43,491 (TCH, Step0)

17-07-L21

Probationary
Appointment
Nicole Snyder

RESOLVED, upon the recommendation of the Superintendent of Schools, that Nicole Snyder, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Rebecca Allen
Assignment: Patrick Copeland Elementary School
Salary: \$46,141 (TCH III, Step0)

17-07-L22

Probationary
Appointment
June Tarquin-Tokosh

RESOLVED, upon the recommendation of the Superintendent of Schools, that June Tarquin-Tokosh, being duly certified, be and is hereby granted a probationary appointment as a Teacher, effective August 25, 2017
Vice: Cassandra Merrick
Assignment: Woodlawn Learning Center
Salary: \$46,141 (TCH III, Step0)

School Board Minutes

July 13, 2017

Page 9

17-07-L23

Resignation
of
Molly Boyd

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Molly Boyd be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher; Dupont Elementary School

17-07-L24

Resignation
of
Elizabeth Reeves

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Elizabeth Reeves be and is hereby accepted, effective June 30, 2017.
Assignment: Teacher; Dupont Elementary School

17-07-L25

Resignation
of
Valerie Nichols

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Valerie Nichols be and is hereby accepted, effective June 30, 2017.
Assignment: New Hope Academy

17-07-L26

Superintendent Approval of
2017, the following Summer School
Learning Summer School Position
stipend funds:

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19 - August 3, positions be approved for the Standards of Learning Summer School Program funded through SOL Summer School stipend funds:

Position	Maximum Number	Amount per Hour	Maximum No. of hours
ESL Teachers	1	\$30.00	125

17-07-L27

Appointment
Algebra Readiness
Tutors

RESOLVED, upon the recommendation of the Superintendent of Schools, that the following be and is hereby granted for all approved Algebra Readiness Tutors for the 2017-2018 school year.
(Funded through the Algebra Readiness Grant)
Salary: \$20.00 per hour (training - non-student hours)
Salary: \$25.00 per hour (student tutoring)

Lara Van Gundy

17-07-L28

Superintendent
Approval of
Supplements

RESOLVED, upon the recommendation of the Superintendent of Schools, the following supplements be approved as funded by local funding for the 2017-2018 school year.

School Board Minutes

July 13, 2017

Page 10

Grade Level	Amount per Hour	Maximum Number of hours
Elementary	\$20.00	400
Secondary	\$20.00	600

Elementary Teachers:

Toni Anderson	Deborah Green	Carolyn Kaufman	Joan Whitfield
Marissa Ayala	Christy Gross	Megan McGrath	
Myisha Baines	Kelly Hannifan	Veronica Moore	
Jennifer Bouchard	Lisa Harris	Melodye Paruszkiewicz	
Katherine Caricofe	Elizabeth Holcomb	Rebekah Perkinson	
Meghan Daniel	Donna Hoover	Lara Pitcock	
Kim Faubion	MaryBeth Hull	Diane Quinn	
Lisa Fescemyer	Cathy Hunnel	Cassie Shelburne	
Aimee Gallant	Elona Johnson	Barbie Steed	
Lindsay Goyne	Kathleen Joyner	Pennie Taylor	

Secondary Teachers:

Bryan Andrews	Portia Gaines	Jerry McCoy	Karen Sheppard
Julie Arntson	Stephanie Garrett	Megan McCue	Luther Stanley
Samantha Aultman	Nikita Gates	April McDonough	David Stern
Tiffany Bailey	Mike Hayes	Sara Miller	Angela Sykes
Kira Brown	Hope Hill	Carob Mise	Ladele Taylor
Caitlin Callister	Tammy Hines	Takia Montgomery	Chloe Thomas
Ashley Clear	Stacey Hipps	Elaine Moore	Ingvild Thompson-Tate
Kevin Clear	Ann Huffman	Warren Moustapha	Qiana Turner
Mary Coleman	John Johnson	Brock Parker	Christina Wade
Nina Durstine	Ed Kaufman	Sarah Poach	Elizabeth Wickline
Jackie Edmonds	Kelly Kirksey	Taylor Redmond	Robert Witherow
Kekeria Edwards	Rachel Legacy	Krystal Ricks	Deanna Yancey
Sklyor Fitz-Coy	Tristina Marx	Melissa Rooks	
Vicki Foster	Quinn Mason	Carrie Ross	

School Board Minutes

July 13, 2017

Page 11

17-07-L29

Approval of
Stipend

Resolved upon the recommendation of the Superintendent of Schools, Stipend in the amount of \$25.00 per hour for assisting Hopewell High School students at the Manufacturing Technology camp at ITAC. (July 26 - 29, 2016).
Dawn Hurt – \$25.00 X 29 Hours = Total \$725.00.

17-07-L30

Amendment to
Resolution

17-03-L9

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3, 2017, the following positions be approved for the Standards of Learning Summer School Program funded through SOL Summer School stipend funds.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Elementary/ Preschool Teachers (Math, Reading, SPED, STEM, Instructional Coaches)	36	\$30.00	110
Nurse	1	\$25.00	96
Middle School Teacher (Math and Reading)	6	\$30.00	110
High School Teacher (EOC SOL areas and 9th and 10th Reading and Math)	8	\$30.00	110
ESL Teachers	3	\$30.00	55

17-07-L31

Amendment to
Resolution

17-03-L10

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3, 2017, the following positions be approved for Regular Academic Summer School Programs.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
Middle School Teacher	2	\$30.00	110

School Board Minutes

July 13, 2017

Page 12

Secondary School Teacher	2	\$30.00	110
--------------------------	---	---------	-----

17-07-L32

Amendment to Resolution

17-03-L11

RESOLVED, upon the recommendation of the Superintendent of Schools, that effective June 19-August 3, 2017, the following positions be approved for the ESL Summer School Program funded through local funds.

Position	Maximum Number	Amount per Hour	Maximum No. of hours
ESL Teacher (K-12)	3	\$30.00	55

Classified Personnel Resolutions

17-07-C1

Appointment Full-Time Transportation Heidi Leonard

RESOLVED, upon the recommendation of the Superintendent of Schools, that Heidi Leonard be and is hereby appointed as a Full-Time Bus Driver for the 2017-2018 school year, effective July 1, 2017.
Salary: \$15,089 per yr

17-07-C2

Resignation of Anthony Cairnes

RESOLVED, upon the recommendation of the Superintendent of Schools, that the resignation of Anthony Cairnes be and is hereby approved, effective June 30, 2017.
Assignment: Mechanic - Transportation

17-07-C3

Appointment Of Angelina Garcia

RESOLVED, upon the recommendation of the Superintendent of Schools, that Angelina Garcia be and is hereby appointed as secretary of Hopewell High School, effective July 24, 2017.
Salary: 22,937 (Sec. II, Step 3)
Vice: Linda Traina

17-07-C4

Appointment Of La'Shawn Davis

RESOLVED, upon the recommendation of the Superintendent of Schools, that La'Shawn Davis be and is hereby appointed as Teacher's Assistant at New Hope Academy, effective August 25, 2017.
Salary: 16,671
Vice: Benjamin Jackson

General Resolutions

Warrants

17-07-G10

***Review of Bills
FY2017***

RESOLVED, upon the recommendation of the Superintendent of Schools, that bills in the amount of ***\$1,658,389.06 (Operating Fund), \$320,153.35 (Textbook Fund), \$248,676.85 (Cafeteria Fund)*** and ***\$10,537.50 (Building/Bus Fund)*** for the ***June 2017*** billing period, have been presented and reviewed by the Hopewell City School Board.

Miscellaneous

17-07-G11

***Approval of
Donations***

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

- From the Kiwanis Club of Hopewell the following proceeds from the Leprechaun Dash for the schools: \$120.00 (HHS), \$20.00 (CGW), \$30.00 (P.C.), \$30.00 (HEJ), \$120.00 (Dup.)

17-07-G12

***Approval of
Contract***

RESOLVED, upon the recommendation of the Superintendent of Schools, that the contract for school ***printing*** be and is hereby awarded to ***Johnson Printing Company*** for the 2017-2018 school year.

17-07-G13

***Approval of
HCPS Strategic
Plan***

RESOLVED, upon the recommendation of the Superintendent of Schools, that the ***2017-2022 Hopewell City Public Schools Strategic Plan*** be and is hereby approved.

17-07-G14

***Approval of
Amended and
Restated MOU
with City***

RESOLVED, upon the recommendation of the Superintendent of Schools, that the restated and amended ***Memorandum of Understanding with the City of Hopewell*** for the operation of school buses and other School Board vehicles, to include maintenance, fuel and associated services, be and is hereby approved effective July 1, 2017.

17-07-G15

***Approval of
School Start
Times/Trans-
portation
Proposal***

RESOLVED, upon the recommendation of the Superintendent of Schools, that the proposed ***School Start Times/Transportation Proposal*** be and is hereby approved as presented.

School Board Minutes

July 13, 2017

Page 14

SUPERINTENDENT'S REPORT

- A. Dr. Hackney advised the Board that Summer Learning began this week with 341 students at the Elementary schools. She has heard children mention that they are having fun are engaged and enjoying it.
- B. Dr. Hackney mentioned to the Board that the Administrative Retreat took place the last week in June. It is a wonderful opportunity for the Administrative to discuss as a team the goals for the next year and how they plan on attaining them. They also celebrated the successes from the past year.
- C. Dr. Hackney welcomed Dr. Joyner and advised the Board that we had a "meet and greet" breakfast with him at the central office so that the employees that had not done so were able to meet him.
- D. Dr. Hackney also mentioned that there are numerous activities and transitions within the Finance department and that we are closing out another fiscally sound year.
- E. Finally, she reminded the Board that she would be on vacation the following week and that Dr. Evans would also be out of the office. She mentioned Cheryl Webb had graciously agreed to administer to the division.

Information & General Information Items – Mr. Reber reminded Board Members that there are several policies in the red-line form for the Board to review and that they will be presented for approval at the next meeting.

Board Member Comments

Chairman Reber welcomed Dr. Joyner and advised him that he is sitting at his father's old spot in the Board Room.

Vice-Chairman Hyslop welcomed Dr. Joyner and also mentioned Pearle Thomas, who had recently passed away and reminded everyone that Ms. Thomas gave her all for Hopewell City Public Schools and was an inspiration to all who knew her.

Mrs. Jefferson welcomed Dr. Joyner and thanked everyone for their hard work.

Mr. Cuffey also welcomed Dr. Joyner and the new administrators. He bid everyone a wonderful summer and is looking forward to a great new year!

Mr. Reber mentioned that he has a son enrolled in Summer Learning. Mr. Reber noted that he was very excited that the program will enable teachers and students to keep the learning experiences progressing! He thanked the new Administrators for joining the HCPS family. He thanked everyone and wished all a good summer.

School Board Minutes
July 13, 2017
Page 15

Chairman Reber adjourned the regular meeting at 8:07 p.m.

In witness whereof I set my signature this **10th** day of **August**, 2017.

Chairman: _____
School Board of the City of Hopewell

Attest: _____ **Clerk**

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

Proclamation

OFFICE OF MAYOR JACKIE M. SHORNAK

City of Hopewell, Virginia



National Suicide Prevention Month 2017

*This Proclamation recognizes suicide as a national public health problem, and suicide prevention as a statewide responsibility, and designates **September 2017 as Suicide Prevention Month** in the City of Hopewell, Virginia. This month includes **National Suicide Prevention Week** that is recognized this year during **September 10-16, 2017** and **World Suicide Prevention Day** that will be recognized internationally and supported by the World Health Organization on **September 10, 2017**.*

Whereas, **suicide is the 11th leading cause of all deaths in the United States and the 3rd leading cause of death among individuals between the ages of 15 to 24; and**

Whereas, **in the United States, one person completes suicide every 16 minutes; and**

Whereas, **it is estimated that 5 million people in the United States are survivors of suicide (those who have lost a loved one to suicide); and**

Whereas, **51% of people who die by suicide use a firearm, and guns stored in the house are used for suicide 40 times more often than for self-protection; and**

Whereas, **the overall suicide rate in our country has only slightly declined from record highs in recent years, the suicide rate for those 15-24 years old has more than doubled since the mid-1950s; and the suicide rate remains highest for adults 75 years of age and older; and**

Whereas, **the stigma associated with mental illness and suicidality works against suicide prevention by discouraging persons at risk for suicide from seeking life-saving help and further traumatizes survivors of suicide; and**

Whereas, **statewide suicide prevention efforts should be developed and encouraged to the maximum extent possible; and**

Whereas, **organizations such as District 19 Community Services Board, the Coalition Against Alcohol, Nicotine & Drug Under-Age Use (CAAN DUU) and Team Save A Life Suicide Prevention Committee which are dedicated to reducing the frequency of suicide attempts and deaths, and the pain of survivors affected by suicides of loved ones, through educational programs, research projects, intervention services, and bereavement services urge that we recognize suicide as a national and state public health problem and declare suicide prevention to be a statewide priority.**

NOW, THEREFORE, I, Jackie M. Shornak, the Mayor of the City of Hopewell, proclaim September 2017 as Suicide Prevention Month, September 10-16, 2017 as National Suicide Prevention Week, and September 10, 2017 as World Suicide Prevention Day.

I**N WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 12TH day of September, 2017.

Jackie M. Shornak
Mayor of the City of Hopewell



Mission & Vision

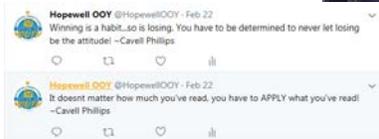


Big Dreams

Bright Futures

- **Mission:** Empowering City of Hopewell youth to live their lives driven by purpose, fueled by creativity and innovation, and awakened by passion
- **Vision:** Transforming a community where youth thrive, one young person at a time
- **The Office on Youth will:**
 - Create a safe space for honest, supportive, and respectful youth centered relationships to flourish
 - Provide youth with experiences and resources necessary to successfully navigate their lives
 - Facilitate open communication between youth, families, programs and organizations that serve youth, and government agencies to create a youth support network
 - Actively involve youth and families in the development of opportunities, challenges, and policies that affect them
 - Develop awareness of the strengths, abilities, and true potential of youth
 - Support a community where youth thrive and have a powerful voice in the City of Hopewell

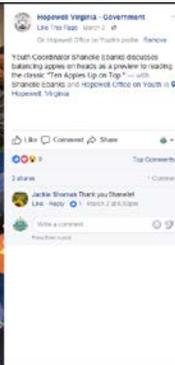
OOY Attendance



- Hopewell Downtown Partnership - State of the Downtown Address 1/19
- Dr. Christine Darden - Hidden Figures Lecture 2/3/
- Woodlawn Learning Center 100th day of school 2/17
- NHA Black History Guest Speaker – Dr. Cavell Phillips 2/22
- NHA Parent Staff Connection 2/23
- John Randolph Black History Program 2/27
- NHA Black History Program 2/28
- Healthy Families & Smart Beginnings Luncheon 3/1
- Striving & Thriving: Trauma & Resilience in our Community 3/7 & 4/3
- Interpreter's Luncheon at Weston Plantation 3/14
- No Kid Hungry Conference Call 3/15
- City of Refuge – A White House Style State Dinner 3/18
- United Way Luncheon 3/23
- Hopewell Gala & Fine Arts Festival 3/25
- Chester YMCA Community Gifts Kick-Off 3/28
- Building Resilience – Role of Protective Factors in Trauma Informed Practices 3/29
- Child Savers Train the Trainer Workshop 4/4
- Commission on Youth Meeting & Family Impact Seminar 5/24
- Building Community Resilience Conference 6/1 – 6/3
- Understanding the Experience of Family Homelessness: Supports, Barriers, & Solutions Webinar 6/6
- Central Perkin 6/9
- Burnette's Bakery Ribbon Cutting 6/9
- Hopewell Downtown Partnership Third Thursday 6/15 & 8/17
- Butts to Broadway 6/24
- Police Department Ground Breaking 6/27
- BBBS Bring Your Own Big 6/29
- Virginia Military Institute College Orientation Workshop Site Visit 7/21
- National Night Out 8/1
- Books Beauty & Barbers Back to School Drive 8/20
- Ribbon Cutting for new Animal Shelter 8/31
- Jar
- Cit



OOY Participation



- Hopewell Police Red Cross Blood Drive 1/5
- 1st Annual Empty Bowls Fundraiser (Wesley United Methodist Church) 2/25
- Rotary Club Job Shadow 2/28
- Dr. Seuss Day 3/2
- Tri-Cities Healthy for Good Task Force 3/9
- Big Brothers Big Sisters (BBBS) Bowl for Kids Sake Fundraiser 3/11
- Harry E. James Science Fair 3/23
- RHA Poster Contest 4/5
- BBBS End of Year Celebration at Harry E. James 6/9
- STORY Field Trip 6/24
- Fire Department Ride Along 7/27
- ITAC Summer Camp 7/29
- Police Department Ride Along 8/3
- Read to Ms. Davis' Kindergarten class
- Student participation in College Orientation Workshop (Summer Camp)
- Southside Trauma Informed Community Network (joined)

OOY Presentations

- Youth in Government Presentation to HHS class 3/13
- Hopewell High School College & Career Fair 3/31
- Carter G. Woodson Career Day 4/7
- Rotary Club 4/11
- CTE Meeting 4/18
- Project Based Learning session with HCPS teachers 6/19 & follow up workshop 6/22

YFCS NC State's Youth, Family, and Community Sciences Academic Program added 4 new photos.
August 24 at 8:00am · 🌐

ALUM VISIT

YFCS Communications Specialist Deidra Craig and Project Assistant Bria Sledge connected with YFCS Alum Shanelle Ebanks to participate in the Challenge to the Community Sunday Radio Broadcast as well as a Hopewell Office On Youth event this past weekend.

Shanelle, coordinator for Hopewell Office on Youth, shared upcoming youth projects that she hopes will empower and equip youth and young adults to live their best lives.

Way to go Shanelle! We love staying connected with our alum.

Want us to make a visit and share all the great things your doing in your community, contact Deidra Craig at mmdeidra@ncsu.edu

#AgPackStrong #NCSUALum #GoPack #NCState #alum

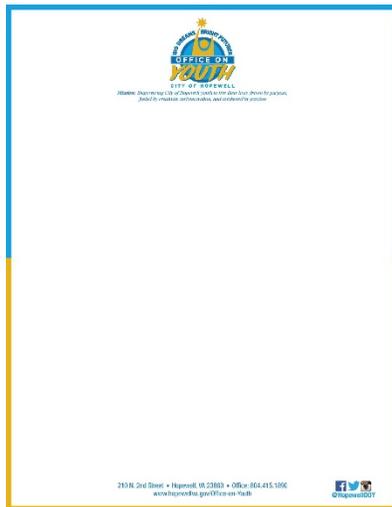


Making Connections



◆ Advante ◆ Alzheimer's Association ◆ American Heart Association ◆ Appomattox Regional Library ◆ Basketball Church ◆ Big Brothers Big Sisters ◆ Boy Scouts ◆ Blueprint to Manhood ◆ City of Hopewell Departments ◆ City of Refuge ◆ City Point Restoration Church of God ◆ College Orientation Workshop (Summer Camp) ◆ Colonial Heights Office on Youth ◆ Crater Health District ◆ CSA ◆ FOLAR ◆ Fort Lee Federal Credit Union ◆ HCPS ◆ HCPS Feeding Program – Blue Devil Express ◆ HCPS CTE Program ◆ Healthy Eating Active Living Alliance ◆ Healthy Families ◆ Historic Hopewell Society ◆ Hope House ◆ Hopewell Downtown Partnership ◆ **HOPEWELL YOUTH** ◆ HPG Chamber of Commerce ◆ Independent Hopewell Citizens ◆ James House ◆ John Randolph Foundation ◆ John Randolph Medical Center ◆ Juvenile Court Services ◆ Keep Hopewell Beautiful ◆ K & J Fitness ◆ Kulture Kutz ◆ Lamb Center for Arts & Healing ◆ No Kid Hungry ◆ OC3 ◆ Optimist Club ◆ People's Advantage Federal Credit Union ◆ P.O.W.E.R. ◆ Recreation & Parks ◆ Redevelopment & Housing Authority ◆ Riverside Community Corrections ◆ Smart Beginnings ◆ Sports Backers ◆ Social Services ◆ STORY ◆ Tri-Cities Spine & Injury ◆ United Way of Hopewell – Prince George ◆ VA Department of Health ◆ VA Pro Elite ◆ VSU Multi-Purpose Center ◆ Water Renewal (Apprentice Program) ◆ Wesley United Methodist Church ◆ Woodlawn Presbyterian Church ◆ YMCA of Greater Richmond ◆ YMCA of Chester ◆ & more ◆

OOY Administrative Duties



- Developed content for (1/30) & update OOO website 1.30.17 & ongoing
- Created and maintain OOO Facebook, Twitter, & Instagram 2/13 & ongoing
- Revised Office on Youth & Youth Commission Ordinance 3/13
- Establishing and expanding office space 6/17 – ongoing
- Develop OOO branding materials – ongoing
- Recruit and support volunteers, interns, & community support - ongoing
- Researched security system & under contract for installation for OOO



Office on Youth Events (FY17)

Workshops:

Entrepreneurship 4/26

Scholarship Essay Writing 5/1

Resume Writing 5/8

Teacher Appreciation Gifts 5/2

– 5/5



Entrepreneurship Workshop

Great business idea? Dream of being your own boss?

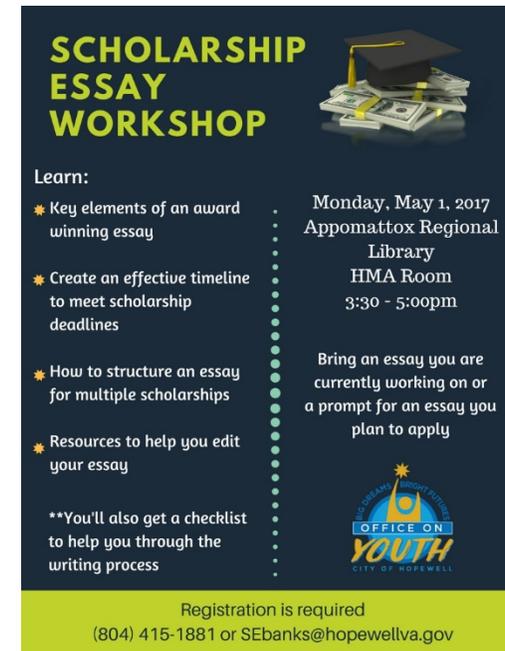
April 26, 2017 | 3:30 - 5:00pm | Appomattox Regional Library

Doug Hood, Owner & Director of 180 Degree Support Services will help you understand:

- What You're Passionate About
- Your Skills and Gifts
- What it Means to Own a Business
- Goal Setting to Bring Your Business to Life
- Remaining Motivated During Adversity
- Advice From the Most Successful Leaders and Entrepreneurs

Evan Kaufman, Executive Director of the Hopewell Downtown Partnership will share different opportunities for Hopewell youth to start a business in the city

Registration is Required
(804) 415-1881 or
Sebanks@hopewellva.gov



SCHOLARSHIP ESSAY WORKSHOP

Monday, May 1, 2017
Appomattox Regional Library
HMA Room
3:30 - 5:00pm

Bring an essay you are currently working on or a prompt for an essay you plan to apply

Learn:

- Key elements of an award winning essay
- Create an effective timeline to meet scholarship deadlines
- How to structure an essay for multiple scholarships
- Resources to help you edit your essay

**You'll also get a checklist to help you through the writing process

Registration is required
(804) 415-1881 or SEbanks@hopewellva.gov



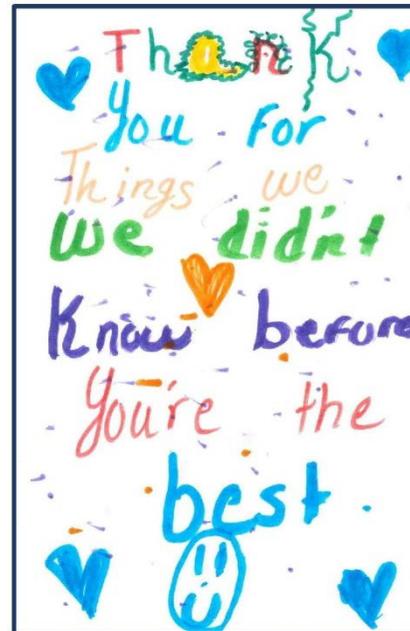
RESUME WORKSHOP

- What to include on a resume
- How to make your resume stand out
- Different styles of resumes
- Resources for individual help
- Thank You Notes
- LinkedIn

May 8, 2017
3:30 - 5:00pm
Appomattox Regional Library
HMA Room

Bring your resume too!

Registration is required
(804) 415-1881 or SEbanks@hopewellva.gov



Thank you note written by a Harry E. James Elementary School 3rd grade student

"Every child deserves a champion – an adult who will never give up on them, who understands the power of connection and insists that they become the best that they can possibly be."

–Rita Pierson

Thank you for being champions for our youth!! **Thank you** for planting seeds that inspire creativity, encourage imagination, and motivate our youth to strive for their best. **Thank you** for illustrating a world better than they previously thought possible. **Thank you** for sharing your expertise, insight, and heart. **Thank you** for the tireless hours you dedicate to our youth...to our future! Your work and service are invaluable. **Thank you!!**

There is nothing that compares to all you do or give but please accept this as a token of gratitude and a little fuel to get you through the end of the school year!

Happy Teacher Appreciation Week!!

Sincerely,
The Office on Youth



The Office on Youth (OOY) is dedicated to creating and supporting an environment for youth to thrive as they discover their potential, develop their purpose, and nurture their gifts and talents. The OOOY is dedicated to empowering youth to find and use their voice, develop a healthy sense of self, and make lasting positive contributions to Hopewell and the world at large.

Connect with the Office on Youth for information about upcoming youth programs, events, and youth-related information on:
Facebook.com/HopewellOOY
Twitter.com/HopewellOOY
Instagram.com/HopewellOOY

Youth in Government

5/11 – 5/12



FY17 Program Expenditures



- Hopewell High School College & Career Fair - \$64.96
- Entrepreneurship - \$110.08
- Scholarship Essay Writing - \$69.25
- Resume Writing - \$48.67
- Teacher Appreciation Gifts - \$1,291.00
- Youth in Government - \$737.79

- Total FY17 Program Expenditure: \$2,321.75

2017 – 2018 OOY Programs



- ◇ Community Partnership Events - \$3,000
- ◇ Educational Workshops - \$1,000
- ◇ Holiday Recognition - \$500
- ◇ Historic Hopewell Contest - \$2,750
- ◇ Misc. Programs - \$8,000
- ◇ OOY Day - \$8,000
- ◇ Parents Night Out - \$500
- ◇ Scavenger Hunt - \$250
- ◇ Teacher Appreciation - \$1,500
- ◇ Transportation for youth - \$10,000
- ◇ Volunteer & Community Trauma Workshops - \$1,000
- ◇ Youth Advisory Council - \$3,000
- ◇ Youth Commission - \$1,000
- ◇ Youth Fashion Show - \$1,000
- ◇ Youth in Government - \$2,000
- ◇ Youth Outreach Programs - \$75,000
- ◇ Volunteer Recognition Event - \$3,000

- ◇ Total: \$121,500

OOY Calendar & Directory

- ◆ Clear Communication
- ◆ Centralized Information
- ◆ Raising Awareness
- ◆ Developing a Network

OOY CALENDAR

							Month	List	Week	Day	
2016		September 2017					2018				
Su	Mo	Tu	We	Th	Fr	Sa					
27	28	29	30	31	1	2					
3	4	5 1. Back to School (8:00AM - 3:00PM)	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					

All ages
Ages thru 5 years
Grades K-5
Grades 6-8
Grades 9-12
All categories



OOY Calendar & Directory

This screenshot shows a PDF form titled "City of Hopewell Office on Youth Youth Event Listing". The form is designed for users to submit event information. It includes a header with the city logo and name. Below the header, there is a section for event details with various input fields: Event Name, Organization Name(s), Contact Name, Contact Phone, Contact Email, Event Date(s), Event Time(s), Event Location (be specific), Event Website, Social Media Handle/Username(s), and Event Hashtag(s). There are also fields for Target Audience, Cost to Attendees, and a registration required checkbox. A "Brief Description" field is provided with a note: "(Example - Kick back and enjoy a movie at the library! Perfect for all ages, come see the stars at the library. Please bring your favorite movie snacks to enjoy while you watch)". An "Other Details" field is also present. At the bottom, there is a footer with submission instructions: "To ensure events are shared on the calendar, please submit this form 2 weeks prior to your event. Please complete and 1) submit electronically, 2) email to Sebanks@hopewellva.gov or 3) mail to: Office on Youth, 300 N Main Street, Suite 216, Hopewell, VA 23860".

This screenshot shows a PDF form titled "City of Hopewell Office on Youth Youth Event Listing". The form is designed for users to submit event information. It includes a header with the city logo and name. Below the header, there is a section for event details with various input fields: Event Name, Organization Name(s), Contact Name, Contact Phone, Contact Email, Event Date(s), Event Time(s), Event Location (be specific), Event Website, Social Media Handle/Username(s), and Event Hashtag(s). There are also fields for Target Audience, Cost to Attendees, and a registration required checkbox. A "Brief Description" field is provided with a note: "(Example - Kick back and enjoy a movie at the library! Perfect for all ages, come see the stars at the library. Please bring your favorite movie snacks to enjoy while you watch)". An "Other Details" field is also present. At the bottom, there is a footer with submission instructions: "To ensure events are shared on the calendar, please submit this form 2 weeks prior to your event. Please complete and 1) submit electronically, 2) email to Sebanks@hopewellva.gov or 3) mail to: Office on Youth, 300 N Main Street, Suite 216, Hopewell, VA 23860".

YOUTH PROGRAMS AND EVENTS

The Office on Youth is developing a calendar of events and a directory of youth programs to make it easier to get connected to the best opportunities for youth and their families.

Youth Event Calendar

Are you hosting or organizing an upcoming youth event? Click [here](#) to add your event to the Office on Youth calendar. Please share with others hosting youth program, by sending them the link through one of the platforms below to add their program to the listing.

49 SHARES

Youth Program Directory

Do you have an ongoing youth program? Click [here](#) to add your information to the directory. If you know of a youth centered program or service, please send them the link through one of the platforms below to add their information to the directory.

49 SHARES

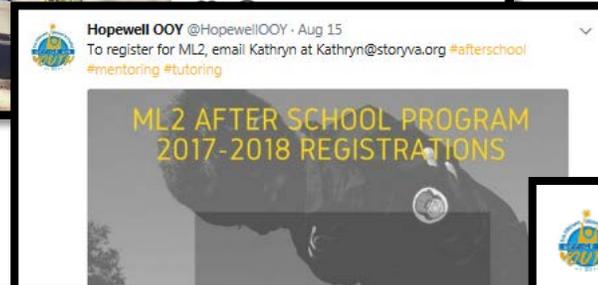
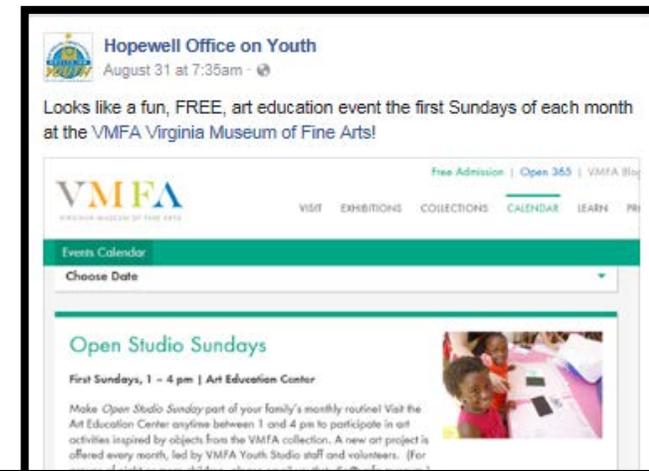
Social Media

Connect with the Office on Youth for:

- ◆ Upcoming Events
- ◆ Community Resources
- ◆ Opportunities to celebrate our youth
- ◆ Volunteer, intern, job, scholarship, etc. opportunities
- ◆ General information pertaining to youth



@HopewellOOY



**REPORTS
OF THE
CITY
MANAGER**

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Ordinance revising Chapter 22 of the City Code

ISSUE: Chapter 22, Article VI, Sec. 22-110 of the City Code currently includes parking in a fire lane or near a fire hydrant as a general parking citation, charging only a \$10 fine. Since City Code Chapter 15, Article III, Sec. 15-49 addresses those particular violations, it needs to be removed from this section.

RECOMMENDATION: Staff recommends approval

TIMING:

BACKGROUND: As previously stated.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: none

STAFF: Donald Hunter, Fire Chief
Heather Marks, Fire Marshal

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice 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"/> | Mayor Jackie Shornak, Ward #7 |



ORDINANCE 2017-__

AN ORDINANCE REVISING CHAPTER 22, ARTICLE VI, SEC. 22-110 OF THE CODE OF THE CITY OF HOPEWELL, VIRGINIA, 1981, AS AMENDED AND REPLACING IT WITH THE BELOW.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL:

That Chapter 22, Article VI, Sec. 22-110 of the Code of the City of Hopewell, Virginia, 1981, is hereby amended as follows:

• **Sec. 22-110. - Parking citations generally; payment of fine in lieu of prosecution.**

~~(a)~~ In the event any of the following parking violations should occur:

- (1) Overtime parking in limited time zone;
- (2) Parking or stopping with left side to curb, except upon a one-way street;
- (3) Parking on a sidewalk;
- (4) Parking too far from curb;
- (5) Blocking alley;
- (6) Double parking;
- (7) Parking in no parking zone;
- (8) Parking in loading zone;
- ~~(9) Parking within fifteen (15) feet of a fire hydrant;~~
- ~~(9) Blocking driveway;~~
- ~~(10) Parking within twenty (20) feet of an intersection with a crosswalk;~~
- ~~(11) Parking in a pedestrian crosswalk;~~
- ~~(12) Parking in an alley;~~
- ~~(14) Parking in a fire lane;~~
- (13) Parking in an assigned, numbered, or reserved space in a city-owned parking lot.

The police officer who has witnessed such violation shall give the person guilty a parking ticket citation, or if person is not present, shall attach such ticket to the vehicle so unlawfully parked in such position as to be visible to one in charge of the vehicle. Such parking ticket citation shall state the specific offense charged and that any person receiving such ticket may, within five (5) working days of the date and time of such ticket pay the sum of ten dollars (\$10.00) as a fine for such violation, and upon such payment he shall be relieved of further prosecution for such violation.

ORDINANCE 2017-___

AN ORDINANCE REVISING CHAPTER 22, ARTICLE VI, SEC. 22-110 OF THE CODE OF THE CITY OF HOPEWELL, VIRGINIA, 1981, AS AMENDED AND REPLACING IT WITH THE BELOW.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL:

That Chapter 22, Article VI, Sec. 22-110 of the Code of the City of Hopewell, Virginia, 1981, is hereby amended as follows:

- **Sec. 22-110. - Parking citations generally; payment of fine in lieu of prosecution.**

In the event any of the following parking violations should occur:

- (1) Overtime parking in limited time zone;
- (2) Parking or stopping with left side to curb, except upon a one-way street;
- (3) Parking on a sidewalk;
- (4) Parking too far from curb;
- (5) Blocking alley;
- (6) Double parking;
- (7) Parking in no parking zone;
- (8) Parking in loading zone;
- (9) Blocking driveway;
- (10) Parking within twenty (20) feet of an intersection with a crosswalk;
- (11) Parking in a pedestrian crosswalk;
- (12) Parking in an alley;
- (13) Parking in an assigned, numbered, or reserved space in a city-owned parking lot.

The police officer who has witnessed such violation shall give the person guilty a parking ticket citation, or if person is not present, shall attach such ticket to the vehicle so unlawfully parked in such position as to be visible to one in charge of the vehicle. Such parking ticket citation shall state the specific offense charged and that any person receiving such ticket may, within five (5) working days of the date and time of such ticket pay the sum of ten dollars (\$10.00) as a fine for such violation, and upon such payment he shall be relieved of further prosecution for such violation.

The undersigned Clerk of City Council for the City of Hopewell, Virginia certifies the foregoing ordinance was adopted by City Council on _____, 2017.

WITNESS my signature and the seal of the City of Hopewell, Virginia, this ____ day of September, 2017.

Ronnieye Arrington, City Clerk

SEAL

The undersigned Clerk of City Council for the City of Hopewell, Virginia certifies the foregoing ordinance was adopted by City Council on _____, 2017.

WITNESS my signature and the seal of the City of Hopewell, Virginia, this ____ day of September, 2017.

Ronnieye Arrington, City Clerk

SEAL



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: Ordinance revising Chapter 15 of the City Code

ISSUE: Chapter 15, Article III, Sec. 15-49 of the City Code currently states that parking in a fire lane is a class 1 misdemeanor and will result in a \$200 fine. The Commonwealth Attorney requested that this ordinance be revised to remove the misdemeanor aspect and leave only the fine.

RECOMMENDATION: Staff recommends approval

TIMING: The Fire Marshal cannot issue tickets until this ordinance is revised, so staff requests immediate approval.

BACKGROUND: As previously stated.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: none

STAFF: Donald Hunter, Fire Chief
Heather Marks, Fire Marshal

SUMMARY:

- | Y | N | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice 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"/> | Mayor Jackie Shornak, Ward #7 |



ORDINANCE 2016-___

AN ORDINANCE REVISING CHAPTER 15, ARTICLE III, SEC. 15-49 OF THE CODE OF THE CITY OF HOPEWELL, VIRGINIA, 1981, AS AMENDED AND REPLACING IT WITH THE BELOW.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL:

That Chapter 15, Article III, Sec. 15-49 of the Code of the City of Hopewell, Virginia, 1981, is hereby amended as follows:

Chapter 15 FIRE PREVENTION AND PROTECTION

ARTICLE III.

Sec. 15-49. Parking Near Fire Hydrants or Fire Lanes

- A. Parking in a fire lane or within 15 feet of any fire hydrant will result in a \$200 fine, ~~and is a class 1 misdemeanor,~~ and the vehicle will be subject to towing at the owner's expense
- B. Fire lanes will be either painted yellow or will be posted with a "No Parking Fire Lane" sign. ~~Parking in a fire lane is a violation of the Virginia Statewide Fire Prevention Code, and is a class 1 misdemeanor, and the vehicle will be subject to towing at the owner's expense.~~

The undersigned Clerk of City Council for the City of Hopewell, Virginia certifies the foregoing ordinance was adopted by City Council on _____, 2017.

WITNESS my signature and the seal of the City of Hopewell, Virginia, this ___ day of September, 2017.

Ronnieye Arrington, City Clerk

SEAL

ORDINANCE 2016-___

AN ORDINANCE REVISING CHAPTER 15, ARTICLE III, SEC. 15-49 OF THE CODE OF THE CITY OF HOPEWELL, VIRGINIA, 1981, AS AMENDED AND REPLACING IT WITH THE BELOW.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL:

That Chapter 15, Article III, Sec. 15-49 of the Code of the City of Hopewell, Virginia, 1981, is hereby amended as follows:

Chapter 15 FIRE PREVENTION AND PROTECTION

ARTICLE III.

Sec. 15-49. Parking Near Fire Hydrants or Fire Lanes

- A. Parking in a fire lane or within 15 feet of any fire hydrant will result in a \$200 fine, and the vehicle will be subject to towing at the owner's expense
- B. Fire lanes will be either painted yellow or will be posted with a "No Parking Fire Lane" sign.

The undersigned Clerk of City Council for the City of Hopewell, Virginia certifies the foregoing ordinance was adopted by City Council on _____, 2017.

WITNESS my signature and the seal of the City of Hopewell, Virginia, this ___ day of September, 2017.

Ronnieye Arrington, City Clerk

SEAL

R-2



COMMONWEALTH of VIRGINIA DEPARTMENT OF ELECTIONS

Edgardo Cortés
Commissioner

Elizabeth L. Howard
Deputy Commissioner

NOTICE TO LOCALITIES USING DRE VOTING EQUIPMENT

This letter is to formally notify you that the voting equipment used in your locality is under review by the Department of Elections (Department or ELECT), in conjunction with the Virginia Information Technology Agency (VITA). The Department opted to undertake this review for various reasons, including the recent public statements made by attendees and participants of DEF-CON which may have jeopardized the security of the continued use of multiple types of DRE (often referred to as “touch screen”) voting equipment; the fact that the voting equipment used in your locality does not produce an auditable paper trail; and the current cybersecurity environment surrounding elections faced by election administrators at all levels of government. The Department previously provided an overview of this situation on a conference call in mid-August, 2017 with the General Registrar and members of your Electoral Board.

This review is currently underway. During this stage of the review, VITA is conducting a security assessment of the voting equipment. The specific timing required to conduct this review is unknown at this time due to the large number of variables that may arise during testing. For comparison, VITA’s testing of the previously decertified WINVote equipment was conducted over a period of approximately 2 weeks. If VITA finds serious security concerns, the Department will request the State Board of Elections to take up potential decertification of one or more of the DREs at their next meeting. In general, the SBE must provide three days’ notice prior to calling a board meeting.

The time between this security review, potential decertification, and the November General Election is very short due to when the concerns were raised. Because of this short timeframe, the Voter Registrar Association of Virginia (VRAV) recommended that all potentially affected localities immediately purchase new equipment to ensure that voters are not negatively impacted in the event of decertification. Please note that the Department has encouraged all localities using DRE equipment to procure modern voting equipment that produces a paper trail for many years. Further, while the timing is unfortunate, the security of the election process is always of paramount importance. The Department is continually vigilant on matters related to security of voting equipment used in Virginia and committed to maintaining the integrity of the election process.

As a reminder, Virginia is one of only two states conducting statewide elections this year. This fact will likely result in heightened scrutiny of choices related to elections made at the local and state level. The Department encourages you to become familiar with the facts applicable to your locality and the voting equipment currently in use in your locality, which the Department has previously identified as past its expected useful life.

In an effort to be helpful, the Department has contacted all four vendors of the currently certified paper-based voting equipment. The vendors have assured the Department that not only do they have sufficient inventory to equip all potentially affected localities, but also that they are willing to work with each locality on the financing of new equipment. Historically, the voting equipment vendors have proven very flexible and many offered special deals after the WINVote decertification.

In summary, it is possible that the voting equipment being used in your locality will be decertified prior to the November General Election. In the event of decertification, it will be impermissible to continue using this equipment in Virginia elections. Due to the proximity of the election, the Department highly recommends that your locality immediately procure new voting equipment that includes an auditable paper trail.

I appreciate your prompt attention to this matter. For additional questions, please contact me at 804-864-8904 or edgardo.cortes@elections.virginia.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edgardo Cortes", is positioned above the typed name and title.

Edgardo Cortes
Commissioner

R-3

LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT, prepared in duplicate originals, made this 26th day of March, 2007, by and between the CITY OF COLONIAL HEIGHTS, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Colonial Heights", the CITY OF HOPEWELL, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Hopewell", the CITY OF PETERSBURG, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Petersburg", the COUNTY OF PRINCE GEORGE, a County of the Commonwealth of Virginia, hereinafter referred to as "Prince George", the COUNTY OF CHESTERFIELD, a County of the Commonwealth of Virginia, hereinafter referred to as "Chesterfield", the SHERIFF OF THE COUNTY OF SUSSEX, a County of the Commonwealth of Virginia, hereinafter referred to as "Sussex", the SHERIFF OF THE COUNTY OF DINWIDDIE, a County of the Commonwealth of Virginia, hereinafter referred to as "Dinwiddie", and the SHERIFF OF THE COUNTY OF SURRY, a County of the Commonwealth of Virginia, hereinafter referred to as "Surry";

WHEREAS, Virginia law authorizes local governments to enter into reciprocal agreements for cooperation in the furnishing of law enforcement services; and

WHEREAS, certain local governments and sheriffs in the Petersburg Metropolitan Area have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to Colonial Heights, Hopewell, Petersburg, Chesterfield, Sussex, Dinwiddie, Surry and Prince George to enter into an agreement concerning mutual aid with regard to law enforcement; and

WHEREAS, the parties desire that the terms and conditions of any such Law Enforcement Mutual Aid Agreement be established; NOW THEREFORE

WITNESSETH

That for and in consideration of the mutual benefits to be derived by Colonial Heights, Hopewell, Petersburg, Chesterfield, Prince George and the sheriffs of Sussex, Dinwiddie and Surry hereby covenant and agree, each with the other, as follows:

1. Colonial Heights, Hopewell, Petersburg, Chesterfield, Prince George and the sheriffs of Sussex, Dinwiddie and Surry will endeavor to provide law enforcement support to the jurisdictions which are parties to this Agreement within the capabilities available at the time the request for such support is made and within the terms of this Agreement. The terms "law enforcement support" or "support" include, without limitation, any law-enforcement activity undertaken by a responding party pursuant to the Agreement.

2. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the law enforcement personnel of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction or sheriff to continue to provide law enforcement support in another jurisdiction when its law enforcement personnel or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its jurisdiction.

3. No party to this agreement shall be liable to any other party hereto for any loss, damage, personal injury or death to law enforcement personnel or equipment resulting from the performance of this Agreement, whether such occurs within or without the jurisdictional boundaries of the respective parties hereto.

4. There shall be no liability to any of the parties hereto for reimbursement for injuries to law enforcement, equipment or personnel occasioned by a response or law enforcement action, or for injuries to such equipment or personnel incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

5. Any parties hereto desiring to request assistance pursuant to the terms and conditions of this Agreement shall make such request to an Officer having the rank or grade of Chief of Police, or the Sheriff, or his/her designee in Counties without a Police Department, or to the County Administrator of Chesterfield, the Sheriff of Sussex, the Sheriff of Dinwiddie, the Sheriff of Surry, the County Administrator of Prince George, the City Manager of Colonial Heights, the City Manager of Hopewell, or the City Manager of Petersburg.

6. The personnel of any party rendering assistance to a jurisdiction requesting assistance under this Agreement shall render such assistance under the direction of the appropriate official designated by the requesting jurisdiction; provided, however, that the ultimate control of the personnel of any party rendering assistance shall rest with the Officers or supervisors of such personnel.

7. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes and all immunities from liability enjoyed by the local government within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purposes of this Agreement, the responding party is rendering aid once it has initiated a response pursuant to this Agreement.

8. All pension, relief, disability, workers' compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions.

9. All law enforcement officers, agents, and other employees of the parties to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in every jurisdiction subscribing to this Agreement, including the authority to make arrests in every such jurisdiction subscribing to this Agreement.

10. The parties of this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions. The governing bodies of the parties, other than Sussex, Surry and Dinwiddie, to this Agreement each agree that this Agreement shall neither be used against the Counties in any future annexation proceedings nor shall any cooperative undertaking arising out of this Agreement be used against the Counties in any future annexation proceedings. This cooperative Agreement is entered into in furtherance of the policies set forth in Section 15.2-1736 of the Code of Virginia, 1950, as amended, and shall be without prejudice to the Counties.

11. This Agreement repeals and supersedes all previous written agreements or oral understandings relating to the provision of mutual law enforcement services as outlined in this document.

12. This Agreement may be terminated at any time by any party giving thirty (30) days written notice of that effect to the other parties hereto.

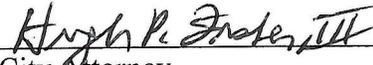
IN WITNESS WHEREOF, Colonial Heights has caused its name to be subscribed hereunto by its City Manager, Hopewell has caused its name to be subscribed hereunto by its City Manager, Petersburg has caused its name to be subscribed hereunto by its City Manager, Chesterfield has caused its name to be subscribed hereunto by its County Administrator, Prince George has caused its name to be subscribed hereunto by its County Administrator, and the Sheriffs of Sussex, Surry and Dinwiddie have signed by agreement, they being duly authorized so to do.

(The rest of the page left intentionally blank.)

CITY OF COLONIAL HEIGHTS

by: 
City Manager

Approved as to form:


City Attorney

(The rest of the page left intentionally blank.)

CITY OF HOPEWELL

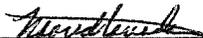
by: John M. Altman
City Manager

Approved as to form:

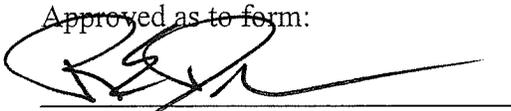
Edwin N. Wilentz
City Attorney

(The rest of the page left intentionally blank.)

CITY OF PETERSBURG

by: 
City Manager

Approved as to form:


City Attorney

(The rest of the page left intentionally blank.)

COUNTY OF CHESTERFIELD

by: Jane B. Ramsey
County Administrator

Approved as to form:

ASST. Michael P. Kozak
County Attorney

(The rest of the page left intentionally blank.)

SUSSEX SHERIFF

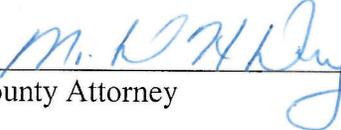
by: 
Sheriff

(The rest of the page left intentionally blank.)

DINWIDDIE SHERIFF

by: 
Sheriff

Approved as to form:


County Attorney

(The rest of the page left intentionally blank.)

SURRY SHERIFF

by: AD Brown
Sheriff

Approved as to form:

Wade H. Hays
County Attorney

(The rest of the page left intentionally blank.)

COUNTY OF PRINCE GEORGE

by: *Pruda H. Gault*
County Administrator

Approved as to form:

H. Martin Robertson
County Attorney

(The rest of the page left intentionally blank.)

LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT, made as of this _____ day of _____, _____ (the “Effective Date”), by and among the CITY OF COLONIAL HEIGHTS, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as “Colonial Heights”, the CITY OF HOPEWELL, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as “Hopewell”, the CITY OF PETERSBURG, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as “Petersburg”, the COUNTY OF PRINCE GEORGE, a County of the Commonwealth of Virginia, hereinafter referred to as “Prince George”, the COUNTY OF CHESTERFIELD, a County of the Commonwealth of Virginia, hereinafter referred to as “Chesterfield”, the SHERIFF OF THE COUNTY OF SUSSEX, a County of the Commonwealth of Virginia, hereinafter referred to as “Sussex”, the SHERIFF OF THE COUNTY OF DINWIDDIE, a County of the Commonwealth of Virginia, hereinafter referred to as “Dinwiddie”, and the SHERIFF OF THE COUNTY OF SURRY, a County of the Commonwealth of Virginia, hereinafter referred to as “Surry”;

WHEREAS, Virginia law authorizes local governments to enter into reciprocal agreements for cooperation in the furnishing of law enforcement services; and

WHEREAS, certain local governments and sheriffs in the Petersburg Metropolitan Area have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to Colonial Heights, Hopewell, Petersburg, Chesterfield, Sussex, Dinwiddie, Surry and Prince George to enter into an agreement concerning mutual aid with regard to law enforcement; and

WHEREAS, the parties desire that the terms and conditions of any such Law Enforcement Mutual Aid Agreement be established; NOW THEREFORE

WITNESSETH

That for and in consideration of the mutual benefits to be obtained herein, Colonial Heights, Hopewell, Petersburg, Chesterfield, Prince George and the sheriffs of Sussex, Dinwiddie and Surry hereby covenant and agree, each with the other, as follows:

1. Colonial Heights, Hopewell, Petersburg, Chesterfield, Prince George and the sheriffs of Sussex, Dinwiddie and Surry will endeavor to provide law enforcement support to the jurisdictions which are parties to this Agreement within the capabilities available at the time the request for such support is made and within the terms of this Agreement. The terms “law enforcement support” or “support” include, without limitation, any law-enforcement activity undertaken by a responding party pursuant to the Agreement.

2. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the law enforcement personnel of the jurisdiction to whom the request is made are, in the opinion of

the requested jurisdiction, needed within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction or sheriff to continue to provide law enforcement support in another jurisdiction when its law enforcement personnel or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its jurisdiction.

3. No party to this agreement shall be liable to any other party hereto for any loss, damage, personal injury or death to law enforcement personnel or equipment resulting from the performance of this Agreement, whether such occurs within or without the jurisdictional boundaries of the respective parties hereto.

4. There shall be no liability to any of the parties hereto for reimbursement for injuries to law enforcement, equipment or personnel occasioned by a response or law enforcement action, or for injuries to such equipment or personnel incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

5. Any parties hereto desiring to request assistance pursuant to the terms and conditions of this Agreement shall make such request to an Officer having the rank or grade of Chief of Police or his/her designee(s), or in the Counties without a police department, the Sheriff or his/her designee(s).

6. The personnel of any party rendering assistance to a jurisdiction requesting assistance under this Agreement shall render such assistance under the direction of the appropriate official designated by the requesting jurisdiction; provided, however, that the ultimate control of the personnel of any party rendering assistance shall rest with the Officers or supervisors of such personnel.

7. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes and all immunities from liability enjoyed by each party within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purposes of this Agreement, the responding party is rendering aid once it has initiated a response pursuant to this Agreement.

8. All pension, relief, disability, workers' compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions.

9. All law enforcement officers, agents, and other employees of the parties to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in every jurisdiction subscribing to this Agreement, including the authority to make arrests in every such jurisdiction subscribing to this Agreement.

10. The parties of this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions. The governing bodies of the parties, other than Sussex, Surry and Dinwiddie, to this Agreement each agree that this Agreement shall neither be used against the Counties in any future annexation

proceedings nor shall any cooperative undertaking arising out of this Agreement be used against the Counties in any future annexation proceedings. This cooperative Agreement is entered into in furtherance of the policies set forth in Section 15.2-1736 of the Code of Virginia, 1950, as amended, and shall be without prejudice to the Counties.

11. This Agreement repeals and supersedes all previous written agreements or oral understandings relating to the provision of mutual law enforcement services as outlined in this document.

12. This Agreement may be terminated at any time by any party giving thirty (30) days written notice of that effect to the other parties hereto.

13. No provision in this Agreement is intended to or shall create any rights with respect to the subject matter of this Agreement in any third party.

14. In the case any provision or provisions in this Agreement are found invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

15. For the purposes of clarification and not in limitation of any rights current and future sheriffs of Surry, Sussex, and Dinwiddie may have under this Agreement or prior Law Enforcement Mutual Aid Agreements, future sheriffs of Surry, Sussex and Dinwiddie may choose to enter and ratify this Agreement by executing it and providing notice of the same to the other parties to this Agreement.

16. This Agreement, including any exercise of rights under Sections 15 or 17 herein by sheriffs may be executed in counterparts, which together shall constitute a single agreement. This Agreement and any documents relating to it may be executed and transmitted to any other party by facsimile or PDF, which facsimile or PDF shall be utilized in all respects as, an original, wet-inked manually executed document.

17. As of the Effective Date, this Agreement shall rescind and supersede the Law Enforcement Mutual Aid Agreement entered into on the 26th day of March, 2007 by and between the parties to this Agreement. Should a sheriff of Surry, Sussex or Dinwiddie sign this Agreement prior to the Effective Date, his/her signature shall serve to (1) agree to the terms and conditions of and (2) allow said sheriff to become a party to the March 26, 2007 Mutual Aid Agreement until the Effective Date, on which date this Agreement would take effect.

18. Any notice provided pursuant to this Agreement shall be provided to each party at the addresses given below on the respective signature pages of the parties, and shall be deemed given when delivered personally or deposited in the U.S. mail, First Class with postage prepaid.

IN WITNESS WHEREOF, the City Manager, County Administrator, or Sheriff, as applicable, of the respective jurisdictions have signed by agreement, they having been duly authorized to do so.

(The rest of the page left intentionally blank.)

CITY OF COLONIAL HEIGHTS

By: _____
City Manager

Approved as to form:

City Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

CITY OF HOPEWELL

By: _____
City Manager

Approved as to form:

City Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

CITY OF PETERSBURG

By: _____
City Manager

Approved as to form:

City Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

COUNTY OF CHESTERFIELD

By: _____
County Administrator

Approved as to form:

County Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

SHERIFF OF SUSSEX COUNTY, VIRGINIA

By: _____
Sheriff

Approved as to form:

County Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

SHERIFF OF DINWIDDIE COUNTY, VIRIGNIA

By: _____
Sheriff

Approved as to form:

County Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

SHERIFF OF SURRY COUNTY, VIRGINIA

By: _____
Sheriff

Approved as to form:

County Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

COUNTY OF PRINCE GEORGE

By: _____
County Administrator

Approved as to form:

County Attorney

Notice to:

With a Copy to:

(The rest of the page left intentionally blank.)

Draft August 4, 2017

LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT, prepared in duplicated originals, made as of this 26th day of March, 2007, of (the "Effective Date"), by and between among the CITY OF COLONIAL HEIGHTS, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Colonial Heights", the CITY OF HOPEWELL, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Hopewell", the CITY OF PETERSBURG, a municipal corporation of the Commonwealth of Virginia, hereinafter referred to as "Petersburg", the COUNTY OF PRINCE GEORGE, a County of the Commonwealth of Virginia, hereinafter referred to as "Prince George", the COUNTY OF CHESTERFIELD, a County of the Commonwealth of Virginia, hereinafter referred to as "Chesterfield", the SHERIFF OF THE COUNTY OF SUSSEX, a County of the Commonwealth of Virginia, hereinafter referred to as "Sussex", the SHERIFF OF THE COUNTY OF DINWIDDIE, a County of the Commonwealth of Virginia, hereinafter referred to as "Dinwiddie", and the SHERIFF OF THE COUNTY OF SURRY, a County of the Commonwealth of Virginia, hereinafter referred to as "Surry";

WHEREAS, Virginia law authorizes local governments to enter into reciprocal agreements for cooperation in the furnishing of law enforcement services; and

WHEREAS, certain local governments and sheriffs in the Petersburg Metropolitan Area have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to Colonial Heights, Hopewell, Petersburg, Chesterfield, Sussex, Dinwiddie, Surry and Prince George to enter into an agreement concerning mutual aid with regard to law enforcement; and

WHEREAS, the parties desire that the terms and conditions of any such Law Enforcement Mutual Aid Agreement be established; NOW THEREFORE

WITNESSETH

That for and in consideration of the mutual benefits to be derived by obtained herein, Colonial Heights, Hopewell, Petersburg, Chesterfield, Prince George and the sheriffs of Sussex, Dinwiddie and Surry hereby covenant and agree, each with the other, as follows:

1. Colonial Heights, Hopewell, Petersburg, Chesterfield, Prince George and the sheriffs of Sussex, Dinwiddie and Surry will endeavor to provide law enforcement support to the jurisdictions which are parties to this Agreement within the capabilities available at the time the request for such support is made and within the terms of this Agreement. The terms "law enforcement support" or "support" include, without limitation, any law-enforcement activity undertaken by a responding party pursuant to the Agreement.

- Formatted: Font: Times New Roman, 12 pt
- Formatted: Right
- Style Definition: Normal: Font: (Default) +Body (Calibri), 11 pt, Space After: 8 pt, Line spacing: Multiple 1.08 li
- Style Definition: Heading 1
- Style Definition: Body Text
- Style Definition: Body Text Indent
- Style Definition: Footer: Font: (Default) +Body (Calibri), 11 pt, Tab stops: 3.25", Centered + 6.5", Right + Not at 3" + 6"
- Style Definition: Balloon Text: Font:
- Style Definition: Envelope Address
- Style Definition: Title
- Formatted: Normal, Centered
- Formatted: Section start: New page, Do not suppress endnotes
- Formatted: Font: Times New Roman, 12 pt, Bold, Underline
- Formatted: Font: Times New Roman, 12 pt
- Formatted: Left
- Formatted: Font: Times New Roman, 12 pt
- Formatted: Normal, Line spacing: single
- Formatted: Font: Times New Roman, 12 pt
- Formatted: Left, Line spacing: single
- Formatted: Heading 1, Line spacing: single
- Formatted: Font: Times New Roman, 12 pt
- Formatted: Left, Line spacing: single
- Formatted: Font: Times New Roman, 12 pt

Draft August 4, 2017

2. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the law enforcement personnel of the jurisdiction to whom the request is made are, in the opinion of the requested jurisdiction, needed within the boundaries of that jurisdiction, nor shall any such request compel the requested jurisdiction or sheriff to continue to provide law enforcement support in another jurisdiction when its law enforcement personnel or equipment, in the opinion of the requested jurisdiction, are needed for other duties within the boundaries of its jurisdiction.

Formatted: Font: Times New Roman, 12 pt

Formatted: Right

Formatted: Line spacing: single

3. No party to this agreement shall be liable to any other party hereto for any loss, damage, personal injury or death to law enforcement personnel or equipment resulting from the performance of this Agreement, whether such occurs within or without the jurisdictional boundaries of the respective parties hereto.

Formatted: Font: Times New Roman, 12 pt

Formatted: Left, Line spacing: single

4. There shall be no liability to any of the parties hereto for reimbursement for injuries to law enforcement, equipment or personnel occasioned by a response or law enforcement action, or for injuries to such equipment or personnel incurred when going to or returning from another jurisdiction. Neither shall the parties be liable to each other for any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement.

Formatted: Line spacing: single

5. Any parties hereto desiring to request assistance pursuant to the terms and conditions of this Agreement shall make such request to an Officer having the rank or grade of Chief of Police, ~~or the Sheriff, or his/her designee in Counties without a Police Department, or to the County Administrator of Chesterfield, the Sheriff of Sussex, the Sheriff of Dinwiddie, the Sheriff of Surry, the County Administrator of Prince George, the~~ or his/her designee(s), or in the Counties without a police department, the Sheriff or his/her designee(s), City Manager of Colonial Heights, the City Manager of Hopewell, or the City Manager of Petersburg.

Formatted: Font: Times New Roman, 12 pt

Formatted: Left, Line spacing: single

Formatted: Font: Times New Roman, 12 pt

6. The personnel of any party rendering assistance to a jurisdiction requesting assistance under this Agreement shall render such assistance under the direction of the appropriate official designated by the requesting jurisdiction; provided, however, that the ultimate control of the personnel of any party rendering assistance shall rest with the Officers or supervisors of such personnel.

7. The services performed and expenditures made under this Agreement shall be deemed for public and governmental purposes and all immunities from liability enjoyed by ~~the local government~~ each party within its boundaries shall extend to its participation in rendering assistance outside its boundaries. It is understood that for the purposes of this Agreement, the responding party is rendering aid once it has initiated a response pursuant to this Agreement.

Formatted: Font: Times New Roman, 12 pt

8. All pension, relief, disability, workers' compensation, life and health insurance, and other benefits enjoyed by said employees shall extend to the services they perform under this Agreement outside their respective jurisdictions.

9. All law enforcement officers, agents, and other employees of the parties to this Agreement shall have the same powers, rights, benefits, privileges, and immunities in every

Formatted: Line spacing: single

Draft August 4, 2017

Formatted: Font: Times New Roman, 12 pt

Formatted: Right

jurisdiction subscribing to this Agreement, including the authority to make arrests in every such jurisdiction subscribing to this Agreement.

10. The parties of this Agreement recognize that they are each fully capable of independently providing services to adequately serve their respective political subdivisions. The governing bodies of the parties, other than Sussex, Surry and Dinwiddie, to this Agreement each agree that this Agreement shall neither be used against the Counties in any future annexation proceedings nor shall any cooperative undertaking arising out of this Agreement be used against the Counties in any future annexation proceedings. This cooperative Agreement is entered into in furtherance of the policies set forth in Section 15.2-1736 of the Code of Virginia, 1950, as amended, and shall be without prejudice to the Counties.

Formatted: Font: Times New Roman, 12 pt

Formatted: Left, Line spacing: single

Formatted: Line spacing: single

11. This Agreement repeals and supersedes all previous written agreements or oral understandings relating to the provision of mutual law enforcement services as outlined in this document.

Formatted: Font: Times New Roman, 12 pt

Formatted: Left, Line spacing: single

12. This Agreement may be terminated at any time by any party giving thirty (30) days written notice of that effect to the other parties hereto.

13. No provision in this Agreement is intended to or shall create any rights with respect to the subject matter of this Agreement in any third party.

14. In the case any provision or provisions in this Agreement are found invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

15. For the purposes of clarification and not in limitation of any rights current and future sheriffs of Surry, Sussex, and Dinwiddie may have under this Agreement or prior Law Enforcement Mutual Aid Agreements, future sheriffs of Surry, Sussex and Dinwiddie may choose to enter and ratify this Agreement by executing it and providing notice of the same to the other parties to this Agreement.

16. This Agreement, including any exercise of rights under Sections 15 or 17 herein by sheriffs may be executed in counterparts, which together shall constitute a single agreement. This Agreement and any documents relating to it may be executed and transmitted to any other party by facsimile or PDF, which facsimile or PDF shall be utilized in all respects as, an original, wet-inked manually executed document.

17. As of the Effective Date, this Agreement shall rescind and supersede the Law Enforcement Mutual Aid Agreement entered into on the 26th day of March, 2007 by and between the parties to this Agreement. Should a sheriff of Surry, Sussex or Dinwiddie sign this Agreement prior to the Effective Date, his/her signature shall serve to (1) agree to the terms and conditions of and (2) allow said sheriff to become a party to the March 26, 2007 Mutual Aid Agreement until the Effective Date, on which date this Agreement would take effect.

Draft August 4, 2017

Formatted: Right

Formatted: Font: Times New Roman, 12 pt

18. Any notice provided pursuant to this Agreement shall be provided to each party at the addresses given below on the respective signature pages of the parties, and shall be deemed given when delivered personally or deposited in the U.S. mail, First Class with postage prepaid.

IN WITNESS WHEREOF, ~~Colonial Heights has caused its name to be subscribed hereunto by its~~the City Manager, ~~Hopewell has caused its name to be subscribed hereunto by its City Manager,~~ Petersburg has caused its name to be subscribed hereunto by its City Manager, ~~Chesterfield has caused its name to be subscribed hereunto by its County Administrator,~~ Prince George has caused its name to be subscribed hereunto by its County Administrator, and the ~~Sheriffs of Sussex, Surry and Dinwiddie or Sheriff, as applicable, of the respective jurisdictions~~ have signed by agreement, they ~~being~~having been duly authorized ~~to do~~ so.

Formatted: Indent: First line: 0.5", Line spacing: single

Formatted: Normal, Left

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: Demolition of City owned house at 603 N. 21st. Street - City Parcel #031-1365

ISSUE: On November 22, 2016, Council voted to purchase this property for \$29,950. It is located in the planned growth area for the cemetery. The building on the property has no redeeming value and demolition is recommended. It is structurally unsafe and not suitable for reuse.

RECOMMENDATION: City Staff recommends Council approve the demolition of the building at this property to make room for general city use by the cemetery, reduction of regular building maintenance and provide more space for use of the neighboring property being proposed for purchase (601 North 21st Avenue)

TIMING: This demolition should be made as soon as possible to avoid possible safety issues.

BACKGROUND: There are only a couple of a hundred vacant burial sites in the Appomattox Cemetery that are available for purchase. The rate of sell of lots in this cemetery is roughly 100 lots a year. It is expected that there will be very few sites available for purchase in the next year or two. Furthermore, the availability of more than 2 contiguous lots is severely limited now, and the city needs to be taking steps to expand the cemetery.

FISCAL IMPACT: It is estimated that \$6,000 is needed to remove lead based paint and asbestos, and to remove the existing building on this property.

ENCLOSED DOCUMENTS: A picture of the house being recommended for demolition, and a map that shows the location of this house.

STAFF: Charles Dane, Interim City Manager
Edward Watson, Director of Public Works

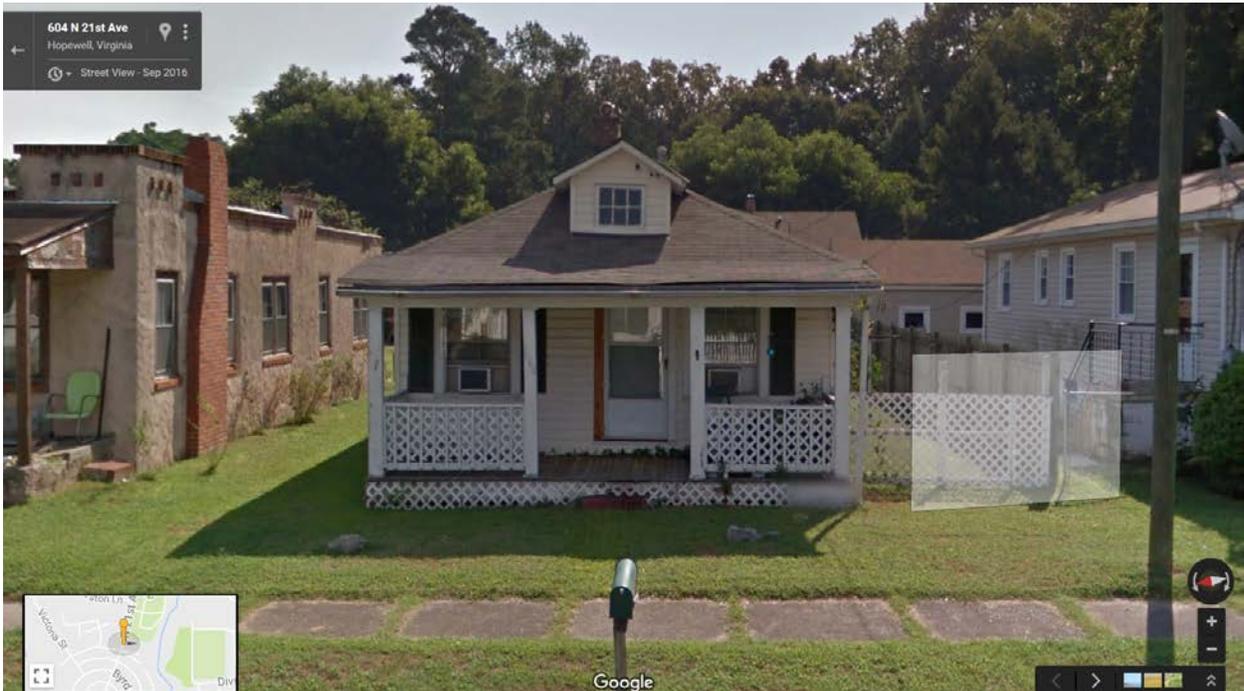
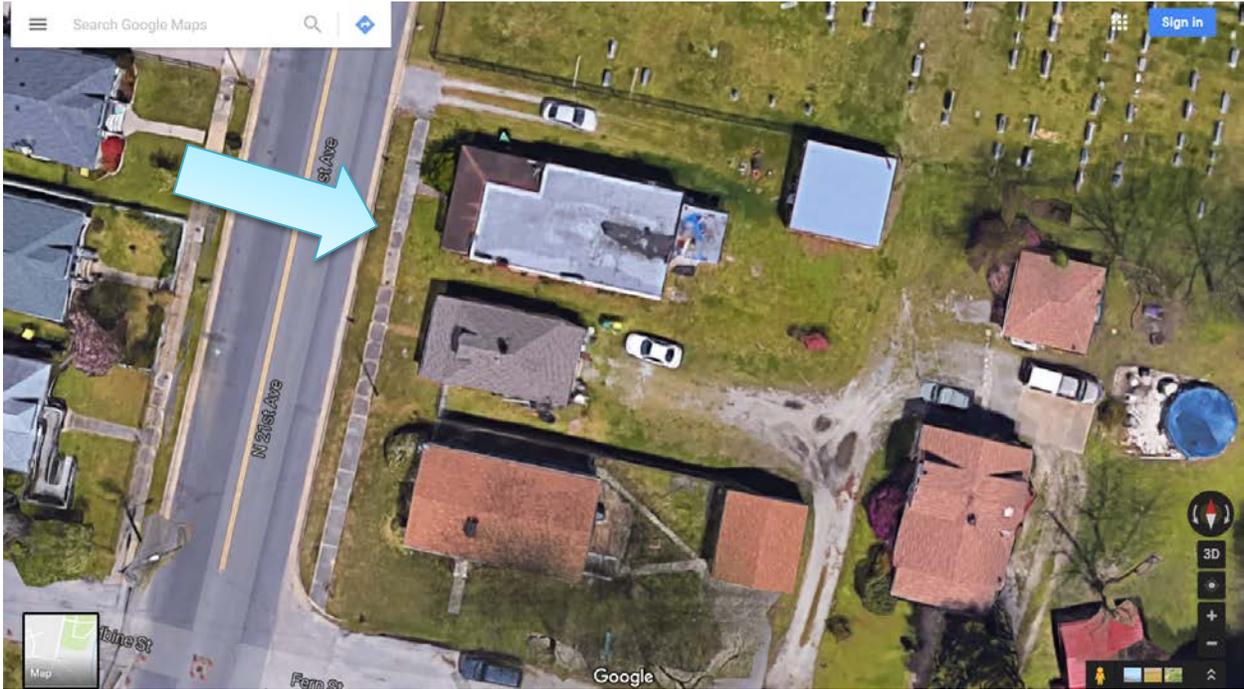
Council action form 1-3-17

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, 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 S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Tony Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 | | | |

**11-9-
2016**

603 21st Avenue



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: Approval of Accountant Position for Hopewell Water Renewal

ISSUE: Over the two years, Hopewell Water Renewal has taken on the responsibility of reconciling accounts, industrial billing, and managing the third party billing for the residential and commercial accounts. H2O Renewal does not have personnel that have financial training to easily manage the required financial tasks. In the 2015 audit, the Auditor recommended that H2O Renewal hire an accountant to handle the tracking and reconciliation tasks.

RECOMMENDATION: The City Administration recommends City Council’s approval of an accountant position for Hopewell Water Renewal at a grade 30 annual salary range of \$59,241.00 to 97,747.65.

TIMING: Auditing of FY 2016 and FY 2017 is beginning and accounting expertise will enhance this task. In addition, filling this position as soon possible will allow personnel to set up the necessary financial management systems for FY2018.

BACKGROUND: In 2015, the Finance Department requested that Hopewell Water Renewal (HWR) assume the responsibilities for industrial billing and for tracking and reconciling its operating funds. HWR did not have the resources or expertise necessary to take on this task and has struggled to manage these financial tasks.

FISCAL IMPACT: Failure to maintain complete financial records affects cash flow, collection of revenue, and closure of year end accounts as was demonstrated by the issues and problems with the FY 2015 CAFR which affected the City’s bond ratings. Although this position was not a part of HWR’s 2018 budget, we believe that the necessary salary funds will be available through attrition and personnel turnover.

ENCLOSED DOCUMENTS: None

STAFF: Jeanie Grandstaff, Director, Hopewell Water Renewal

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Jackie Shornak, Ward #7 | <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine E. Gore Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, 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 Anthony J. Zevgolis, Ward #3 | | | |

REPORTS OF THE CITY COUNCIL

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

ADJOURN