



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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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. Zevgolis, 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: December 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

CLOSED MEETING

MOTION: To go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city manager); (2) discussion of appointment of specific appointees of city council (HRHA); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council (CSA, public safety building); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively.

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 Rev. Jeff Butler of Woodlawn Presbyterian Church, 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:** August 29, 2017; November 20, 2017; December 6, 2017
- C-2 **Pending List:**
- C-3 **Routine Approval of Work Sessions:** Work Session between the Planning Commission and City Council – to be scheduled in Council’s 2018 calendar
- C-4 **Personnel Change Report & Financial Report:** Attached
- C-5 **Ordinances on Second & Final Reading:**
- C-6 **Routine Grant Approval:** Recreation & Parks - \$20,000 Virginia Environmental Endowment for the creation of interpretive educational signage along the Hopewell Riverwalk
- C-7 **Public Hearing Announcement:** January, 2017 – Street vacation—easement to Noble Oil
- C-8 **Information for Council Review:** Minutes: EDA (October, 2017)
- C-9 **Resolutions/Proclamations/Presentations:** Retirement Certificates for Sheriff Luther Sodat and Treasurer Terri Batton
- C-10 **Additional Announcements:**

Public Hearings

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

None

Communications from Citizens

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

Unfinished Business

UB-1 Hopewell Police Department – Recruitment and Retention

ISSUE: This was presented to Council at its November 21, 2017 meeting. Council was advised of the issues facing law enforcement agencies nationwide with recruitment and retention. Council was also advised of the starting pay inequities and compression issues within the Hopewell Police Department

RECOMMENDATION: Staff recommends that Council **approve additional funding of \$_____ to adjust pay to assist with recruitment, retention and compression**

MOTION: _____

Roll Call

Regular Business

Reports of City Manager:

R-1 Report to City Council

ISSUE: This item will be reserved for updates to City Council from administration.

This requires no action of Council

R-2 Establishment of Council Calendar for 2018

R-3 Appomattox Cemetery Drainage Repairs

ISSUE: \$60,000 is needed to install curbing, drainage inlets, and repair sinkholes along the lower driveway of Appomattox Cemetery to protect the eastern slope adjacent to Riverside Park from failure.

RECOMMENDATION: Staff recommends that Council **approve the transfer of \$60,000 from the Cemetery Trust Fund to the Cemetery operating fund to be used for the installation of drainage improvements at Appomattox Cemetery.**

MOTION: _____

Roll Call

R-4 Appropriation of Aide To Locality (ATL) Funding Grant

ISSUE: The ATL grant budget line item currently sits at \$0.00. ATL has awarded the Fire Department \$75,525. The budget funds need to be appropriated so that the budget line item can be properly adjusted.

RECOMMENDATION: Staff recommends that Council **appropriate \$75,525.00 to the ATL fire grant line item in the Fire Department budget.**

MOTION: _____

Roll Call

R-5 Consider Capital Area Partnership Uplifting People’s (CAPUP) appeal of the Downtown Design Review Committee decision regarding fence height

ISSUE: In accordance with Article IX-A, Downtown Central Business District, Section R. Appeals from Downtown Design Review Committee (DDRC), an applicant aggrieved by a final decision of the Committee has the right to appeal such a decision to the Hopewell City Council. CAPUP requested a 6’ fence, which request was denied by DDRC. CAPUP is appealing that decision to Council.

RECOMMENDATION: Staff recommends that City Council **uphold the decision of the DDRC approving the fence height of 4 feet.**

MOTION: _____

Roll Call

R-6 Landfill Financial Assurance for the DEQ

ISSUE: Because the 2016 Comprehensive Annual Financial Report (CAFR) is pending, the Commonwealth of Virginia Department of Environmental Quality (DEQ), per its policy, is requiring that the City purchase a standby letter of credit. At a cost to the City of \$8,000, SunTrust Bank will issue the line of credit on a certificate of deposit (CD).

RECOMMENDATION: Staff recommends that City Council **approve the payment of \$8,000 to cover costs related to the transfer of funds from the City Solid Waste Fund to fund the CD.**

MOTION: _____

Roll Call

R-7 Request for 2% Increase for Registrar’s Office

ISSUE: The Code of Virginia (§ 24.2-108 and §24.2-111) mandates the compensation of the Registrar and staff, per the plan established in the 2017 Virginia Acts of Assembly. The Virginia Department of Elections issued a letter providing Hopewell with the salary for our Registrar’s office for FY2018. This was inadvertently overlooked in the budget discussions.

RECOMMENDATION: Staff recommends that Council **approve the 2% increase to the registrar’s office compensation as recommended by the Virginia Department of Elections and as mandated by the Code of Virginia.**

MOTION: _____

Roll Call

R-8 Creation of Opioid Task Force.

ISSUE: The opioid epidemic has become a national, state and local crisis. Steps need to be taken to combat this issue, provide proactive aid to both the victims and their families, and ensure the safety of our public safety responders and health professionals. One step to be taken is the creation of an Opioid Task Force. The suggested make-up of the task force is one or two Council members, City Manager, Chief of Police, Fire Chief, Commonwealth Attorney, Sheriff, Social Services Director, Director of Riverside Criminal Justice Agency, Office on Youth Coordinator, Health Department representative, and two or three service providers involved in the opioid crisis.

RECOMMENDATION: Staff recommends that City Council **create an opioid task force to address the growing epidemic, and that the task force be comprised of ___ Council members, the City Manager, the Chief of Police, the Fire Chief, the Commonwealth’s Attorney, the Sheriff, the Social Services Director, the Director of Riverside Criminal Justice Agency, the Office on Youth Coordinator, a Health Department representative, and two service providers residing in Hopewell, Virginia, who work on opioid-related issues.**

MOTION: _____

Roll Call

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

Other Council Communications

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

Adjournment

CONSENT AGENDA

MINUTES

**August 29, 2017
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL .HELD AUGUST 29, 2017

A Special Meeting of Hopewell City Council, was held Monday, August 29, 2017, at 9:30 a.m. at the Office of the Auditor of Public Accounts at 101 North 14th Street, I Richmond, Virginia.

PRESENT:

Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Arlene Holloway, Councilor
Brenda S. Pelham, Councilor
Janice Denton, Councilor
Christina Luman-Bailey, Councilor (left at 11:30 am)
Anthony Zevgolis, Councilor

Mark Haley, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, City Attorney
Ronnieye Arrington, City Clerk
Lance Wolff, Interim Finance Director
Floyd Lark, Website Developer/Manager

Martha Mavredes, Auditor of Public Accounts Office
Rachel Reamy, Auditor of Public Accounts Office
Michael Westfall, Office of the State Inspector General
Rob Churchman, Cherry Bekaert, CPA

ABSENT:

ROLL CALL

Mayor Shornak opened the meeting at 9:30 a.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

REVISE/ADOPT AGENDA

It was noted that item SB-2 was not included on the Notice for this special meeting, so that item needed to be removed. So that Cherry Bekaert would not have to stay for the entire meeting, Mayor Shornak requested that item SB-3 be moved to SB1. Councilor Zevgolis made the motion to move item SB-3 to SB-1 and remove item SB-2. That motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes

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Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

Councilor Pelham made a motion to adopt the agenda, which was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

SB-1 (formerly SB-3) – **Discussion of financial matters relating to the Comprehensive Annual**

Financial Report for FY2015 – Cherry Bekaert – Rob Churchman presented council with a “manager’s draft” of the 2015 Comprehensive Annual Financial Report (CAFR) for 2015. He stated that a copy of the CAFR had been provided to the APA on August 28, 2017. Vice Mayor Gore asked him what time the information was sent to the APA. Churchman replied that it was between 5:30pm and 6:00pm; then he confirmed that Ms. Reamy replied to his email at 4:51p.m. Gore asked what additional steps are needed to complete the CAFR. Churchman said he sent the CAFR to the APA at management’s request. He also said he didn’t anticipate any changes.

Councilor Pelham asked if the CAFR was sent to Administration when it was sent to the APA. Churchman replied in the affirmative. Pelham asked why the CAFR wasn’t sent to Council at the same time. Churchman said he was only asked to send to Administration and the APA. Pelham asked how long the technical reviews would take. Churchman said that should only take a couple of days.

Pelham asked Churchman if the CAFR was late due to problems with the cash reconciliation. Churchman responded affirmatively. Pelham asked what Churchman was doing while the cash was being reconciled and what else inhibited the process. Churchman said that there were numerous errors in the information that was given to him, which were pointed out in Cherry Bekaert’s April 4, 2017 report to Council.

Councilor Pelham asked the City Manager why was APA not advised of status of the CAFR, she also asked the Mayor why she didn’t advise Council that she had received notification from the APA. Haley replied that the APA was aware that the CAFR was late, and so there was no need to contact them.

Mayor Shornak stated that she gave the City Manager the letter she received from the APA. She further stated that she was the one who called out the former finance director, Jerry Whitaker, on the status of the CAFR. She explained that there were issues with the previous finance director, and that no one could pin anything on her because she was not responsible. She said she is on record in Council and in the media for her stand regarding the CAFT. She stated that she did not want to discuss internal issues while at the APA building meeting with the APA, and then thanked CB for providing the draft CAFR.

Councilor Pelham asked the Mayor why the letter was shared with the City Manager and not Council. Gore said letter requested information from the City, which request should have been relayed to Council.

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Gore also noted that there were things that were outstanding, including things from other departments. She said that Whitaker had provided Council with a list of outstanding items. She also noted that the Finance Committee didn't get involved with the CAT until June 2016, which was well after the deadline for the 2015 CAFR.

Gore asked Churchman about Cherry Bakaert's contract with the City. She said she thought CB had a five-year contract that ended June 30, which contract was for a flat fee. The new contract was signed with very tight deadlines, some of which had already expired. Churchman said they did the contract because Whitaker asked them to step in. He said the contract had tight deadlines because CB knew the CAFR was late and that other deadlines had already been issued. Gore remarked that some of the pre-existing issues had been treated as if they were new items.

Haley stated that Whitaker had issued the contract with CB on his own. Haley said he had no idea of the terms of the contract. Gore noted that the previous contract with CB required five signatures, but the current contract only had Whitaker's signature.

Councilor Denton asked Churchman about the time table to get the CAFR completed, and what had caused the lapse. She asked Churchman how many errors were found. Churchman responded that two adjustments [corrections] were within normal limits; however, so far they have had to make over 90 adjustments to the 2015 CAFR. Denton asked if the fact that the City submitted to CB so many trial balances, and there were so many adjustments, the reason the CAFR was late. Churchman responded affirmatively that was part of it.

Councilor Zevgolis noted that he came back on Council in January of 2015, and that it appeared that CB was not engaged until seven months later. He spoke about the Beacon being a drain on the City's finances. He also said that Council has no authority over the finance director. He said that Council should have addressed their comments regarding finance to the City Manager. Zevgolis said there was obviously a problem and had been since the CAFR was costing \$750,000. He asked if we [the City] was paying two CPA's to do the 2016 CAFR. Haley responded that while there would be some overlap, only PB Mares was hired to do the 2016 CAFR. He said PBM had already done their field work.

Luman-Bailey asked Council to be considerate of their environment and not air its dirty laundry in this public setting.

Gore asked Churchman what was the total we have paid CB so far. Churchman responded that he believed it to be \$525,000.

Pelham asked Churchman if he had ever seen two CAFR's done simultaneously. Churchman said no, he had not. Pelham asked if it were possible to do—did one year have to be closed out completely before the next year could be done. Churchman said yes. Dane added that some of the work could be started, but that ultimately the 2015 would have to be closed out to start the 2016 in earnest. Pelham requested a copy of PBM's contract with the City. Dane said he would forward Council a copy.

SB-2 Discussion of financial matters relating to the budget FY2015, FY2016 and FY2018—Office of the State Inspector General (*OSIG is attending this meeting as a guest, and is neither a presenter nor participant*) – this item was removed from the agenda.

SB-3 (formerly SB-1) Discussion of financial matters relating to the Comprehensive Annual Financial Report for FY2015, FY2016 and FY2017—Auditor of Public Accounts Office - Martha

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Mavredes stated that Hopewell was the only locality that had not yet completed its FY2015 CAFR, and one of only two that have not completed their 2016 CAFR. She thanked Administration for providing them with the draft 2015 CAFR, and said it would be great if the City would forward the final upon completion. Mr. Haley said that he would do so.

Councilor Zevgolis asked CB if their audit would have revealed evidence of fraud or malfeasance. Churchman said that, unless he was specifically asked to look for it by the City. That was not a normal part of the CB audit procedure.

SB-4 Discussion of the fiscal stress survey—Auditor of Public Accounts Office – Ms. Mavredes explained that the fiscal stress alert was created by the APPA as a means of predicting localities that were either in fiscal trouble, or were heading that way. She said that they use the CAFR to determine if a locality is having problems. She stated that Hopewell’s failure to complete its 2015 CAFR and 2016 CAFR was, in and of itself, a harbinger of a problem. She said that the APA intended to follow up with Hopewell as to its status, and that the APA fiscal stress survey was part of that follow up. Vice Mayor Gore asked how the APA would advise a city, such as Hopewell, of problems or concerns. Mavredes said the APA would notify the council through its mayor, the finance department through its director, the delegate for that area, and the administration through the city manager. Gore asked if that was done for Hopewell, and Ms. Mavredes responded that a letter was sent to Hopewell’s mayor, finance director, Riley Ingram, and the city manager. Councilor Pelham asked Mayor Shornak why Council was not provided a copy of the letter sent to her by the APA. Mayor Shornak responded that she had given her copy of the letter to the city manager when she discussed it with him.

Mr. Haley explained that despite the lack of CAFR, the City had \$11 million in the General Fund of which \$10.5 million could be assigned or unassigned, the Fund Balance held \$1.3 million, and \$4.8 million was held in the Rainy Day Fund. He said the City of Hopewell had a reporting problem, but not a financial problem.

Ms. Mavredes explained that the APA does not get involved in fraud, other than that involving constitutional officers.

At 11:30 a.m., Councilor Luman Bailey requested to be excused from the remainder of the meeting due to illness.

SB-5 Discussion of the FY2018 budget, including MUNIS applications – Mayor Shornak stated that she did not believe this to be the best forum to discuss internal matters such as the budget and the software used by the City. Vice Mayor Gore explained that she placed this item on the agenda because it had already been stated and proved by the previous finance director as well as the interim finance director that part of the problem with the 2015 CAFR was the MUNIS software. She further stated that the FY2018 budget had been changed many times since it was initially presented to council, and that Council was supposed to see a revised budget resolution, but that had not happened. She stated that the original budget and budget resolution were full of errors. Mr. Dane agreed that there were errors in the budget and resolution and stated that he would bring a draft financial report to Council when it was done, and that he would get a new budget resolution to Council upon completion of the 2015 CAFR.

SB-6 Discussion of FY2018 budget resolution – Gore acknowledged that the FY2018 budget resolution had been addressed in the previous number. She asked the finance director if he could provide Council with the rainy day balances, which Lance Wolff, interim finance director, said he would give to Council upon completion of the 2015 CAFR. Gore asked Dane if any of the \$2.5 million that was never borrowed by Council had been spent. Dane acknowledged that some of the money was spent because the

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previous finance director issued multiple purchase orders against that money, even though Council had not approved the expenditures since the money was never borrowed. He stated he was working on an accounting of projects on which the money had been spent. He said he would provide Council with a list of projects that were not active, as well as active projects and let Council advise as to next steps.

Councilor Pelham moved that the agenda be revised to remove the closed meeting as that was no longer needed. The motion was seconded by Councilor Zevgolis. All council voted in unison to approve the motion.

ADJOURN

Councilor Zevgolis then moved to adjourn the meeting, which motion was seconded by Councilor Holloway. All council voted in unison to adjourn the meeting.

/s/
Jackie M. Shornak, Mayor

Ronnieye L. Arrington, City Clerk

**November 20, 2017
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD NOVEMBER 20, 2017

A Special Meeting of Hopewell City Council, was held Monday, November 20, 2017, at 6:15 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor (arrived at 6:25 pm)
Arlene Holloway, Councilor
Brenda S. Pelham, Councilor (arrived at 6:36pm)
Janice Denton, Councilor
Anthony Zevgolts, Councilor (arrived at 6:16pm)
Christina Luman-Bailey, Councilor (arrived at 6:16pm)

Ronnieye Arrington, City Clerk

ABSENT: Charles Dane, Interim City Manager (presence not required)
Stefan Calos, City Attorney (presence not required)

ROLL CALL

Mayor Shornak opened the meeting at 6:17 p.m. Roll call was taken as follows:

Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolts	-	present
Vice Mayor Gore	-	absent
Councilor Denton	-	present
Councilor Pelham	-	absent
Mayor Shornak	-	present

ADOPT AGENDA

Motion was made at 6:17 p.m. by Councilor Luman-Bailey and seconded by Councilor Zevgolts to adopt the agenda. Upon the roll call, the vote resulted:

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolts	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

CLOSED MEETING

At 6:23 p.m. a motion was made by Councilor Denton, and seconded by Councilor Zevgolts, to go into Closed Meeting for discussion and consideration of prospective candidates for employment of appointment of specific appointees of city council (city manager, city attorney); discussion of performance of specific appointees of council (city manager); and consultation with legal counsel employed or retained

**November 20, 2017
Special Meeting**

by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items] and (8), respectively. Councilor Denton asked why paragraph 2 of the closed motion regarding legal counsel was included if there was no legal counsel present at the meeting. The Clerk advised Councilor Denton that the Mr. Calos was available by phone for all meetings at which he did not attend in person. Mayor Shornak further explained that the second paragraph was a placeholder in case Council needed to speak with the City Attorney regarding any items in closed session. There being no further discussion, upon the roll call, the vote resulted:

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

RECONVENE OPEN MEETING

Council convened into Open Session at 6:55 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

ADJOURN

At 6:55 p.m., motion was made by Councilor Luman-Bailey, and seconded by Councilor Gore to adjourn. All councilors voted in unison to adjourn the meeting.

/s/ _____
Jackie M. Shornak, Mayor

/s/ _____
Ronnieye L. Arrington, City Clerk

**December 6, 2017
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD DECEMBER 6, 2017

A Special Meeting of Hopewell City Council, was held Wednesday, December 6, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor (arrived at 6:50 p.m.)
Arlene Holloway, Councilor
Brenda S. Pelham, Councilor
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Christina Luman-Bailey, Councilor

Ronnieye Arrington, City Clerk
Stefan Calos of Sands Anderson PC, City Attorney

ABSENT: Charles Dane, Interim City Attorney

ROLL CALL

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

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:50 p.m.)
Councilor Zevgolis	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present
Councilor Luman-Bailey	-	present

ADOPT AGENDA

Motion was made by Councilor Pelham and seconded by Councilor Holloway to adopt the agenda. Upon the roll call, the vote resulted:

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	---- (absent)
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

CLOSED MEETING

At 6:30 p.m. a motion was made by Councilor Denton, and seconded by Councilor Zevgolis, to go into Closed Meeting for discussion and consideration of prospective candidates for employment of appointment of specific appointees of city council (city manager, city attorney); discussion of performance of specific appointees of council (city manager); and consultation with legal counsel employed or retained by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items] and (8), respectively. Upon the roll call, the vote resulted:

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Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	---- (absent)
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

RECONVENE OPEN MEETING

Council convened into Open Session at 9:40 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes

ADJOURN

At 9:45 p.m., motion was made by Councilor Denton, and seconded by Councilor Zevgolis to adjourn. All councilors agreed to adjourn by saying “aye” in unison.

/s/ _____
Jackie M. Shornak, Mayor

/s/ _____
Ronnieye L. Arrington, City Clerk

FINANCIAL REPORT



City of Hopewell, Virginia

SUMMARY of BUDGET RE-APPROPRIATIONS & NEW BUDGET APPROPRIATIONS by MEETING and by FUND

FY 2018 (as of October 31, 2017) - Period 4

<u>Meeting Date</u>	<u>Fund</u>	<u>Source of Funds</u>	<u>Amount</u>	<u>Description of Purpose and/or Use of Funds</u>
7/11/2017	011	Contribution/Grant Funds	22,500	Appropriation of Grant from John Randolph Foundation.
10/24/2017	011	Contribution/Grant Funds	5,300	Appropriation of Grant from The Cameron Foundation.
General Fund Total			27,800	
7/11/2017	052	Federal Funds	\$ 162,676	Appropriation of FY 2018 CDBG Program Total Funding.
7/11/2017	052	Federal Funds	7,368	Reappropriation of FY 2017 CDBG Program Unused Funding in FY 2018.
Grants Fund Total			170,044	
8/8/2017	071	Contribution/Grant Funds	40,680	Appropriation of Grant from FOLAR for Riverwalk Capital Project.
10/24/2017	071	Transfer from EDA	250,000	Appropriation of EDA Funds for Riverwalk Capital Project
Capital Projects & Debt Service Fund Total			290,680	
Sub-Total - All Funds (w/ Interfund Transfers)			488,524	
Less: Interfund Transfers			-	
Total - All Funds (w/o Interfund Transfers)			488,524	

Prepared by: Lance Wolff

Report date: December 6, 2017

City of Hopewell, VA
"Unaudited" Balance Sheet Summary by Fund
FY 2018 (as of October 31, 2017) - Period 4

Fund #	Fund Name (or Description)	Total		Beginning Fund Balance	Total Revenues	Total Expenditures	Ending Fund Balance
		Assets	Liabilities				
003	Perpetual Care Fund	938,431.10	(75.00)	1,034,839.80	29,237.17	(125,720.87)	938,356.10
011	General Fund	13,251,414.39	(16,021,898.96)	3,149,732.14	3,606,251.96	(9,526,468.67)	(2,770,484.57)
012	Social Services Fund	730,599.62	(372,490.63)	458,481.54	1,298,803.52	(1,399,176.07)	358,108.99
014	School Operating Fund	Unavailable	Unavailable	Unavailable	7,704,831.44	(12,044,817.41)	Unavailable
015	Children's (Comprehensive) Services Act Fund	1,926,618.54	(1,393,558.05)	471,771.71	581,608.84	(520,320.06)	533,060.49
030	Refuse Fund	2,953,960.52	(114,404.19)	3,179,801.02	4,672.34	(344,917.03)	2,839,556.33
032	Hopewell Regional Water Treatment Fund	86,022,235.47	(18,802,885.46)	65,732,535.54	5,003,278.94	(3,516,464.47)	67,219,350.01
035	Recreation Fund	(301,590.41)	(209,866.76)	25,917.48	51,748.25	(589,122.90)	(511,457.17)
038	Marina Fund	97,298.66	-	89,538.66	7,760.00	-	97,298.66
040	Sewer Operations Fund	27,207,523.87	(10,589.33)	25,187,367.86	2,009,566.68	-	27,196,934.54
041	Sewer Maintenance Fund	29,022,812.44	(25,326,541.46)	4,979,655.19	35,643.06	(1,319,027.27)	3,696,270.98
042	Sewer Improvement Fund	1,097,099.98	-	1,097,099.98	-	-	1,097,099.98
043	Sewer Bond (Debt Service) Fund	(1,080,240.04)	(761,000.29)	(1,841,240.33)	-	-	(1,841,240.33)
044	Sewer System Rate Stabilization Fund	2,141,674.62	-	2,141,674.62	-	-	2,141,674.62
045	Sewer System Debt Service Reserve Fund	2,038,938.22	-	2,038,938.22	-	-	2,038,938.22
046	Sewer Construction (Capital Projects) Fund	1,995,130.90	-	1,995,130.90	-	-	1,995,130.90
048	Storm Water 1 Fund	142,161.86	(27,295.85)	667,591.81	-	(552,725.80)	114,866.01
049	Storm Water 2 Fund	(75,203.25)	(1,000,000.00)	(1,060,932.99)	5,538.50	(19,808.76)	(1,075,203.25)
052	Grants Fund	316,036.93	(85,241.30)	224,175.11	22,500.00	(15,879.48)	230,795.63
053	Anti-Litter Fund	20,303.30	-	20,303.30	-	-	20,303.30
056	School Textbook Fund	Unavailable	Unavailable	Unavailable	100,115.47	(179,825.39)	Unavailable
057	School Cafeteria Fund	Unavailable	Unavailable	Unavailable	43,233.00	(611,560.47)	Unavailable
063	School Building & Bus Replacement Fund	Unavailable	Unavailable	Unavailable	-	(468,123.60)	Unavailable
071	Capital Projects & Debt Service Fund	17,131,711.27	491,357.28	17,576,833.26	2,425,983.04	(2,379,747.75)	17,623,068.55
072	Fixed (Capital) Assets & LTD Fund	43,813,501.51	(81,383,084.59)	(37,569,583.08)	-	-	(37,569,583.08)
073	Special Welfare Fund	56,908.00	-	56,908.00	-	-	56,908.00
073	Police Seizure Assets (Forfeitures) Fund	70,635.68	(36,685.70)	33,949.98	-	-	33,949.98
075	Economic Development Fund	(368,569.42)	-	(368,569.42)	-	-	(368,569.42)
076	Self-Insurance Fund	557,396.11	-	667,704.11	-	(110,308.00)	557,396.11
090	Healthy Families Fund	(193,560.66)	(22,296.34)	(152,126.61)	14,035.94	(77,766.33)	(215,857.00)
Total - All Funds		229,513,229.21	(145,076,556.63)	89,837,497.80	22,944,808.15	(33,801,780.33)	84,436,672.58

Prepared by: Lance Wolff
Report date: November 21, 2017

CITY OF HOPEWELL, VA
 "Unaudited" Actual vs. Budgeted Revenues Summary
 FY 2018 (as of October 31, 2017) - Period 4

Fund #	Fund Name	Adopted Budget	Budget Transfers & Amendments	Amended Budget	Actual Revenues	Accruals, Deferrals & Adjustments	(Under) Over Amended Budget
003	Perpetual Care Fund	\$ 165,000	\$ -	\$ 165,000	\$ 29,237.17	\$ -	\$ (135,762.83)
011	General Fund	52,752,980	22,500	52,775,480	3,606,251.96	-	(49,169,228.04)
012	Social Services Fund	5,021,939	-	5,021,939	1,298,803.52	-	(3,723,135.48)
014	School Operating Fund	51,997,255	-	51,997,255	7,704,831.44	-	(44,292,423.56)
015	Childrens' (Comprehensive) Services Act Fund	3,334,550	-	3,334,550	581,608.84	-	(2,752,941.16)
030	Refuse Fund	2,104,382	-	2,104,382	4,672.34	-	(2,099,709.66)
032	Hopewell Regional Water Treatment Fund	14,951,688	-	14,951,688	5,003,278.94	-	(9,948,409.06)
035	Recreation Fund	1,776,900	-	1,776,900	51,748.25	-	(1,725,151.75)
038	Marina Fund	14,400	-	14,400	7,760.00	-	(6,640.00)
040	Sewer Operations Fund	8,479,425	-	8,479,425	2,009,566.68	-	(6,469,858.32)
041	Sewer Maintenance Fund	8,479,425	-	8,479,425	35,643.06	-	(8,443,781.94)
042	Sewer Improvement Fund	-	-	-	-	-	-
043	Sewer Bond (Debt) Fund	1,629,459	-	1,629,459	-	-	(1,629,459.00)
044	Sewer System Rate Fund	-	-	-	-	-	-
045	Sewer System Debt Fund	-	-	-	-	-	-
046	Sewer Construction (Capital Projects) Fund	-	-	-	-	-	-
048	Storm Water 1 Fund	2,807,810	-	2,807,810	-	-	(2,807,810.00)
049	Storm Water 2 Fund	250,000	-	250,000	5,538.50	-	(244,461.50)
052	Grants Fund	-	170,044	170,044	22,500.00	-	(147,544.00)
053	Anti-Litter Fund	6,063	-	6,063	-	-	(6,063.00)
056	School Textbook Fund	906,508	-	906,508	100,115.47	-	(806,392.53)
057	School Cafeteria Fund	3,269,351	-	3,269,351	43,233.00	-	(3,226,118.00)
063	School Building & Bus Replacement Fund	2,846,066	-	2,846,066	-	-	(2,846,066.00)
071	Capital Projects & Debt Service Fund	5,800,000	40,680	5,840,680	2,425,983.04	-	(3,414,696.96)
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	-	-	-
074	Police Seizure Assets (Forfeitures) Fund	-	-	-	-	-	-
075	Economic Development Fund	38,440	-	38,440	-	-	(38,440.00)
076	Self-Insurance Fund	500,000	-	500,000	-	-	(500,000.00)
090	Healthy Families Fund	204,135	-	204,135	14,035.94	-	(190,099.06)
Total - All Funds		\$ 167,335,776	\$ 233,224	\$ 167,569,000	\$ 22,944,808.15	\$ -	\$ (144,624,191.85)
	City G/L	\$ 108,316,596	\$ 233,224	\$ 108,549,820	\$ 15,096,628.24	\$ -	\$ (93,453,191.76)
	School Div. G/L	59,019,180	-	59,019,180	7,848,179.91	-	(51,171,000.09)
	Total	\$ 167,335,776	\$ 233,224	\$ 167,569,000	\$ 22,944,808.15	\$ -	\$ (144,624,191.85)

City of Hopewell, VA
 "Unaudited" Actual vs. Budgeted Expenditures Summary
 FY 2018 (as of October 31, 2017) - Period 4

Fund #	Fund Name	Adopted Budget	Budget Transfers & Amendments	Amended Budget	Actual Expenditures	Outstanding P.O. Encumbrances	Under (Over) Amended Budget
003	Perpetual Care Fund	\$ 165,000	\$ -	\$ 165,000	\$ 125,720.87	\$ 22,213.20	\$ 17,065.93
011	General Fund	52,752,980	22,500	52,775,480	9,526,468.67	2,855,478.82	40,393,532.51
012	Social Services Fund	5,021,939	-	5,021,939	1,399,176.07	32,532.40	3,590,230.53
014	School Operating Fund	51,997,255	-	51,997,255	12,044,817.41	1,930,520.36	38,021,917.23
015	Children's' (Comprehensive) Services Act Fund	3,334,550	-	3,334,550	520,320.06	88,005.20	2,726,224.74
030	Refuse Fund	2,104,382	-	2,104,382	344,917.03	1,186,859.42	572,605.55
032	Hopewell Regional Water Treatment Fund	14,951,688	-	14,951,688	3,516,464.47	6,812,292.05	4,622,931.48
035	Recreation Fund	1,776,900	-	1,776,900	589,122.90	153,626.75	1,034,150.35
038	Marina Fund	14,400	-	14,400	-	-	14,400.00
040	Sewer Operations Fund	8,479,425	-	8,479,425	-	-	8,479,425.00
041	Sewer Maintenance Fund	7,431,306	-	7,431,306	1,319,027.27	1,688,408.79	4,423,869.94
042	Sewer Improvement Fund	-	-	-	-	-	-
043	Sewer Bond (Debt) Fund	1,629,459	-	1,629,459	-	-	1,629,459.00
044	Sewer System Rate Fund	-	-	-	-	-	-
045	Sewer System Debt Fund	-	-	-	-	-	-
046	Sewer Construction (Capital Projects) Fund	-	-	-	-	-	-
048	Storm Water 1 Fund	1,359,330	-	1,359,330	552,725.80	2,156,309.37	(1,349,705.17)
049	Storm Water 2 Fund	250,000	-	250,000	19,808.76	49,676.77	180,514.47
052	Grants Fund	-	170,044	170,044	15,879.48	-	154,164.52
053	Anti-Litter Fund	6,063	-	6,063	-	-	6,063.00
056	School Textbook Fund	650,000	-	650,000	179,825.39	-	470,174.61
057	School Cafeteria Fund	3,269,351	-	3,269,351	611,560.47	897,407.84	1,760,382.69
063	School Building & Bus Replacement Fund	2,377,447	-	2,377,447	468,123.60	400,055.00	1,509,268.40
071	Capital Projects & Debt Service Fund	7,174,938	40,680	7,215,618	2,379,747.75	1,861,244.57	2,974,625.68
072	Fixed (Capital) Assets & LTD Fund	-	-	-	-	-	-
073	Special Welfare Fund	-	-	-	-	-	-
074	Police Seizure Assets (Forfeitures) Fund	-	-	-	-	-	-
075	Economic Development Fund	38,440	-	38,440	-	322.00	38,118.00
076	Self-Insurance Fund	500,000	-	500,000	110,308.00	330,924.00	58,768.00
090	Healthy Families Fund	204,135	-	204,135	77,766.33	191.96	126,176.71
Total - All Funds		\$ 165,488,988	\$ 233,224	\$ 165,722,212	\$ 33,801,780.33	\$ 20,466,068.50	\$ 111,454,363.17
	City G/L	\$ 107,194,935	\$ 233,224	\$ 107,428,159	\$ 20,497,453.46	\$ 17,238,085.30	\$ 69,692,620.24
	School Div. G/L	58,294,053	-	58,294,053	13,304,326.87	3,227,983.20	41,761,742.93
	Total	\$ 165,488,988	\$ 233,224	\$ 165,722,212	\$ 33,801,780.33	\$ 20,466,068.50	\$ 111,454,363.17

Prepared by: Lance Wolff
 Report date: November 21, 2017

**PERSONNEL
CHANGE
REPORT**

DATE: December 7, 2017
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – November 2017

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
HORTON, JEFFREY	DEVELOPMENT	PROPERTY INSP	11/13/2017
MCCOY, MATTHEW	RECREATION	P/T SPEC EVNT ASST	11/08/2017
WADE, TAMIKA	HDSS	FAM SERV SPEC II	11/22/2017

PROMOTIONS

NAME	DEPARTMENT	POSITION	DATE
MILLS, MINDY	WATER RENEWAL	ENTERPRISE ACCT	11/22/2017

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
LEE, WILLIAM	POLICE	POL OFFICER	11/30/2017
MORALES, JOSE	IT	SYSTEMS ADMIN	11/24/2017
SANCHEZ, MANUEL	HDSS	BEN PRG SP IV	11/13/2017
SEDIVY, SAMANTHA	COURTS	LAW INTERN	11/26/2017
UPSHAW-QUARLES, TIANA	HDSS	BEN PROG SPC I	11/17/2017

CC: Charles Dane, Assistant City Manager
Renia Coles, HR Director
Debbie Pershing, Senior Executive Assistant
Lance Wolff, Finance
Michael Terry, Finance Director
Dipo Muritala, Accounting Manager
Kim Hunter, Payroll

Ron Hamilton, Interim IT Director
Jay Rezin, IT
Dave Harless, Risk/Safety Coordinator
Carol Scarbrough, Parks & Recreation

**ROUTINE
GRANT
APPROVAL**



JOSEPH H. MAROON
Executive Director

P.O. Box 790
Richmond, Virginia 23218-0790
804 / 644-5000

October 11, 2017

Mr. Aaron Reidmiller
Director of Recreation and Parks
City of Hopewell, Virginia
300 North Main Street
Hopewell, VA 23860

Dear Aaron:

The Virginia Environmental Endowment is pleased to offer a grant of \$20,000 to the City of Hopewell for the creation of interpretive educational signage along the Hopewell Riverwalk.

The terms and conditions of VEE's grant are specified in the enclosed contract. Please review these terms carefully with the key project staff and, if they are acceptable, return one signed copy to me as soon as possible.

We ask that you pay special attention to the language in Section 1. Public Announcements on page 2 relating to press coverage. While the Endowment intends to issue a press release citing all the awards made in this grant round, we believe that press contacts made by our grantees will have a greater impact and garner additional attention for your project. Please note that such efforts are encouraged but not required for the grant award. Should you need assistance, please let us know.

We look forward to working with you and the City of Hopewell on this important project.

Sincerely,

A handwritten signature in blue ink that reads 'Joseph H. Maroon'. The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Joseph H. Maroon

Enclosures (2)

DIRECTORS

ROBIN D. BALIILES • DIXON M. BUTLER • LAWRENCE E. KOCHARD • NINA RANDOLPH • NANCY ROGERS • ROBERT B. SMITH JR. • BLAIR WIMBUSH

**INFORMATION
FOR COUNCIL
REVIEW**

EDA Meeting 10/02/2017 @ 5:30pm

Present: Debbie Randolph, Tom Wagstaff, Bob Moore, Joan Gosier, Elliot Eliades, Steve Pettler and Lynda Frink

Absent: none

Staff Present: Jake Elder

Others Present: none

Minutes: The minutes of the June 2017 meeting were reviewed. A motion to accept the minutes as written was made by T. Wagstaff and 2nd by S. Pettler. Motion carried.

Called to order: D. Randolph called the meeting to order at 5:30pm in the Second Floor City Conference Room.

Approval of Agenda: A motion made by T. Wagstaff and 2nd by B. Moore to amend the Agenda to allow time for J. Gosier to arrive and give the Treasurer's Report. Motion carried.

Chairperson Report:

D. Randolph reported one the following items:

- EDA paid \$1,500.00 to secure the roof from leaking at the Luna's building.
- The EDA will receive \$1,000.00 income from the Homeland Movie production
- Debbie announced there have been two FOIAs requested concerning the EDA and therefore an EDA FOIA process needs to be in place. Currently the City Clerk and FOIA Officer Ronnie Arrington will notify the EDA Chair and Secretary of a FOIA request when it involves the EDA. The EDA will be responsible for gathering the information with the potential assistance of the Clerk, and reporting back to the Clerk in a timely manner all the while maintaining continued contact with the Clerk so that EDA communication will benefit and not hinder the process.

CLOSED SESSION:

The EDA entered into closed session to discuss matters related to business development not subject to open meeting requirements. The motion was made to go into closed session by B. Moore and 2nd by E. Eliades. Motion carried. Jake Elder reviewed all projects currently in the pipeline and discussed any forthcoming.

Upon returning to open session the Board stated only matters discussed in closed session were those not subject to open meeting requirements. Roll call vote: D. Randolph, Yes; B. Moore, Yes; T. Wagstaff, Yes; J. Gosier, Yes; Elliot Eliades, Yes; and S. Pettler, Yes and L. Frink, Yes.

Actions from Closed Session:

Prior to a discussion or vote concerning the Mayberry Project, Mr. Eliades made a pre-discussion disclaimer stating that the developers involved with the EDA Project Mayberry were also looking at property Mr. Eliades owned, but that he further stated he could make a fair and impartial judgement on the EDA business affairs without undue influence from, to or concerning his private real estate matters. A motion was made by S. Pettler and 2nd by B. Moore that we counter any offer from "Project Mayberry" at \$240,000.00. Motion carried.

Treasurer's Report:

Joan Gosier provided a treasurer's report. She gave a full review of the Revenue & Expenses on all projects. She provided information on the following:

- The 501 Advisors, with Randy P. Howard, President concerning audits that should be conducted on the EDA's financial records. After discussion, other CPAs will be contacted on their cost for financial audits.
- Totals of Funding for the Boat House

New Business: none

Upcoming Events:

- Scott Park Crime Solvers Rib Feast – October 5, 2017
- Mixer for the Chamber of Commerce – October 26, 2017
- Kawanis Wine Festival – November 11, 2017

Next meeting: November 6, 2017 in the Second Floor City Conference Room @ 5:30pm.

Adjourn: Motion by T. Wagstaff to adjourn, 2nd by E. Eliades; adjourned at 7:30pm.

PUBLIC HEARINGS

THERE ARE NO PUBLIC HEARINGS

**COMMUNICATIONS
FROM CITIZENS**

UNFINISHED BUSINESS



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: Hopewell Police Department - Recruitment and Retention Presentation

ISSUE: Presentation to inform Council on the issues that face law enforcement agencies nationwide with recruitment and retention. This presentation will address starting pay inequities and compression issues within the Hopewell Police Department. .

RECOMMENDATION: Approve additional funding to adjust pay to assist with recruitment and retention of police officers. The new pay plan for police will also address compression issues within the ranks.

TIMING: March 1 – July 1, 2018

BACKGROUND: The Hopewell Police Department went to Council approximately two years ago to adjust salaries for police officers to make is competitive with other law enforcement in Central Virginia. This adjustment did help for approximately 18-20 months with the recruitment of certified officers and the retention of new recruits.

Many Law enforcement throughout Central Virginia to include the Virginia State Police took major steps to address recruitment and retention of police officers in July, 2017. The new pay scales of these Departments were not available to the City of Hopewell Class and compensation study that was finished in March, 2017.

This presentation will fully inform Council of the critical need to fund for adjustments to remain competitive with a depleting number of applicants for the position of police officer.

FISCAL IMPACT: Depends on Implementation Date – Fiscal Impact for 2018/19 Budget year ranges from 80,000 – 120, 000. Salary and benefits savings in FY 17/18 would cover early implementation.

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine Gore, Ward #4 | | | |



ENCLOSED DOCUMENTS: Power point Presentation and Salary Study Document of surrounding jurisdictions conducted by Chief John Keohane.

STAFF: Chief John Keohane
Deputy Chief Robert Skowron
Director Lance Wolff

SUMMARY:

Y N

- Vice Mayor Christina Luman-Bailey, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor Anthony Zevgolts, Ward #3
- Councilor Jasmine Gore, Ward #4

Y N

- Councilor Wayne Walton, Ward #5
- Mayor Brenda Pelham, Ward #6
- Councilor Jackie Shornak, Ward #7



Pay/Classification Study

Jurisdiction	PO (Recruit)	PO (Certified)	PO1	PO2	PO3	PO4	Sergeant	Lieutenant	Captain	Major	Chief
Hopewell	\$41,762.45	\$42,400.00	\$44,268.32	\$46,924.42	\$49,739.89	\$52,724.28	\$55,887.74	\$62,795.46	\$70,556.98	\$79,277.82	\$100,086.43
Chesterfield	\$44,289.00	Neg. up to 46,500	\$46,503.00	\$48,363.00	\$50,298.00	\$52,310.00	\$59,842.00	\$65,826.00	\$72,409.00	\$79,650.00	
Petersburg	\$43,900.00	\$46,095.00	\$46,095.00	\$47,247.38	\$48,248.56	\$49,459.27	\$64,131.00	\$70,544.00	\$77,598.00	\$85,551.00	\$114,939.00
VSP	\$44,290.00	\$48,719.00	\$48,719.00	\$50,889.00	\$54,978.00		\$59,450.00	\$69,678.00	\$75,520.00	\$81,910.00	
Colonial Heights*	\$40,904.00	Neg. up to 45,000	\$46,292.73	\$47,681.51	\$49,111.96		\$48,611.00	\$55,247.00	\$63,455.00		\$131,745.00
Prince George	\$42,298.00	Neg. of to \$44,000	\$44,300.00	\$45,300.00	\$46,300.00		\$48,880.00	\$52,546.00	\$60,724.00		\$81,094.00
Henrico	\$44,989.96	Neg. up to 47,000	\$47,149.60	\$49,412.90	\$51,784.85	\$54,270.66	\$59,605.99	\$68,608.35	\$75,353.21	\$90,897.36	\$120,427.46
Hanover	\$44,263.00	Neg. up to 46,000	\$46,503.00	\$48,879.00	\$51,323.00	\$53,948.00	\$56,664.00	\$65,716.00	\$72,550.00	\$84,136.00	\$124,484.00
Richmond	\$42,000.00	Neg. up to \$45,000	\$42,840.00	\$43,911.00	\$45,009.00	\$46,449.00	\$58,481.00	\$66,109.00	\$73,228.00		
Ashland*	\$43,129.00	\$45,000.00	\$45,069.81	\$47,097.95	\$49,217.35	\$51,186.05	\$55,153.00	\$59,565.00	\$65,081.00		\$75,415.00
HPD Proposed	\$44,268.00	See below	\$46,924.00	\$49,749.00	\$52,742.00	\$55,888.00	\$59,241.00	\$66,563.00	\$74,790.00	\$84,034.00	\$
* Colonial Heights PD - Has hired only certified officers the past 7 years - conducting an internal study of pay at this time											
* Ashland PD - Has hired certified officers only for the past several years											

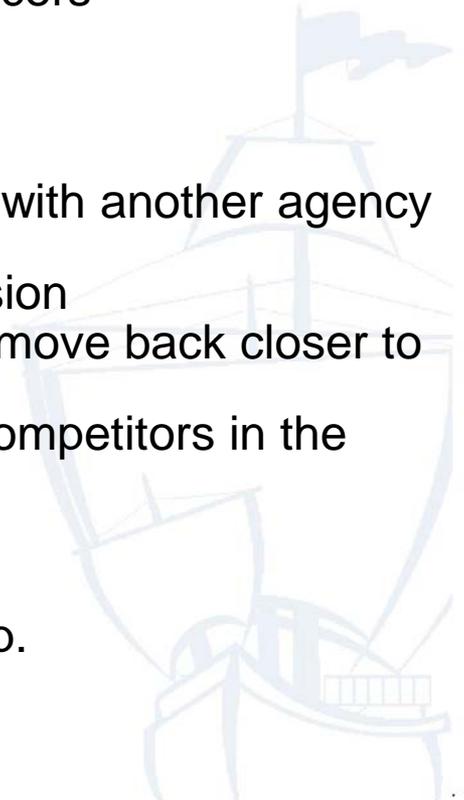


Police Recruitment & Retention



Issues

- Recruitment
 - Lowest starting pay in region – Not competitive
 - Approx. 50% less applicants testing – several agencies competing for same qualified applicants
 - Lost Competitive edge to hire Virginia Certified Officers
 - Hiring Process cost - \$2500
- Retention – Police Officers
 - 32 of 49 (65%) under 5 years experience
 - Officer with 5 yrs. experience will have a pay raise with another agency certified officer starting pay
 - Current personnel is experiencing salary compression
 - Lost 3 officers recently (2 competition Agencies, 1 move back closer to home in Texas)
 - Approx. 6 officers have applications out with our competitors in the region
 - 3-5 retirements in the next 8 months
- Cost of training/equipment:
 - Recruit - \$32,500 - \$24,000 Academy/\$8500 Equip.
 - Certified officer - \$8500 – Uniforms/Equip.



Pay Comparison

Police Officer Salaries 2015 v. Today

Jurisdiction	Entry Level 2015	Entry Level 2017	Retirement	CDP
Henrico Co.	\$43,000	\$44,900	VRS 1.85	Yes
Chesterfield Co.	\$42,000	\$44,289	VRS 1.85	Yes
Prince George Co.	\$41,468	\$42,298	VRS 1.85	Yes
Hanover County	\$41,321	\$44,263	VRS 1,85	Yes
City of Richmond	\$41,000	\$42,000	City 2%	Yes
Hopewell	\$41,000	\$41,762	VRS 1.85	Yes
Petersburg	\$40,688	\$43,900	VRS 1.7	Yes
Colonial Heights	\$40,102	\$40,904*	VRS 1.85	Yes
Virginia State Police	\$37,500	\$44,290	VRS 1.85	Yes
Hopewell prior to 2015	\$ 38,600	N/A	VRS 1.7	Yes

Pay Comparison

Police Officer Salaries in the Region

Jurisdiction	Entry Level	Certified	Retirement	CDP
Henrico Co.	\$44,990	\$47,000	VRS 1.85	Yes
Chesterfield Co.	\$44,289	\$46,500	VRS 1.85	Yes
Prince George Co.	\$42,298	\$43,300	VRS 1.85	Yes
Hanover County	\$44,263	\$46,000	VRS 1.85	Yes
City of Richmond	\$41,000	\$45,000	City 2%	Yes
Hopewell PROPOSED	\$44,268	CDP/6 mos.(6%)	VRS 1.85	Yes
Petersburg	\$43,900	\$46,095	VRS 1.7	Yes
Colonial Heights	\$40,904	\$45,000*	VRS 1.85	Yes
VA State Police	\$44,290	\$48,719	VRS 1.85	Yes
Hopewell CURRENT	\$41,762	42,300	VRS 1.85	Yes

Proposed Salary Pay Grade/Adjustments

Increase Pay Grade by One Level – 6%

Rank	Today Grade	Today Pay	Proposed Grade	Proposed Pay
Police Officer	24	\$41,763	25	\$44,268
Police Officer I	25	\$44,268	26	\$46,924
Police Officer II	26	\$46,924	27	\$49,740
Police Officer III	27	\$49,740	28	\$52,724
Police Officer IV	28	\$52,724	29	\$55,888
Sergeant	29	\$55,888	30	\$59,241
Lieutenant	31	\$62,795	32	\$66,653
Captain	33	\$70,557	34	\$74,790
Major	35	\$79,278	36	\$84,034

Estimated Fiscal Impact (Updated)

Police Officers / Supervisors

- 6 supervisors – no pay increase – well above starting/proposed grade
- 6 officers – no pay increase – well above starting/proposed grade
- Other officers/supervisors between 2-6% adjustment up to new grade

FY 18/19 – Fiscal Impact on salaries

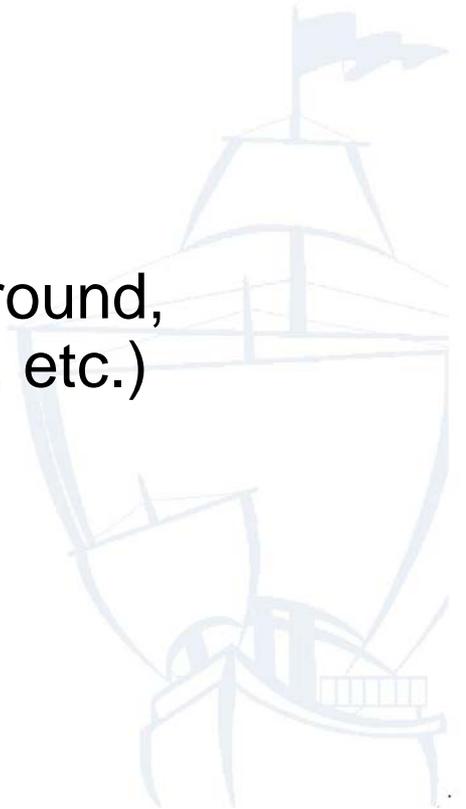
- Between \$42,000-45,000 (reoccurring costs)
 - Cost may decrease more with upcoming retirements within next 6 - 12 months
 - \$74,600 savings thus far – higher salary retirements etc. (FY17/18) reduces approx. cost from 118,000 to approx. \$43,000.

FY 17/18 – Start January 31 pay period - ***Preferred Start date***

- No cost due to Salary savings in PD budget – thru 11 Pay period 1,577, 302 with a FY budget of \$4,164,155 (Average \$143,400 per pay period)
- Estimated savings over 26 pay periods \$435,000
- Approx. cost to start on January 31 pay period – under \$50,000

Benefits of Salary Adjustments

- Maintain Competitiveness in the region
- Addresses Retention
 - “Training Ground” for other agencies
- Helps Compression of Salaries
- Separates Supervisors / Officer Salaries
- Reduces training and equipment costs
- Reduces recruitment/hiring costs (background, physicals, psych testing, and polygraphs, etc.)



REGULAR BUSINESS

**REPORTS
OF THE
CITY
MANAGER**

R-1

R-2

January 2018

◀ Dec 2017

Feb 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 New Year's Day City Offices Closed	2 City Offices Closed	3	4 Pay Day	5	6
7	8 SPECIAL COUNCIL MEETING	9 COUNCIL MEETING	10	11	12 City Offices Closed for Lee-Jackson Day	13
14	15 Martin Luther King – City Offices Closed	16	17	18 Pay Day	19	20
21	22	23 COUNCIL MEETING	24	25	26	27
28	29	30	31 VML Legislative Day Library of Virginia 800 E Broad St Richmond VA 23219 3pm – 7pm			

February 2018

◀ Jan 2018

Mar 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day	2 Groundhog Day	3
4 Super Bowl	5	6	7	8	9	10
11	12	13 COUNCIL MEETING	14 Valentine's Day	15 Pay Day	16	17
18	19 Presidents Day City Offices Closed	20	21	22	23	24
25	26	27 COUNCIL MEETING	28			

March 2018

◀ Feb 2018

Apr 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pay Day	2	3
4	5	6	7	8 Int'l. Women's Day	9	10
11 Daylight Saving Begins NLC CONGRESSIONAL CITY CONFERENCE Washington, DC	12 NLC CONGRESSIONAL CITY CONFERENCE Washington, DC	13 COUNCIL MEETING NLC CONGRESSIONAL CITY CONFERENCE Washington, DC	14 NLC CONGRESSIONAL CITY CONFERENCE Washington, DC	15 Pay Day	16	17 Saint Patrick's Day
18	19	20 Spring Begins (Northern Hemisphere)	21	22	23	24 World Tuberculosis Day
25	26	27 COUNCIL MEETING	28	29 Pay Day	30 Good Friday	31

April 2018

◀ Mar 2018

May 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Easter	2	3	4	5	6	7
8	9	10 Equal Pay Day COUNCIL MEETING	11	12 Pay Day	13 Good Friday	14
15	16	17 Tax Day (Taxes Due)	18	19	20	21
22 Earth Day	23 World Immunization Week Starts	24 COUNCIL MEETING	25 Administrative Professionals	26 Pay Day	27 Arbor Day	28
29	30					

May 2018

◀ Apr 2018

Jun 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 Cinco De Mayo
6	7	8 COUNCIL MEETING	9	10 Pay Day	11	12
13 Mother's Day	14	15	16	17	18	19 Armed Forces Day
20	21	22 COUNCIL MEETING	23	24 Pay Day	25	26
27	28 Memorial Day City Offices Closed	29	30	31		

June 2018

◀ May 2018

Jul 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7 Pay Day	8	9
10	11	12 COUNCIL MEETING	13	14 Flag Day	15	16
17 Father's Day	18	19	20	21 Summer Solstice Pay Day	22	23
24	25	26 COUNCIL MEETING	27	28	29	30

July 2018

◀ Jun 2018

Aug 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Canada Day	2	3	4 Independence Day City Offices Closed	5 Pay Day	6	7
8	9	10	11	12	13	14
15	16	17 COUNCIL MEETING	18	19 Pay Day	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

◀ Jul 2018

Sep 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Nat'l. Girlfriend Day	2 Pay Day	3	4
5	6	7	8	9	10	11
12	13	14 COUNCIL MEETING	15	16 Pay Day	17	18
19	20	21	22	23	24	25
26	27	28	29	30 Pay Day	31	

September 2018

◀ Aug 2018

Oct 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Labor Day City Offices Closed	4	5	6	7	8
9	10	11 Patriot Day COUNCIL MEETING	12	13 Pay Day	14	15
16	17	18	19	20	21	22 Fall begins
23	24	25 COUNCIL MEETING	26	27 Pay Day	28	29
30						

October 2018

◀ Sep 2018

Nov 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 Columbus Day City Offices Closed	9 COUNCIL MEETING	10	11 Come Out Day Pay Day	12	13
14	15	16	17	18	19	20
21	22	23 COUNCIL MEETING	24	25 Pay Day	26	27
28	29	30	31 Halloween			

November 2018

◀ Oct 2018

Dec 2018 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4 Daylight Saving Time Ends	5	6 Election Day	7 NLC City Summit Los Angeles, CA	8 Pay Day NLC City Summit Los Angeles, CA	9 NLC City Summit Los Angeles, CA	10 NLC City Summit Los Angeles, CA
11 Veterans Day City Offices Closed	12 City Offices Closed for Veteran's Day	13 COUNCIL MEETING	14	15	16	17
18	19	20	21 City Offices Closed - ½ Day	22 Thanksgiving Day – City Offices Closed Pay Day	23 City Offices Closed	24
25	26	27 COUNCIL MEETING	28	29	30	

December 2018

◀ Nov 2018

Jan 2019 ▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6 Pay Day	7	8
9	10	11 COUNCIL MEETING	12	13	14	15
16	17	18	19	20 Pay Day	21 Winter Solstice	22
23	24 City Offices Closed	25 Christmas City Offices Closed	26	27	28	29
30	31 City Offices Closed					

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Appomattox Cemetery Drainage Repairs

ISSUE: \$60,000 is needed to install curbing, drainage inlets, and repair sinkholes along the lower driveway of Appomattox Cemetery to protect the eastern slope adjacent to Riverside Park from failure.

RECOMMENDATION: Approve the transfer of \$60,000 from the Cemetery Trust Fund to the Cemetery operating fund to be used for the installation of drainage improvements at Appomattox Cemetery.

TIMING: Immediate

BACKGROUND: The steep slope along the eastern edge of Appomattox Cemetery is suffering from severe erosion and slope failure. This slope consists of unconsolidated fill material and construction waste. Over the years, the edge of the slope has been eroding with sinkholes and gullies creating hazards for cemetery maintenance and grave digging crews. Sediment from the failing slope drains into the stream and wetlands in Riverside Park, and eventually flows into the Appomattox River at the canoe launch facility adjacent to the City Marina.

The requested funds are intended to install approximately 800 linear feet of curbing, 5 to 7 drop inlets, and 250 linear feet of drainage pipe to capture the runoff from approximately 6.8 acres of cemetery property. This work will be coordinated with the Riverside Park Stormwater Greenway projects (Sargent Corporation) currently underway to ensure safe conveyance of storm flows to the stream channel below.

FISCAL IMPACT: \$60,000 (There is a balance of \$894,482.65 remaining in the Fund)

ENCLOSED DOCUMENTS: N/A

STAFF: Edward Watson, PE, Director of Public Works

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 | | | |



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: Appropriations of Aide To Locality Funding Grant (ATL).

ISSUE: Adjusting the allocation for Aid To Locality Fire grant in the Fire Department budget from \$0.00 to \$75,525.00 which has been allocated to Hopewell through Fire Programs.

RECOMMENDATION: Appropriate \$75,525.

TIMING: Immediate

BACKGROUND: To adjust the Grant Funding for the Hopewell Fire Department.

FISCAL IMPACT: Appropriate Grant Monies in the General Fund to the Hopewell Fire Department.

ENCLOSED DOCUMENTS: Yes

STAFF: Chief Hunter HFD

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 |



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: Consider an appeal from the Capital Area Partnership Uplifting People (CAPUP) of a decision made by the Downtown Design Review Committee regarding the height of a fence in the Downtown Central Business District (B-1) at vacant property located adjacent to 238 East Broadway.

ISSUE: In accordance with Article IX-A, Downtown Central Business District, Section R. Appeals from Downtown Design Review Committee (DDRC), an applicant aggrieved by a final decision of the Committee has the right to appeal such a decision to the Hopewell City Council.

RECOMMENDATION: City Administration recommends City Council discuss the appeal with CAPUP and members of the Downtown Design Review Committee and make a decision regarding the height of the fence.

TIMING: Staff request City Council make a decision regarding the fence height, either 4 feet or 6 feet at the sidewalk.

BACKGROUND: CAPUP requested a six foot fence be built at the vacant lot adjacent to 238 East Broadway. The black aluminum fence would provide a barrier between the side walk at the patio area next to the Gun Cotton Coffee shop. The DDRC approved the fence near the sidewalk at 4 feet and the fence to the rear near the alley at 6 feet.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: Application for an Appeal
Certificate of Appropriateness packet from CAPUP

STAFF: Tevya W. Griffin, Director, Neighborhood Assistance & Planning

SUMMARY:

- | Y | N | | Y | N | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Christina J. Luman-Bailey, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor K. Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Mayor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Anthony J. Zevgolis, Ward #3 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jackie M. Shornak, Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Jasmine E. Gore, Ward #4 | | | |



The City
of
Hopewell, Virginia

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

APPLICATION TO THE CITY COUNCIL
(Appeal of Decision)

THIS APPLICATION GOES BEFORE THE HOPEWELL CITY COUNCIL AS AN APPEAL TO A DECISION
MADE BY THE HOPEWELL:

APPLICANT: CAPITAL AREA PARTNERSHIP OF LITTLEROCK PEOPLE

ADDRESS: 240 E. BROADWAY
HOPEWELL

PHONE #: 804-788-0050 FAX #: 804-644-1920

EMAIL ADDRESS: TWAGSTAFF@CAPAP.ORG

INTEREST IN PROPERTY: OWNER OR AGENT

A. HAS ANY PREVIOUS APPLICATION OR APPEAL BEEN FILED IN CONNECTION WITH THIS PROPERTY? X Y N

IF YES, PLEASE EXPLAIN: DDRC APPROVED 4' FENCE ALONG BROADWAY; AGENCY REJECTED 6' FENCE.

B. DATE OF THE BOARD OF ARCHITECTURAL REVIEW MEETING, DENYING THE REQUEST:
DDRC
11-2, 2017

C. APPEAL OF DECISION/ INTERPRETATION:

STATE BASIS OF APPEAL:
DUE TO NATURE OF EQUIPMENT/ PROPERTY THAT WILL REMAIN ON PROPERTY OVERNIGHT, OWNER DOES FEEL THAT A 4' FENCE WILL SUFFICIENTLY PROTECT THE PROPERTY.
OWNER IS WILLING TO COMPROMISE WITH A 5' (FIVE) FENCE.

Attach additional sheets, if necessary

TURN OVER

Down Town Design Review Comm.

In accordance with Article XI-B of the Hopewell Zoning Ordinance any applicant aggrieved by a final decision of the Board of Architectural Review shall have the right to appeal such decision to the Hopewell City Council, provided that such appeals is filed within a period of thirty (30) days after the Board of Architectural Review has made its decision. The filing of the petition shall stay the Review Board's decision pending the outcome of the appeal to the City Council.

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

Thomas D. Wagstaff

APPLICANT SIGNATURE

14 Nov 17

DATE

Thomas D. Wagstaff

APPLICANT PRINTED NAME

14 Nov 17

DATE

OFFICIAL USE ONLY

DATE RECEIVED: 11/16/17 DATE OF FINAL ACTION: _____

ACTION TAKEN:

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS:

Background information for Appeal of Decision of the Downtown Design Review Committee

Tom Wagstaff requested a six foot black aluminum fence be constructed at the vacant lot located adjacent to 238 East Broadway (Gun Cotton Coffee). The fence would be placed between the sidewalk and vacant lot and the back property line near the alley. Mr. Wagstaff proposed a six foot fence for security to deter vandalism and the theft of equipment such as tables and chairs.

The Downtown Design Review Committee considered this request on November 1, 2017. The DDRC discussed the implications of crime with a 4 foot fence and a 6 foot fence. The DDRC approved a 4 foot fence along East Broadway and a 6 foot fence along the alley. Mr. Wagstaff is appealing the decision for a 4 foot fence.

The DDRC made this decision because a 4 foot fence is more inviting on the streetscape of the downtown. The equipment referenced can be chained together to deter theft. An architect is on the DDRC and is also the owner of a business in a neighboring downtown. This decision was made as it is the best for the design and feel of downtown.



B

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Landfill Financial Assurance for the DEQ

ISSUE: The city has not met its landfill financial assurance reporting requirements, which is the timely issuance of its Comprehensive Annual Financial Report (CAFR). As a result, the Commonwealth of Virginia Department of Environmental Quality (DEQ), is requiring that the city purchase a standby letter of credit and establish a trust between DEQ and the City to provide financial assurance that the city has sufficient funding to operate its closed landfill for a period of no less than 10 years.

SunTrust Bank has offered to prepare the necessary documents for DEQ, if the city purchases a \$586,155 certificate of deposit (CD) from it as collateral for the standby letter of credit. Also, the cost to set up the letter of credit and the documents required for the trust will be approximately \$8,000.

RECOMMENDATION: Approve the transfer of \$586,155 from the city's Solid Waste Fund to a fund that can be accessed by the DEQ, and establish a budget of \$8,000 in this fund to cover the costs of acquiring the letter of credit and establishing a trust between the city and the DEQ. This funding source is maintained and reserved by the city in its Solid Waste Fund for such purposes, as funds will be placed in a CD until the DEQ reviews the city's issued CAFRs and re-establishes its financial assurance status.

TIMING: The documents must be submitted to the DEQ by December 22, 2017

BACKGROUND: On August 14, 2017, the DEQ sent the city a Notice of Violation (NOV) for the city's closed landfill. This NOV was the result of not having a current CAFR from the city. Due to the absence of a current CAFR, the DEQ determined that the city "...may be in violation of the Virginia Waste Management Act, Va. Code §10.1-1455(G)." They stated that they had two observations as follows:

- Hopewell's solid waste financial assurance documents for the City of Hopewell Landfill for fiscal years 2015 and 2016 were not submitted to DEQ's Office of Financial Responsibility and Waste Programs (OFRWP) within 180 days following the close of their fiscal year.
- DEQ has not received documentation from the city demonstrating that it has obtained alternative financial assurance within 210 days following the close of the owner or operator's fiscal year.

The legal requirement 9 VAC 20-70-210(3) (e) states: "A local government shall satisfy the requirements of the financial test at the close of each fiscal year. If the local government owner or operator no longer meets the requirements of the local government financial test it must, within 210 days following the close of the owner or operator's fiscal year, obtain alternative financial assurance that meets the requirements of this section, place a copy of the financial assurance mechanism in the operating record, and submit the original financial assurance mechanism to the director."

BACKGROUND (CONT):

The enforcement authority provided to the DEQ is: “Va. Code §10.1-1455 of the Waste Management Act provides for an injunction for any violation of the Waste Management Act, Waste Management Board regulations, an order, or permit condition, and provides for a civil penalty up to \$32,500 per day of each violation of the Waste Management Act, regulation, order, or permit condition. In addition, Va. Code §10.1- 1455(O) authorizes the Waste Management Board to issue orders to any person to comply with the Waste Management Act and regulations, including the imposition of a civil penalty for violations of up to \$100,000. Also, Va. Code §10.1-1186 authorizes the Director of DEQ to issue special orders to any person to comply with the Waste Management Act and regulations. Va. Code §§ 10.1-1455(D) and 10.1-1455(I) provide for other additional penalties.”

FISCAL IMPACT: \$8,000

ENCLOSED DOCUMENTS: N/A

STAFF: Edward Watson, PE, Director of Public Works

Council action form 1-3-17

SUMMARY:

- | | | |
|--------------------------|--------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Tony 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 S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7 |



R-7



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

July 24, 2017

TO: HOPEWELL CITY - Pamala Clark
General Registrar

FROM: Kevin A. Hill
Business Manager Department of Elections

SUBJECT: 2017-2018 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the 2017 Virginia Acts of Assembly (Chapter 836). This correspondence sets the authorized state compensation to be paid to your general registrar and electoral board members effective July 1, 2017 through June 30, 2018 as shown in the below tables. Included in the table is the amount authorized for the period of March 1, 2017 through June 30, 2017 to help with your 2018 reimbursement request. The authorized salary rates were computed using the latest (Published January 30, 2017) population estimates from the University of Virginia's Weldon Cooper Center for Public Service, Demographics & Workforce.

Important Note:

Chapter 836 of the 2017 Acts of Assembly authorizes a two percent salary increase effective August 1, 2017 for General Registrars and members of local electoral boards, provided that the governing authority of such employees use such funds to support salary increases.

Compensation for General Registrar

The table below sets forth the authorized salary rates for your local general registrar from July 1, 2017 through June 30, 2018. Your local governing body will be reimbursed by the Department of Elections for state authorized salary payments to the extent of funds provided in the 2017 Virginia Acts of Assembly (Chapter 836). The authorized salaries **do include** the two percent salary increase effective August 1, 2017. The table shows only the annual salary as localities process payrolls differently.

	Annual 3/1/2017 - 6/30/2017	Annual 7/1/2017 - 7/31/2017	Annual 8/1/2017 - 6/30/2018
Registrar	\$45,557	\$45,557	\$46,468

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar’s staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar to attend the annual training offered by the Department of Elections; (ii) adequate training for officers of election; (iii) conducting elections as required; and (iv) voter education. Local governing bodies may supplement the annual salary of the general registrar. However, the supplement, expenses and mileage of the general registrar, are not reimbursable from the State Treasury.

Electoral Board Authorized Compensation

The following table sets forth the authorized state annual salary rates for your electoral board members. These amounts are to be paid by your local government during the period of July 1, 2017 through June 30, 2018. Also included in the table is the amount authorized for the period of March 1, 2017 through June 30, 2017 to help with your 2018 reimbursement request. The authorized salaries shown below **do include** a two percent salary increase effective August 1, 2017.

	Annual 3/1/2017 - 6/30/2017	Annual 7/1/2017 - 7/31/2017	Annual 8/1/2017 - 6/30/2018
Secretary	\$3,159	\$3,159	\$3,222
Chairman	\$1,580	\$1,580	\$1,612
Vice-Chair	\$1,580	\$1,580	\$1,612

Mileage & Expenses

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate listed by the federal government at the IRS website at the time of travel,

<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/>

Counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

Reimbursements from State Treasury

Annually, the Department of Elections reimburses your local government for the state authorized salaries based on population paid to the general registrar and your local electoral board members. As stated earlier, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board only the state authorized amount contingent to the extent of funds provided.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the Department of Elections will not reimburse you for the additional allowances.

If you have any questions regarding the above information, please contact the ELECT Fiscal staff at 804-864-8950 or send an email to fiscal@elections.virginia.gov.

R-8



CITY OF HOPEWELL
CITY COUNCIL ACTION FORM

- Strategic Operating Plan Vision Theme:
X Civic Engagement
Culture & Recreation
Economic Development
Education
Housing
X Safe & Healthy Environment
None (Does not apply)

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

- Action:
Approve and File
X 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: Creation of a City of Hopewell Opioid Task Force

RECOMMENDATION: For City Council to create an Opioid Task Force to address the growing epidemic.

TIMING: Urgent

BACKGROUND: The Opioid Epidemic has become a National, State and Local crisis and steps need to be taken to combat this issue and to make sure we are providing proactive aid to both the victims and families of victims, as well as for our Public Safety responders and our health professionals. The suggested make-up of the Task Force is One or Two Council Members, City Manager, Chief of Police, Chief of Fire, Commonwealth Attorney, City of Hopewell Sheriff, Social Services Director, Director of the Riverside Criminal Justice Agency, Office on Youth Coordinator, Health Department Representative, and two or three service providers involved in the Opioid Crisis.

FISCAL IMPACT: None for the initial Task Force

ENCLOSED DOCUMENTS: None

STAFF: City Manager and Chief of Police

Council Action Form 2017

SUMMARY:

- Y N Councilor Christina J. Luman-Bailey, Ward #1
Councilor Arlene Holloway, Ward #2
Councilor Tony Zevgolis, Ward #3
Vice Mayor Jasmine Gore, Ward #4
Y N Councilor Janice Denton, Ward #5
Councilor Brenda S. Pelham, Ward #6
Mayor Jackie M. Shornak, Ward #7

Insert Date of Meeting

**REPORTS
OF THE
CITY
ATTORNEY**

**REPORTS
OF THE
CITY CLERK**

REPORTS OF THE CITY COUNCIL

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

ADJOURN