



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

John M. Altman, Jr., City Manager

Charles Dane, Assistant City Manager

Stefan M. Calos, City Attorney

Ronnieye L. Arrington, City Clerk

Date: March 6, 2018

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 attorney); (2) discussion of appointment and performance of specific appointees of city council, (CPMT); (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, Green Plains, imminent domain) and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (human resources and social media policies) 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

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 Judy Bailey of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Holloway.

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

C-3 Routine Approval of Work Sessions: March 27, 2018 – Work session with Springsted on Compensation Study and Plan, and HPD recruitment and retention

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

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement: March 27, 2018 – Joint Public Hearing – Planning Commission and City Council regarding Comp Plan

C-8 Information for Council Review: November 2017 – Minutes from HRHA and EDA

C-9 Resolutions/Proclamations/Presentations: NLC Prescription Savings Club – Vice Mayor Gore

C-10 Additional Announcements: March 12, 2018 - Public meeting regarding Comp Plan – held at HMA at 6:00 pm

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.)*

Regular Business

Reports of City Manager:

R-1 Fire Department appropriation of \$1,456.73 from donations

ISSUE: The Fire Department is requesting the appropriation of four donations it received from various sources in the amounts of \$1,000, \$231.73, \$200, and \$25, currently held in Miscellaneous Revenue.

RECOMMENDATION: Staff recommends that Council **approve the appropriation of \$1,456.73 in donations to the Hopewell Fire Department to be used towards small equipment (e.g. smoke detectors) and other operating expenses.**

MOTION: _____

Roll Call

R-2 Sheriff's Office appropriation of \$1,000 from a donation

ISSUE: The Sheriff's Office is requesting the appropriation of a donation it received from the American Legion Post 146, in the amount of \$1,000 currently held in Miscellaneous Revenue.

RECOMMENDATION: Staff recommends that Council **approve the appropriation of \$1,000 donated to the Hopewell Sheriff's Office to be used towards equipment and other operating expenses.**

MOTION: _____

Roll Call

R-3 Approval of issuance of \$9,203.04 BPOL refund to Columbia/HCA John Randolph

ISSUE: Virginia Code § 58.1-3981 *Correction by commissioner or other official performing his duties*, and Hopewell Ordinance No. 2007-10 authorize the City Treasurer to approve and issue refunds for erroneously assessed taxes up to \$2,500. Amounts over \$2,500 require approval by City Council.

RECOMMENDATIONS: Staff recommends that Council **approve issuance of a \$9,203.04 BPOL refund to Columbia/HCA John Randolph.**

MOTION: _____

Roll Call

Reports of the City Attorney:

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

IC-1 Gore - Request for work session on Boards, Commissions & Authorities

Motion: _____

Roll Call

Citizen/Councilor Requests

Other Council Communications

Adjournment

CONSENT AGENDA

**PERSONNEL
CHANGE
REPORT**

DATE: March 1, 2018
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – February 2018

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
ALTMAN, JOHN	CM OFFICE	CITY MANAGER	02/05/2018
ANDREWS, TIMOTHY	WATER RENEWAL	WWT OPER TRAINEE	02/28/2018
BANISTER-WILSON, CHRISTINE	RECREATION	P/T SPECIAL EVENTS ASST	02/10/2018
BIZZELL, JOSEPH	TREASURER	P/T ACCOUNTANT	02/21/2018
BRADSHAW, STEVEN	WATER RENEWAL	WWT OPER TRAINEE	02/14/2018
BURT, JENNIFER	DEVELOPMENT	EXECUTIVE ASST	02/05/2018
BYNUM, TOMECA	WATER RENEWAL	SR. EXEC ASST	02/28/2018
DEAN, JACQUELINE	POLICE	VICTIM WITNESS COORDINATOR	02/28/2018
GAREAU, KEVIN	SHERIFF	P/T SHERIFF DEPUTY	02/14/2018
LOWERY, ASHLEY	RECREATION	P/T SPEC EVNTS ASST	02/24/2018
MABREY, NICOLE	SHERIFF	COURTS DEP SHERIFF	02/28/2018
SCOTT, FORREST	WATER RENEWAL	WWT OPER TRAINEE	02/07/2018
TILLER, JAMES	WATER RENEWAL	WWT OPER TRAINEE	02/14/2018

PROMOTIONS

PEREZ OTERO	ISRAEL	POLICE SGT	02/28/20218
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SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
ELLINGHAUS, MATTHEW	WATER RENEWAL	DEPUTY DIRECTOR	02/15/2018
FERGUSON, RYAN	POLICE	POLICE OFFICER II	02/27/2018
HORTON, JEFFREY	DEVELOPMENT	COMBO BLDG INSP I	02/16/2018
JONES JR, DOUGLAS	FIRE	FIRE FIGHTER SR	02/15/2018
SHELTON, MATTHEW	PUBLIC WORKS	PW MAINT SPEC	02/15/2018
SKOWRON, ROBERT	POLICE	DEPUTY POLICE CHIEF	02/16/2018
SUMMA, ASHLEY	RECREATION	LIFEGUARD	02/20/2018

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

Concetta Manker, IT Director
Jay Rezin, IT
Dave Harless, Risk/Safety Coordinator
Carol Scarbrough, Parks & Recreation

**INFORMATION
FOR COUNCIL
REVIEW**

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

350 East Poythress Street
Hopewell, VA 23860

REGULAR MEETING OF November 13, 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, November 13, 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
Patrick Plourde, Commissioner
Rogers Henry, Commissioner
Ruth Johnson, Commissioner

Absent: None

Also Present: Steve Benham, Executive Director
Sherry Henderson, Executive Secretary
Madelyn Peay, Deputy Executive Director
Michelle Coleman, Acting Director of Finance and Administration
Tarvaris McCoy, Community Revitalization Coordinator
Kathryn Thompson, Family Self Sufficiency Coordinator

CONSENT AGENDA

C-1 & C-2: Upon motion made by Commissioner Plourde and seconded by Commissioner Johnson 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 Plourde - Yes
Commissioner Cross - Yes
Commissioner Henry - Yes
Commissioner Johnson - Yes

7 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Request approval of Resolution No. 834, adding Columbus Day in observation of a HRHA Official Holiday.

Upon motion made by Commissioner Plourde and seconded by Commissioner Johnson with all Commissioners present responding, the Board of Commissioners approved Resolution No. 834, adding Columbus Day in observation of a HRHA Official Holiday.

Upon roll call, the vote resulted:

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

7 Yes; Motion Passed

815

816
R-2 Request approval of Resolution No. 835, authorizing the Executive Director to negotiate the purchase of the parcel known as Durrani Highland Park property for no greater than a base price of \$300,000.

Upon motion made by Commissioner Cross and seconded by Commissioner Flourde with all Commissioners present responding, the Board of Commissioners approved Resolution No. 835, authorizing the Executive Director to negotiate the purchase of the parcel known as Durrani Highland Park property for no greater than a base price of \$300,000.

Upon roll call, the vote resulted:

Chairman Mahaney	- Yes
Vice-Chairman Flowers	- Yes
Commissioner Jones	- Abstain
Commissioner Flourde	- Yes
Commissioner Cross	- Yes
Commissioner Henry	- Yes
Commissioner Johnson	- Yes

6 Yes; 1 Abstain; Motion Passed

R-3 Other Matters.

The following updates were discussed with the Board of Commissioners:

1. Redevelopment of Piper Square.
2. The Ross Grant application submission.
3. The Veteran Affairs Supportive Housing (VASH) program application that was submitted.
4. The Administrative Building Security construction is on schedule.

EXECUTIVE SESSION

E-1 The Board of Commissioners adjourned into Executive Session at 6:23 p.m. for the purpose of discussing personnel and other matters in accordance with 2.2-3711 (A) (1) (3) (4) (7) of the Code of Virginia as amended.

RETURN TO REGULAR SESSION

Upon return from Executive Session at 6:55 p.m., the following motion was made by Commissioner Cross and seconded by Commissioner Jones with all Commissioners present responding affirmatively:

WHEREAS, the Board of Commissioners has convened an executive session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act, and

WHEREAS, Section 2.2-3711(B) of the Code of Virginia of 1950, as amended, requires a certification by the Board of Commissioners that such executive meeting was conducted in conformity with Virginia law:

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive meeting to which this certification resolution applies, and only such public business as were identified in the motion convening the executive meeting were heard, discussed or considered by the Board of Commissioners.

Upon motion made by Commissioner Flourde and seconded by Commissioner Henry with all Commissioners present responding, the Board of Commissioners authorized the Executive Director to coordinate a special event to honor Michael Mahaney for his 20 plus years of dedication and service to the Board of Commissioners as a Chairman and Commissioner.

Upon roll call, the vote resulted:

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

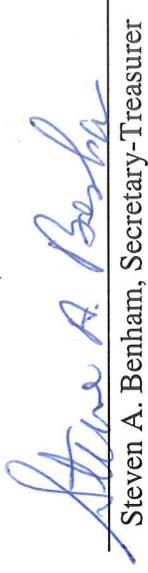
7 Yes; Motion Passed

ADJOURNMENT

Upon motion made Commissioner Plourde seconded by Commissioner Jones with all Commissioners present responding affirmatively, the meeting was adjourned at 6:58 p.m.



 Sheila Flowers, Vice-Chairman



 Steven A. Benham, Secretary-Treasurer

EDA Meeting 11/06/2017 @ 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

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

Approval of Agenda: The Agenda was approved and distributed.

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

Chairperson Report:

D. Randolph reported one the following items:

- The EDA will receive \$1,000.00 income from Pacific 2.1 Entertainment Group Inc. for use of EDA property

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 T. Wagstaff and 2nd by B. Moore Motion carried. J. 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:

None

Treasurer's Report:

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

New Business: none

Next meeting: December 4, 2017 in the Second Floor City Conference Room @ 5:30pm.

Adjourn: Motion by T. Wagstaff to adjourn, 2nd by E. Eliades; adjourned at 7:05pm.

REGULAR BUSINESS

**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: Appropriate Fire Department Donations

ISSUE: Appropriate Fire Department Donations from Miscellaneous Revenue 11101600 479901 to Fire Department Donation 11321060 505681

RECOMMENDATION: Approve Appropriation

TIMING: Upon Approval of Council

BACKGROUND: The Fire Department has received donations that need to be moved to the Fire Department Donation account. These donations go to such things as Smoke Detectors and other services the FD provides

FISCAL IMPACT: Four donations have been received \$1,000.00, \$231.73, \$200.00, \$25.00 for a total of \$1,456.73

ENCLOSED DOCUMENTS: N/A

STAFF: Donald Hunter Fire Chief

SUMMARY:

- | | | |
|--------------------------|--------------------------|---|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor, Jackie M. Shornak Ward #7 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina Luman-Bailey, Ward #1 |

- | | | |
|--------------------------|--------------------------|-------------------------------------|
| Y | N | |
| <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"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |

BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2018

WHEREAS, at the March 6, 2018 Hopewell City Council meeting, a Fiscal Year 2018 budget amendment was introduced to appropriate \$1,456.73 donated to the Fire Department; and

WHEREAS, the donated funds are to be used to offset operating expenditures needs of the Fire Department;

BE IT RESOLVED that the Hopewell City Council approves an increase in appropriations for the Fire Department in the amount of \$1,456.73; to be funded from a donation.

General Fund 011:

Resources:

11101600 479901 Miscellaneous Revenue..... \$1,000.00

Appropriations:

11321060 505681 Fire Donation..... \$1,000.00

11101600 479904 Grants and Donations..... \$456.73

Appropriations:

11321060 505681 Fire Donation..... \$456.73

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: **Appropriate Sheriff’s Office Donation**

ISSUE: **Appropriate Sheriff’s Office Donation from Miscellaneous Revenue 11101600 479901 to Sheriff’s Office Police Supplies 11213038 506010**

RECOMMENDATION: **Approve Appropriation**

TIMING: **Upon Approval of Council**

BACKGROUND: **The Sheriff’s Office has received a donation that needs to be moved to the Sheriff’s Office Police Supplies account. This donation was made by the American Legion Post 146 to the Hopewell Sheriff’s Office for new equipment.**

FISCAL IMPACT: **One donation has been received for \$1,000.00.**

ENCLOSED DOCUMENTS: **N/A**

STAFF: **Sheriff Stephen M. Kephart, Jr.**

SUMMARY:

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 |



BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2018

WHEREAS, at the March 6, 2018 Hopewell City Council meeting, a Fiscal Year 2018 budget amendment was introduced to appropriate from \$1,000 donated to the Hopewell Sheriff's Office by the Hopewell American Legion Post 146; and

WHEREAS, the donated funds were deposited under Miscellaneous Revenue and need to be appropriated to the Sheriff's Office;

BE IT RESOLVED by the Hopewell City Council that the following unassigned revenues are hereby appropriated and transferred to the Hopewell Sheriff's Office in support of regular operating expenses and capital improvements.

Recreation Fund 035:

Resources:

Miscellaneous Revenue	\$1,000
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Appropriations:

Sheriff's Office.....11213038 506010 Police Supplies	\$1,000
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BUDGET AMENDMENT RESOLUTION
FISCAL YEAR 2018

WHEREAS, at the March 6, 2018 Hopewell City Council meeting, a Fiscal Year 2018 budget amendment was introduced to appropriate \$1,000 donated to the Hopewell Sheriff's Office by the Hopewell American Legion Post 146; and

WHEREAS, the donated funds are to be used to offset operating expenditure needs of the Hopewell Sheriff's Office;

BE IT RESOLVED that the Hopewell City Council approves an increase in appropriations for the Hopewell Sheriff's Office in the amount of \$1,000; to be funded from a donation.

General Fund 011:

Resources:

11101600 479901 Miscellaneous Revenue.....	\$1,000
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Appropriations:

11213038 506010 Sheriff's Office - Police Supplies.....	\$1,000
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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: BPOL REFUND

RECOMMENDATION: Authorize Treasurer to refund \$9,203.04 to Columbia/HCA John Randolph, Inc. as per State and City code

TIMING: City Council action is requested on March 6, 2018

BACKGROUND:

Columbia/HCA John Randolph, Inc. initially submitted a business license which included projections for their new FSED location to open in Hopewell. BPOL was charged based on those projections. Unfortunately, when the new site opened, it was opened in Prince George County. A new license was filed on February 27, reducing the amount owed by Columbia/HCS John Randolph by \$9,203.04. Per Virginia Code Sections 58.1-3981 and 58.1-3990, and City Ordinance 2007-10, refunds greater than \$2,500 require Council approval. It is therefore requested that the \$9,203.04 refund be approved, plus any applicable interest.

City Code Ordinance:

No. 2007-10.

Virginia State Code: 58.1-3981 and 58.1-3990.

FISCAL IMPACT: Minimal, but negative impact due to loss of revenue

STAFF: Joan E. Gosier, City Treasurer
Debra Kloske Reason, Commissioner of Revenue

Council Action Form 2017

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 Zevgolits, 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			

**Insert
Date of
Meeting**

REPORTS OF THE CITY COUNCIL

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

ADJOURN