

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

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

AGENDA

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John M. Altman, Jr., City Manager
Stefan M. Calos, City Attorney
Ronnie L. Arrington, City Clerk

Date: August 14, 2018

MUNICIPAL BUILDING

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

PROPOSED MOTION: To go into closed meeting for (1) discussion, consideration, and interview of specific appointees of city council (city attorney, all boards, authorities, committees and commissions); (2) 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 (water renewal, public works, police, zoning); and (3) 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), (7), and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

MOTION: To amend the order of the agenda to enable city council to vote on appointees prior to regular business, and to adopt the agenda as so amended.

Roll Call

PROPOSED MOTION: To appoint _____ and _____ to the School Facilities Committee; and to appoint _____ and _____ to the School Board/Council Working Group

Roll Call

REGULAR MEETING

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

Prayer by Chaplain Pamela F. Cooper 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:** April 24, 2018; May 1, 2018; May 8, 2018; May 22, 2018; June 5, 2018; June 21, 2018; July 10, 2018; July 31, 2018
- C-2 **Pending List:**
- C-3 **Routine Approval of Work Sessions:**
- C-4 **Personnel Change Report & Financial Report:** Both attached
- C-5 **Ordinances on Second & Final Reading:**
- C-6 **Routine Grant Approval:**
- C-7 **Public Hearing Announcement:** September 11, 2018 – Conditional Use Permit – City Point; Conditional Use Permit- Mesa; Rezoning Request – Western Street
- C-8 **Information for Council Review:** ARLS minutes 7-17-18; CVWMA minutes: 4-20-18, 5-18-18; CPMT minutes 4-16-18, 5-31-18, 6-18-18; DDRC minutes: 10-4-17, 11-1-17, 3-7-18, 4-4-18, 6-6-18, 7-11-18 minutes; and HRHA minutes: 5-14-18
- C-9 **Resolutions/Proclamations/Presentations:**
- C-10 **Additional Announcements:** Announcement of Cities of Opportunity Grant; Unveiling of renovated Council Suite; Boards and Commissions Appreciation Dinner

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)*

PH-1 Continuation of Public Hearing Opened July 10, 2018 - Hopewell Redevelopment and Housing Authority request to amend the Hopewell Zoning Map to rezone property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3) and Highway Commercial (B-3) to Residential Apartment (R-4)

ISSUE: The City has received a request from the Hopewell Redevelopment and Housing Authority (HRHA) to rezone property identified as Sub-Parcel #'s 042-0095, 042-0195, and 042-0252, from R-3, Residential, Medium Density District and B-3, Corridor Development District to R-4, Residential. The properties are located off of Winston Churchill Drive between Westover Avenue and Highland Avenue.

RECOMMENDATION: Staff recommends that Council **resolve to approve HRHA's request to amend the Hopewell Zoning Map to rezone property located at Cedar, Cypress and Westover Streets in Highland Park subdivision from R-3 and B-3, to R-4.**

MOTION: _____

Roll Call

Communications from Citizens

CITY CLERK: *A Communications from Citizens period, limited in total time to 30 minutes, is part of the Order of Business at each regular Council meeting. All persons addressing Council shall approach the microphone, give name and, if they reside in Hopewell, their ward number, and limit comments to **three minutes**. No one is permitted to speak on any item scheduled for consideration on the regular agenda of the meeting. All remarks shall be addressed to 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 General Registrar Request for Appropriation

ISSUE: The General Registrar has hired an Assistant Registrar at a salary higher than was budgeted for that position. Pursuant to Virginia Code §24.2-112, City Council sets the rate of pay for the assistant registrar, so the Registrar's Office is seeking an appropriation of \$9,758.44.

RECOMMENDATIONS: Staff recommends that Council **adhere to Virginia Code § 24.2-112 and set whatever rate of pay Council deems appropriate for the assistant registrar, and to make any such additional appropriation.**

MOTION: _____

Roll Call

UB-2 Panhandling in Public Right of Way

ISSUE: Individuals panhandling within the public right-of-way creates a public safety issue

RECOMMENDATION: Staff recommends that Council **resolve to approve placing signage in the right-of-way.**

MOTION: _____

Roll Call

UB-3 Littering

ISSUE: Littering in Hopewell is at an all-time high and must be addressed.

RECOMMENDATION: Staff recommends that Council act on this matter as it sees fit.

MOTION: _____

Roll Call

UB-4 Council Ward Improvement Fund Policy

ISSUE: Council requested that certain funds be put aside for each councilors use to benefit their respective wards. During discussion, it was suggested that Council have a policy regarding the ward improvement fund, as well as establish categories, create an application, etc. These items have been drafted for Council review.

RECOMMENDATION: Staff recommends that Council act on this matter as it sees fit.

MOTION: _____

Roll Call

Regular Business

Reports of City Manager:

R-1 Resolution appointing Assistant City Manager as Alternate to Riverside Regional Jail Authority (RRJA)

ISSUE: The RRJA Board consists of appointees from each jurisdiction and an alternate. The City of Hopewell currently has no alternate.

RECOMMENDATION: Staff recommends that Council **resolve to appoint Charles Dane, Assistant City Manager, as alternate to the Riverside Regional Jail Authority.**

MOTION: _____

Roll Call

R-2 Request to establish two full-time permanent Benefit Program Specialist positions with the Hopewell Department of Social Services

ISSUE: Governor Northam signed Medicaid Expansion into law on June 7, 2018. Virginia joins 32 other states and the District of Columbia in expanding Medicaid coverage. The measure is scheduled to take effect January 1, 2019 with applications accepted starting in November 2018. Approval is requested to hire two additional full-time staff members in anticipation of the increase in eligible applicants who will be applying for and receiving Medicaid coverage.

RECOMMENDATION: Staff recommends that Council **resolve to approve the immediate hiring of two full-time permanent Benefits Program Specialists positions.**

MOTION: _____

Roll Call

R-3 Request authority to approve renewal of service agreements for refuse and recycling services - CVWMA

ISSUE: Five-year contracts for refuse and recycling will expire June 30, 2019. To ensure a smooth transition of services on July 1, 2019, the City's approval of service agreements needs to be renewed.

RECOMMENDATION: Staff recommends that Council resolve to approve the renewal of the service agreements with CVWMA, and authorize the City Manager to sign any and all documents.

MOTION: _____

Roll Call

R-4 Treasurer's Request to update City Code regarding animal license fees

ISSUE: The State has revised its laws regarding licensing fees and taxes for pets. The Treasurer's office is seeking to update the City Code to match the State. [I would get rid of unnecessary capitalizations here and in other places]

RECOMMENDATION: Staff recommends that Council **resolve to approve the Treasurer's request to update Sec. 6-31.1 *Control of dangerous or vicious dogs* pursuant to Virginia law.**

MOTION: _____

Roll Call

Reports of the City Attorney: City council rules

Reports of the City Clerk:

Reports of City Council:

Committees

Individual Councilors

Citizen/Councilor Requests

Other Council Communications

Adjournment

REGULAR MEETING

CONSENT AGENDA

MINUTES

**April 24, 2018
Regular Meeting**

MINUTES OF THE MEETING OF CITY COUNCIL HELD APRIL 24, 2018

A meeting of Hopewell City Council, was held Tuesday, April 24, 2018, 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
Arlene Holloway, Councilor
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Brenda S. Pelham, Councilor
Christina Luman-Bailey, Councilor

John Altman, City Manager
Stefan Calos, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Assistant City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 6:35 p.m. Roll call was taken as follows:

| | | |
|------------------------|---|-------------------------------|
| Mayor Shornak | - | present |
| Vice Mayor Gore | - | present |
| Councilor Luman-Bailey | - | present |
| Councilor Holloway | - | present |
| Councilor Zevgolis | - | absent (arrived at 6:45 p.m.) |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 6:37 p.m. motion was made by Councilor Denton and seconded by Councilor Pelham to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); (2) discussion of performance of specific employee of council (city clerk); (3) discussion of appointment of specific appointees of city council (HRHA, CVWMA); (4) discussion of performance of specific appointees of city council (EDA); (5) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (water renewal, cemetery, storm water); and (6) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [four items], (3), and (8), respectively. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-------------------------------|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Zevgolis | - | absent (arrived at 6:45 p.m.) |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |

Motion passed 6-0

**April 24, 2018
Regular Meeting**

ROLL CALL

Mayor Shornak requested a roll call as follows:

| | | |
|------------------------|---|-------------|
| Mayor Shornak | - | present |
| Vice Mayor Gore | - | present |
| Councilor Luman-Bailey | - | present |
| Councilor Holloway | - | present |
| Councilor Zevgolis | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | not on dais |

AMEND/ADOPT AGENDA

Motion was made by Councilor Zevgolis to adopt the agenda. This motion was seconded by Vice-Mayor Gore. Councilor Luman-Bailey then made a motion to amend the agenda and to move Architectural Review Board (R-2) presentation to before Public Hearings. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

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

Mayor Shornak called the meeting to order at 7:53 p.m., and thanked all for attending. The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

CONSENT AGENDA

A motion was made by Vice Mayor Gore to approve the Consent Agenda. The motion was seconded by Councilor Luman-Bailey.

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**

**April 24, 2018
Regular Meeting**

- C-7 Public Hearing Announcement:** Budget: May 22, 2018
- C-8 Information for Council Review:** Minutes: ARLS April 2018; Electoral Board – 3-28-18, 4-12-18; Certification of Special Meeting 4-23-18; Hopewell Water Renewal 1-16-18
- C-9 Resolutions/Proclamations/Presentations:** Proclamations: Police Week; Kids to Parks Day
- C-10 Additional Announcements:** Award from James River Associates

Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-2 Architectural Review Board Presentation- Tevya Griffin, Director, Department of Development introduced Ms. Mary Calos, Chairperson for the Architectural Review Board. Ms. Calos thanked council for allowing the board to serve and introduced the other members of the board. The other members included Ms. Rita Joyner, ARB Vice-Chair, Ms. Edith Holsopple, Ms. Kathleen Vincent and Mr. Joseph Bailey, who were all in attendance at the meeting. Ms. Calos also thanked Chris Ward, City Planner for his graphic designs. Ms. Calos introduced Ms. Rita Joyner and Ms. Edith Holsopple. Ms. Joyner and Ms. Holsopple presented and provided updates on the homes undergoing preservation in the historic City Point district. The ARB board approved six (6) applications for certificates of appropriateness, and a grant was awarded to provide cedar trees along historic cedar lane by the Cameron Foundation. VDOT awarded a grant to make improvements to Prince Henry Lane. Ms. Joyner and Ms. Holsopple discussed the updates made to each of the homes awarded the certificates of appropriateness. Mayor Shornak asked to have the ARB presentation added to the city website. No action required of Council.

PUBLIC HEARINGS

PH-1 The public hearing for the Condemnation Proceedings for 710 S. 6th Street opened at 8:41 p.m. John Altman, City Manager and Jeanie Grandstaff with Hopewell Regional Wastewater Treatment Facility, presented and was available to answer questions. There were no request received from the public to speak on this issue. The public hearing closed at 8:42pm.

Councilor Brenda Pelham submitted a Transactional Disclosure Statement form that states that she works near this land and is a Hopewell Public School employee.

Councilor Pelham moved to adopt a resolution to acquire by condemnation approximately 2,757 square feet, or 0.063 acres, on property owned by Hopewell Property, LLC and HW Industrial LLC located at 710 S. 6th Street, to be used as a 30-foot permanent easement, and to authorize the City Manager to execute all documents related thereto. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

| | | |
|-----------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |

**April 24, 2018
Regular Meeting**

| | | |
|------------------------|---|-----|
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 7-0

PH-2 The public hearing for the Hopewell 2028 Draft Comprehensive Plan opened at 8:43 p.m. We received three request from citizens to speak on this issue. Ms. Rita Joyner, citizen of Ward 1, spoke in favor of the Comprehensive Plan. Mr. Brandon Butterworth, citizen of Ward 3, spoke in favor of the Comprehensive Plan. Katherine Padlewski, citizen of Ward 1, was the last public speaker and she was not in favor of the Comprehensive Plan. The Public hearing closed at 8:44 p.m. Councilor Pelham made a motion to approve and adopt the 2028 Draft Comprehensive Plan as amended. The motion was seconded by Councilor Zevgolis.

A substitute motion was made by Councilor Luman-Bailey to approve the 2028 Comprehensive Plan but to remove Woodlawn School from the plan but add option for the area of the map to remain residential and or commercial. The motion was seconded by Vice-Mayor Gore. A friendly amendment was made by Vice Mayor Gore to approve the 2028 Comprehensive Plan with the amendments with the exception of the Woodlawn school, and to allow Councilor Luman-Bailey to work with the Planning Commission and come back to Council with options. The motion failed for lack of a second. Councilor Pelham requested a call for the question. Upon the roll call the vote resulted:

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 6-1

The substitute motion made by Councilor Luman-Bailey to approve the 2028 Draft Comprehensive Plan but to remove Woodlawn School from the plan but add option for the Area 3 of the map to remain residential and or commercial, and seconded by Vice Mayor Gore was voted on. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | no |
| Vice Mayor Gore | - | no |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | no |
| Councilor Pelham | - | no |
| Councilor Zevgolis | - | no |

Motion failed 5-2

The original motion made by Councilor Pelham to approve and adopt the 2028 Draft Comprehensive Plan as amended, and seconded by Councilor Zevgolis was voted on. Upon the roll call, the vote resulted:

**April 24, 2018
Regular Meeting**

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | no |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 5-2

PH-3 The public hearing was held to receive comments regarding the Amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District, and opened at 9:00 p.m. There was no request from the public to speak on this topic. The public hearing closed at 9:01 p.m. Councilor Denton made a motion to approve the amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-4 The public hearing was held to receive comments regarding the Amendment to Article XVI, Site Plan Regulations, and opened at 9:03 p.m. There was no request from the public to speak on this topic. The Public hearing closed at 9:04 p.m. Councilor Pelham made a motion to approve the Amendment to Article XVI, Site Plan Regulations. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS:

There was no request from citizens to communicate with Council.

REGULAR BUSINESS

Reports of City Manager:

R-1 Approval of 2018 Tax Rate- John Altman, City Manager, presented and reviewed the tax rate to Council. He ended the presentation fielding questions of Council.

**April 24, 2018
Regular Meeting**

Councilor Pelham submitted a Transactional Disclosure Statement form that states that she works for Hopewell City Public Schools. Mayor Shornak submitted a Transactional Disclosure Statement form that states her daughter is a City of Hopewell employee.

Councilor Denton made a motion to approve and adopt a tax at the rate of \$1.13 per One Hundred Dollars (\$100.00) of assessed valuation on real estate; a tax at the rate of \$3.05 per One Hundred Dollars (\$100.00) of assessed valuation on machinery and tools; a tax at the rate of \$0.10 per One Hundred Dollars (\$100.00) of assessed valuation on one (1) motor vehicle used in the performance of his/her duties as a bona fide member of the Hopewell Emergency Crew; a tax at the rate of \$3.50 per One Hundred Dollars (\$100.00) of assessed valuation on tangible personal property, except that real and tangible personal property of Public Service Corporations shall be taxed in accordance with Chapter 26, Title 58.1 of the Code of Virginia, 1950, as amended. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted.

| | | |
|------------------------|---|-------------|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | not on dais |
| Councilor Zevgolis | - | yes |

Motion passed 7-0 (Per Council Rule 105)

R-3 Grant from Virginia Department of Historic Resources (DHR)- John Altman, City Manager, presented and reviewed the grant awarded to the City. He ended his presentation fielding questions from Council. Councilor Luman-Bailey made a motion to authorize the City Manager to sign the agreement between the City of Hopewell and the Virginia DHR to approve and appropriate grant funds in the amount of \$10,250. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

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

Motion passed 7-0

Reports of City Attorney: - City Attorney did not have any reports.

Reports of City Clerk: - City Clerk did not have any reports.

Reports of City Council: - City Council did not have any reports.

Committees-

**April 24, 2018
Regular Meeting**

Youth Services Commission (YSC) - Vice Mayor Gore provided an updated. She discussed the forum they had on April 19th and the initiative to visit schools to promote the Youth Services Commission and the Office on Youth.

Individual Councilors-

Vice Mayor Gore- Made a request to City Council to create and Ad-hoc Committee to discuss joining other Virginia Localities to become an ACT Work Ready Community. She would like to form an exploratory committee on how to proceed and report to council recommendations. Vice Mayor Gore made a motion to approve the creation of the City Council Work Ready Community AD-Hoc committee. The motion was properly seconded by Councilor Pelham.

Councilor Zevgolis made a substitute motion to move the creation of the City Council Work Ready Community Ad-Hoc committee be added under regular business at the next council meeting. The substitute motion was seconded by Councilor Denton. Vice Mayor Gore stated per council rules this is where this request would go on the agenda.

An additional substitute motion was made by Vice Mayor Gore to meet and discuss, along with Councilor Luman-Bailey, the Work Ready Community project in conjunction with the City Manager and report back to city council the findings. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted

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

Motion passed 7-0

Citizen/Councilor Requests

Councilor Pelham requested for the city attorney to place on the agenda consideration to change rule about abstaining. She requested that one rule, every meeting, under the city attorney section.

Councilor Zevgolis requested for the city manager to provide information to city council on the land acquisition of \$420k; between Round Hope Church and the school board.

Other Council Communications-

MOTION TO EXTEND

At 10:27 p.m. motion was made by Councilor Zevgolis to extend the meeting to return to close session. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted,

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | no |

**April 24, 2018
Regular Meeting**

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

RECONVENE OPEN MEETING

Council convened into Open Session at 11:30 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:

| | | |
|------------------------|---|----------------------------------|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | not on dais (left at 11:25 p.m.) |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | no |
| Councilor Zevgolis | - | yes |

Motion passed 5-1

ADJOURN

At 11:38 p.m. motion was made by Councilor Denton to adjourn the meeting. The motion was seconded by Councilor Luman-Bailey. All council responded "aye" to all in favor say "aye". Meeting was adjourned.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

**May 1, 2018
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD MAY 1, 2018

A Special Meeting of Hopewell City Council, was held Tuesday, May 1, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Arlene Holloway, Councilor
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Brenda S. Pelham, Councilor
Christina Luman-Bailey, Councilor

John Altman, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, Sands Anderson PC, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Assistant City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 6:31 p.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 |

AMEND/ADOPT AGENDA

Vice Mayor Gore made a motion to amend the agenda to go into Closed Meeting. The motion was seconded by Councilor Pelham. Councilor Zevgolis called a point of order and asked if seven votes were needed to amend the agenda to go into closed session. He expressed concerns as to whether this is a council issue. Stefan Calos, City Attorney said this is just an update and it okay to have this discussion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

**May 1, 2018
Special Meeting**

CLOSED MEETING

Vice Mayor Gore made a motion to go into Closed Meeting for (1) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation where such consultation in an open meeting would adversely affect the negotiating and litigating posture of city council (Electoral board); and (2) 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) (7) and (8), respectively. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

RECONVENE OPEN MEETING

Council convened into Open Session at 7:11 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:

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

Motion passed 7-0

WORK SESSION

John Altman, City Manager, discussed the FY 19 Operating and Capital Budget. He reviewed and answered a list of questions previously given to him by several councilors. Mr. Altman discussed the breakdown of base salary versus benefits for the Economic Development Manager, Accounting Compliance Tech (CSA) and the IT Support Specialist position. Councilor Pelham expressed some concern about the Economic Development Manager position and asked for a description of the job duties. Charles Dane, Assistant City Manager provided additional insights to address the concerns of Councilor Pelham., and explained that the position allows him to accomplish more and ultimately be more effective and securing and closing deals for the city, and listed several groups and projects that the Economic Development Manager is currently involved in. Mr. Dane fielded and answered additional questions from council. Mayor Shornak spoke in favor of the Economic Development Manager, and expressed that because this is a behind the scene position that most people are not aware of what the positions entails.

May 1, 2018
Special Meeting

Mr. Altman continued his presentation on the FY19 Operating and Capital Budget. He ended his presentation by answering additional questions from council. A request was made by Councilor Zevgolis to have a time study completed in order to ensure that every department is streamlined and working effectively.

Vice Mayor Gore submitted a Transactional Disclosure Statement surrounding the discussion of Health Insurance.

ADJOURN

At 8:17 p.m., motion was made by Councilor Denton to adjourn the meeting. The motion was seconded by Mayor Shornak. All councilors responded “aye” to the question. Meeting was adjourned.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

May 8, 2018
Regular Meeting

MINUTES OF THE MEETING OF CITY COUNCIL HELD MAY 8, 2018

A Meeting of Hopewell City Council, was held Tuesday, May 8, 2018, 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
Arlene Holloway, Councilor
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Brenda S. Pelham, Councilor
Christina Luman-Bailey, Councilor

John Altman, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, Sands Anderson PC, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Assistant City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 6:31 p.m. Roll call was taken as follows:

| | | |
|------------------------|---|-------------------------------|
| Mayor Shornak | - | present |
| Vice Mayor Gore | - | present |
| Councilor Luman-Bailey | - | present |
| Councilor Holloway | - | present |
| Councilor Zevgolis | - | absent (arrived at 6: 35p.m.) |
| Councilor Denton | - | present |
| Councilor Pelham | - | absent (arrived at 6:36 p.m.) |

CLOSED MEETING

A motion was made by Vice Mayor Gore, to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); (2) discussion of appointment of specific appointees of city council (Ashford Civic Plaza, HRHA); (3) discussion of performance of specific appointees of city council (EDA); (4) discussion of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (water renewal, cemetery, stormwater); (5) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, negotiating or litigating posture of city council (cemetery), and (6) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [three items], (3), (7) and (8), respectively. The motion 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 Denton | - | yes |

**May 8, 2018
Regular Meeting**

| | | |
|--------------------|---|----------------------------|
| Councilor Pelham | - | absent (arrived 6:36 p.m.) |
| Councilor Zevgolis | - | absent (arrived 6:35 p.m.) |

Motion passed 5-0

RECONVENE OPEN MEETING

Council convened into Open Session at 7:32 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:

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

Motion passed 7-0

ADOPT AGENDA

Motion was made by Councilor Denton to adopt the agenda. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

ROLL CALL

Mayor Shornak requested a roll call 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 |
| Councilor Zevgolis | - | present |

**May 8, 2018
Regular Meeting**

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

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Minister Ernest Armstrong of Hopewell, Virginia, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Shornak.

CONSENT AGENDA

Councilor Denton moved to approve the Consent Agenda. Mayor Shornak raised concerns about the electoral board minutes, and wanted to know if Council approved the Consent Agenda, would it also be approving the minutes. Vice Mayor Gore stated the minutes are only for review. Stefan Calos, City Attorney, agreed with Vice Mayor Gore. Councilor Zevgolis requested to remove C-8 and add to regular agenda. There was no motion was required and C-8 was moved to regular agenda as R-5. The motion was seconded by Councilor Pelham

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement: Budget: May 22, 2018**
- C-8 Information for Council Review: Minutes: ARLS April 2018; Electoral Board – 3-28-18, 4-12-18; Certification of Special Meeting 4-23-18; Hopewell Water Renewal 1-16-18**
- C-9 Resolutions/Proclamations/Presentations: Proclamations: Police Week; Kids to Parks Day**
- C-10 Additional Announcements: Award from James River Associates**

Upon the roll call, the vote resulted:

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

Motion passed 7-0

PUBLIC HEARINGS

PH-1 A public hearing was held to receive comments regarding the proposed FY2019 budget. The Public hearing opened at 7:56 p.m. Johnny Partin, of Ward 3, came forward and recommended cuts to city council's budget and to use those funds for infrastructure and storm water management program. Public hearing closed at 8:05pm. A motion was made by Councilor Luman-Bailey to approve the FY2019 city budget on first of two readings. The motion was seconded by Councilor Denton.

**May 8, 2018
Regular Meeting**

Councilor Pelham expressed several concerns about the FY2019. She wanted to vote on the entire FY2019 budget and piecemeal it; that it was okay to remove the schools, but really wanted to vote on the budget as a whole. City Manager Altman said the capital budget can be separate, but to finalize the general budget and budget resolution and it will not include capital projects. Councilor Pelham was not in agreement with adding the three Full Time Employees (FTE) this year when positions were frozen last because of the CAFR.

A substitute motion was made by Councilor Pelham to amend the motion to approve School Board portion of the budget and bring back the remaining budget with CIP. Councilor Luman-Bailey spoke about the multiple work sessions and three Finance Committee meeting, and that is not uncommon to pass operating budget first and do the CIP later. Councilor Luman-Bailey stated that the 2.9% increase is very small and that two of the FTE were already part-time.

Vice Mayor Gore also stated that she is not comfortable approving the budget without the CIP. She would like a work session to go over the Capital Improvement Plan (CIP). Vice Mayor Gore inquired about the many projects are still frozen from last year, the CIP fund, the debt service and the bond ratings for city or sewer. Vice Mayor Gore is in favor of approving school board portion. City Manager Altman responded to Vice Mayor's request to have a work session to discuss issues, COLA and health care and positions. Mayor Shornak called for the vote. Upon the roll call the vote resulted

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | no |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | yes |
| Councilor Zevgolis | - | no |
| Vice Mayor Gore | - | yes |
| Councilor Denton | - | no |
| Councilor Pelham | - | no |

Motion failed 5-2

Councilor Zevgolis stated he would like to see the budget passed with a 7-0 vote but understood it may not happen at this time. Councilor Zevgolis reminded everyone about the meeting the state has set for May 16th and that the Resolution of indebtedness must be passed by the ordinance in two readings; passing a budget requires an ordinance.

Mayor Shornak express her concerns about the budget and all being in support of the City Manager. In addition, she also expressed her concerns about some members of council texting. Councilor Pelham called a Point of Order regarding comments made by the Mayor. Mayor Shornak expressed her concern again and stated that the budget should be passed on the first reading. Councilor Pelham called another Point of Order regarding the Mayor speaking about members of council in a negative way.

Councilor Pelham would like to see money given back to the citizens. Councilor Luman-Bailey asked the March Altman, City Manager, what would be held up if the budget is only partially approved. Mr. Altman said nothing and that is just the best practice to approve the city and school budget at the same time. Mr. Altman requested guidance on do we bring back with the COLA and insurance. Councilor Luman-Bailey stated that the budget would not be effective until July 1 and there is no negative impact, just uncertainly regarding COLA, and wanted to recognize the finance committee for their hard work.

Councilor Denton also expressed her concerns about the budget and felt that is council's responsibly to support and trust the City Manager and Assistant City Manager. City Council should not

**May 8, 2018
Regular Meeting**

micromanage the City Manager. She praised the City Manager and Finance Director. Vice Mayor Gore replied that the City Manager prepares the budget and City Council approves the budget. Mayor Shornak called for the vote. Upon the roll call the vote resulted

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | yes |
| Councilor Zevgolis | - | yes |
| Vice Mayor Gore | - | no |
| Councilor Denton | - | yes |
| Councilor Pelham | - | no |

Motion passed 4-3

Vice Mayor Gore submitted a Transactional Disclosure Statement about the budget regarding the Health Insurance portion.

Councilor Pelham submitted a Transactional Disclosure Statement about the budget stating that she is a City of Hopewell School employee.

Councilor Pelham moved to approve the school board budget only and bring back the rest of the budget with the CIP. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | no |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Zevgolis | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Denton | - | no |
| Councilor Pelham | - | yes |

Motion passed 5-2

COMMUNICATIONS FROM CITIZENS:

Shamika Lewis, Ward 7 spoke to council. Ms. Lewis expressed concerns about only seeing Councilors during election season and not seeing them in the community after that. She also spoke about the numerous murders in the city and fear. Ms. Lewis spoke about her group the Community on Change and how it plans to protect all the citizens of Hopewell in several ways. She invited everyone to a community forum that will take place May 31st from 6pm-8pm at the Elks Lodge.

REGULAR BUSINESS

Reports of City Manager:

R-1 Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Program: Site Assessment and Planning Grant- Jake Elder, Economic Development Coordinator, presented. He spoke about the grant and ended his presentation by fielding questions from Council. Councilor Denton

**May 8, 2018
Regular Meeting**

made a motion to approve the Virginia Assessment and Planning Grant and authorize the City Manager to sign the agreement once approved by the City Manager. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted.

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

Motion passed 7-0

R-2 Appropriate \$70,000.00 for Fire Department to Repair/Replace Equipment- Fire Chief Hunter presented. He discussed and provided updates about the repair and replacement of equipment for the Fire Department. He ended his presentation by answering questions from Council. Vice Mayor Gore wanted to know if there was projected timeline and Mr. Hunter said he would like to have this complete as soon as possible. Councilor Holloway asked Mr. Hunter to express the importance of this equipment; and Mr. Hunter said that the equipment is vital. Mayor Shornak made a motion to approve the appointment of up to \$70,000.00 from uncommitted funds from the Public Safety Buildings project to repair/replace the fire station alerting system, and authorize the City Manager to sign all documents related thereto. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted.

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

Motion passed 7-0

R-3 Request from the Hopewell Redevelopment and Housing Authority to rezone property- Tevya Griffin, Director, Department of Development, introduced Tavares McCoy from HRHA who presented. He provided updates to the rezoning and discussed the displacement of 52 families in the Davisville community. Councilor Pelham requested a work session and asked that the HUD requirements, and additional programs available also through HUD, be brought back to discuss during that work session. A public hearing will be held at a later date to discuss this matter. No action required of council at this time.

R-4 Request by Freedman Point Limited Partnership for Easement Agreement- Austin Anderson, Public Works Engineering Construction Manager presented. He ended his presentation answering questions from Council. Council requested to see the agreement. Bruce Watts, VP from WODA stated that in order to stay on schedule to close with HUD on May 30th and the easement is needed to close with Riley Ingram on May 22nd. Councilor Pelham made a motion to approve the Freedom Point Limited Partnership Easement Agreement, and authorize the City Manager to sign the Agreement once approved

**May 8, 2018
Regular Meeting**

by the City Attorney. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted.

Mayor Shornak submitted a Transactional Disclosure Statement about the budget stating that her Daughter, Michelle Ingram, is an employee of the City of Hopewell.

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | no |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 6-1

R-5 Information for Council Review(C-8) to Accept the Minutes received for filing only- This item was initially on the consent agenda was moved to regular business. Councilor Pelham made a motion accept the minutes received for filing only. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted.

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

Motion passed 7-0

Reports of City Attorney: - there was nothing to report

Reports of City Clerk: - there was nothing to report

Reports of City Council: - there was nothing to report

ADJOURN

At 10:32 p.m. motion was made by Councilor Pelham to extend the meeting. The motion failed for lack of a second. Vice Mayor Gore made a motion to adjourn the meeting and it was seconded by Councilor Denton. All council responded "aye" to all in favor say "aye". Meeting was adjourned.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

**May 22, 2018
Regular Meeting**

MINUTES OF THE MEETING OF CITY COUNCIL HELD MAY 22, 2018

A Meeting of Hopewell City Council, was held Tuesday, May 22, 2018, at 6:00 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
Arlene Holloway, Councilor
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Brenda S. Pelham, Councilor
Christina Luman-Bailey, Councilor

John Altman, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, Sands Anderson PC, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Assistant City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 6:00 p.m. Roll call was taken as follows:

| | | |
|------------------------|---|-------------------------------|
| Mayor Shornak | - | present |
| Vice Mayor Gore | - | present |
| Councilor Luman-Bailey | - | absent (arrived at 6:02 p.m.) |
| Councilor Holloway | - | present |
| Councilor Zevgolis | - | present |
| Councilor Denton | - | absent (arrived at 6:03 p.m.) |
| Councilor Pelham | - | present |

CLOSED MEETING

Motion was made by Councilor Pelham to go into Closed Meeting for (1) discussion, consideration, of prospective candidates for employment (city attorney), (2) discussion of a specific appointee of city council (CPMT) in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-------------------------------|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | absent (arrived at 6:02 p.m.) |
| Councilor Holloway | - | yes |
| Councilor Denton | - | absent (arrived at 6:03 p.m.) |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 5-0

**May 22, 2018
Regular Meeting**

AMEND AGENDA TO RETURN TO CLOSED MEETING

Councilor Denton made a motion to amend the agenda for Council to return to closed session for the purpose of one item. A Point of Order was called by Councilor Pelham, in regards to if we need to specify what Virginia Code you are using to return to closed session. Stefan Calos, City Attorney, said it is a two-step process. You amend the agenda to go back into Closed meeting and once it is agreed upon, you state what you will discuss in closed meeting. The motion was seconded by Councilor Luman-Bailey.

An amended motion was made by Councilor Luman-Bailey to go back into Closed Meeting for the discussion of a specific appointee of City Council (1) (CPMT), in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

RECONVENE OPEN MEETING

Council convened into Open Session at 7:55 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:

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

Motion passed 7-0

ADOPT/AMEND AGENDA

Councilor Zevgolis made a motion to amend the agenda to add an appointment. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | no |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | no |
| Councilor Zevgolis | - | yes |

Motion passed 5-2

**May 22, 2018
Regular Meeting**

MOTION TO APPOINT LAUREN WHITNEY HOVIS

Councilor Denton made a motion to amend the agenda to appoint Lauren Whitney Hovis to the Community Policy and Management Team (CPMT) board. The motion was seconded by Councilor Zevgolis. Vice-Mayor Gore expressed concerns regarding investigations surround the CPMT board and this appointment. A point of order was called by Mayor Shornak, that this issue should not be discussed in public. Vice Mayor Gore stated that all the information is open and available to the public, and that she does not feel comfortable appointment without doing an interview first. Point of Order by Councilor Zevgolis the person being appointed is being maligned. The chairman of the CPMT board asked for Ms. Hovis to be appointed. Stefan Calos, City Attorney wanted to clarify what position was being filled. Mr. Calos overruled the point of order by Councilor Zevgolis. Councilor Denton stated that she and Councilor Zevgolis are serving on the board and they are both aware of the difficulties and both are working to make changes. Councilor Pelham also expressed concerns and will not vote to appoint without an interview as well. Mayor Shornak called for the vote. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | no |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | no |
| Councilor Denton | - | yes |
| Councilor Pelham | - | no |
| Councilor Zevgolis | - | yes |

Motion failed 4-3

A substitute motion was made by Councilor Pelham to interview the candidate for the service provider position for the Community Policy and Management Team (CPMT) board. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | no |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | yes |
| Councilor Denton | - | no |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 4-3

ROLL CALL

Mayor Shornak requested a roll call 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 |

**May 22, 2018
Regular Meeting**

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

Mayor Shornak called the meeting to order at 8:23 p.m., and thanked all for attending. The prayer was led by Chaplain Ronnie Brown of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Luman-Bailey.

CONSENT AGENDA

Councilor Denton made a motion to approve the consent agenda. The motion was seconded by Councilor Pelham.

Austin Anderson, Public Works Engineering Construction Manager gave an update on the Gateway project, and said that the projected date of completion should be July 4, 2018.

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report: Personnel Report attached**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement: June 12, 2018 – School Board appointments; B-1 Zoning amendment request; Capital Improvement Plan review**
- C-8 Information for Council Review: Minutes: Water Renewal 4-17-18; Appomattox Regional Library System Board Report 5-15-18; HRHA minutes 3-12-18;**
- C-9 Resolutions/Proclamations/Presentations: Run for the Wall Event Proclamation; National Public Works Week**
- C-10 Additional Announcements: VDOT Transportation Alternatives Program Announcement; Gateway Project Update; Introduction of new General Registrar**

Upon the roll call, the vote resulted:

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

Motion passed 7-0

PUBLIC HEARINGS

There were no public hearings

**May 22, 2018
Regular Meeting**

COMMUNICATIONS FROM CITIZENS:

Brandon Howard, Ward 5 spoke to council. He addressed council regarding having a current member of the school board removed. Point of Order was called by Councilor Pelham and Vice Mayor Gore. The person in question could not be discussed before council. Mr. Calos sustained the point of order.

REGULAR BUSINESS

Reports of City Manager:

R-1 Fiscal Year 2019 School Board Operating Budget- John Altman, City Manager addressed council regarding the FY 2019 School Board Operating Budget. No action required of council.

R-2 Healthcare Cost Increase and 2% COLA- John Altman, City Manager addressed council. He spoke about the CIP and asked for guidance and that council take action on the healthcare and 2% COLA increase. Councilor Pelham would like to not have the budget piecemealed. Councilor Luman-Bailey expressed concerns about adopting this portion of the budget. Vice-Mayor Gore requested if she could receive an update on the finance meeting. Mayor Shornak and Councilor Denton stated that they are in support of the 2% (COLA) and Healthcare Cost Increase. Mayor Shornak wanted to know what position the city is in fiscally. John Altman, City Manager, said the city is fiscally healthy, but needs to reestablish policies and procedures. Councilor Denton made a motion to approve the Healthcare cost and the entire 2% COLA. The motion was seconded by Mayor Shornak. Councilor Pelham made a substitute motion to approve the Healthcare cost and to hold off on the 2% COLA until the June 12th, 2018 meeting. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

Vice Mayor Gore submitted a Transactional Disclosure Statement regarding the Health Insurance.

| | | |
|------------------------|---|-----|
| Mayor Shornak | - | no |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | no |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 5-2

R-3 ShotSpotter and HUD Emergency Safety and Security Grant- Charles Dane, Assistant City Manager, presented and explained the ShotSpotter program. Upon the conclusion of his presentation, he fielded questions from Council. No action taken by council at this time.

R-4 Proposed Amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District- Tevya Griffin, Director, Department of Development presented. Upon competition of her presentation, she fielded questions from Council. Councilor Luman-Bailey made a motion to resolve to approve the amendment to Article XV-A, Chesapeake Bay Preservation Area Overlay District. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

| | | |
|---------------|---|-----|
| Mayor Shornak | - | yes |
|---------------|---|-----|

**May 22, 2018
Regular Meeting**

| | | |
|------------------------|---|-------------|
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | not on dais |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 7-0 (Per Council Rule 105)

R-5 Proposed Amendment to Article XVI, Site Plan Regulations- Tevya Griffin, Director, Department of Development presented. Upon completion of her presentation, she fielded questions from Council. Vice-Mayor Gore made a motion to resolve to approve the amendment to Article XVI, Site Plan Regulations. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted.

| | | |
|------------------------|---|-------------|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | not on dais |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Motion passed 7-0 (Per Council Rule 105)

R-6 Spot Blight- Tevya Griffin, Director, Department of Development presented. Upon completion of her presentation she fielded questions from Council. Councilor Pelham made a motion to hold a public hearing on June 12. The motion was seconded by Vice-Mayor Gore. Upon the roll call, the vote resulted.

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

Motion passed 7-0

MOTION TO EXTEND THE MEETING

At 10:32 p.m. motion was made by Councilor Pelham to extend the meeting. Vice-Mayor Gore seconded the motion. Upon the roll call, the vote resulted.

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

Motion passed 7-0

**May 22, 2018
Regular Meeting**

Reports of City Attorney: - Mr. Calos discussed taking rules in order until all rules are updated. Mayor Shornak asked to have it put on the agenda.

Reports of City Clerk: - Ronnieye Arrington, City Clerk discussed considering upgrades to furniture in Council Conference room.

Reports of City Council: - There were no additional reports.

ADJOURN

At 11:13 p.m. motion was made by Councilor Denton to adjourn the meeting and it was seconded by Vice-Mayor Gore. All council responded “aye” to all in favor say “aye”. Meeting was adjourned.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

**June 5, 2018
Special Meeting**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 5, 2018

A Special Meeting of Hopewell City Council, was held Tuesday, June 5, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor
Jasmine E. Gore, Vice Mayor
Arlene Holloway, Councilor
Janice Denton, Councilor
Anthony Zevgolis, Councilor
Brenda S. Pelham, Councilor
Christina Luman-Bailey, Councilor

John Altman, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, Sands Anderson PC, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Deputy City Clerk

ROLL CALL

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

| | | |
|------------------------|---|-------------------------------|
| Mayor Shornak | - | absent (arrived at 7:00 p.m.) |
| Vice Mayor Gore | - | present |
| Councilor Luman-Bailey | - | present |
| Councilor Holloway | - | present |
| Councilor Zevgolis | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 6:32 p.m., Councilor Zevgolis made a motion to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney); in accordance with Virginia Code § 2.2-3711 (A) (1). The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-0

**June 5, 2018
Special Meeting**

RECONVENE OPEN MEETING

Council convened into Open Session at 8:40 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:

| | | |
|------------------------|---|-------------|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | not on dais |

Motion passed 7-0 (per counsel rule 105)

WORK SESSION- City Manager discussion regarding the FY19 Operating & Capital Budgets

John Altman, City Manager introduced James Sanderson, Senior Vice President of Davenport & Company. Mr. Sanderson presented and discussed the summary of debt and agency ratings for the City of Hopewell. He also discussed the tax-supported bonds that are outstanding, and provided information about the bonds' maturity dates. He noted that currently, Moody's and S & P have withdrawn their ratings on the City; however, Fitch is still reporting the City as having an AA-rating, which is a very strong rating for a locality. Mr. Sanderson clarified that once the CAFRs are completed, the other agencies will likely restore Hopewell's ratings, which have been historically excellent. Mr. Sanderson reviewed the tax-supported debt services and provided Council a breakdown of the total debt services over a twenty-year period. Mr. Sanderson then fielded questions from Council, which completed his presentation.

Mr. Altman, City Manager, discussed the FY19 operating and capital budgets. He provided an update, which included the fact that revenues had been reduced by a million dollars due to a coding error, which resulted in Staff having to reduce items in the capital improvement budget accordingly. He noted that the courthouse had a roof leak which is categorized as an emergency, which further reduced the amount remaining for capital improvements projects. Councilor Pelham expressed concern that the reduced CIP budget would adversely affect the paving and curb and gutter work that Public Works was doing. Johnnie Butler, the City Engineer advised that even with the cuts, due to the matching grants from VDOT, they would still be able to continue all road, paving, curb and gutter projects. Mr. Altman fielded additional questions of Council, and then yielded the floor to Vice Mayor Gore.

Vice Mayor Gore discussed plans to make improvements to the council conference room, council chambers, and the additional conference room, in council chambers, currently being used for storage. She provided estimates for each of the items being renovated and explained the need for the renovation. Some councilors expressed concern over the costs, but the Vice Mayor explained that all would be purchased using the approximately \$67,000 the clerk has in salary savings. The City

June 5, 2018
Special Meeting

Attorney confirmed that Rule 414 provides that all decisions about the use of chambers shall be made by the Clerk, subject to appeal to Council, that the chambers shall not be rearranged by anyone except with the permission of the Clerk, who is the sole keeper of the keys to the chambers, and is the person who gives permission for use of the chambers' equipment. Councilor Zevgolis advised he was okay with the project as long as there were funds to cover it. He then asked to be excused from the meeting on an unrelated issue. The Clerk indicated she would make revisions to the second conference room but would hold off on revisions to the Council Chambers pending meetings with individual councilors.

MOTION TO EXTEND THE MEETING

At 10:32 p.m. motion was made by Vice Mayor Gore to extend the meeting. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted.

| | | |
|------------------------|---|---------|
| Mayor Shornak | - | no |
| Vice Mayor Gore | - | yes |
| Councilor Luman-Bailey | - | no |
| Councilor Holloway | - | yes |
| Councilor Denton | - | no |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | abstain |

Motion passed 4-3 (per counsel rule 105)

ADJOURN

At 10:50 p.m., Councilor Denton made a motion to adjourn the meeting. The motion was seconded by Vice-Mayor Gore. All councilors responded "aye" to the question. Meeting was adjourned.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

**Special Meeting
June 21, 2018**

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JUNE 21, 2018

A Special Meeting of Hopewell City Council, was held Thursday, June 21, 2018, at 6:00 p.m. in Council Chambers in the Council Conference Room, 300 North Main Street, Drive, Hopewell, Virginia.

PRESENT: Christina Luman-Bailey, Councilor Ward 1 (left at 6:28 p.m.)
 Arlene Holloway, Councilor, Ward 2
 Brenda S. Pelham, Councilor, Ward 6

 Ronnieye Arrington, City Clerk
 Frazelle Hampton, Deputy City Clerk
 Stefan Calos, Sands Anderson, City Attorney (left at 6:06
 p.m.)

ABSENT: Jackie M. Shornak, Mayor
 Jasmine E. Gore, Vice Mayor*
 Anthony Zevgolis, Councilor*
 Janice Denton, Councilor*
 John M. Altman, Jr., City Manager

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

ROLL CALL

Councilor Pelham opened the meeting at 6:05 p.m. Councilor Holloway gave the prayer. Roll call was taken as follows:

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

Tevya Griffin, Director of Development, introduced Bill Dore to discuss the proposed budget for the Community Block Development Grant funds. Mr. Dore discussed the amount of money to be disbursed. He said the HUD allocation for Hopewell was \$177,848; however, there were repurposed funds from FY 2014-2015 (\$13,210) and FY 2-17-2018 (\$17,950.83), making a total of \$195,798.83 available.

Mr. Dore and Council members reviewed the requests for funding and discussed the 2018-2019 Appropriation recommendations. Councilor Pelham asked to increase the CARES appropriation to \$5,000 and to decrease the amount the Catholic Charities receives to \$2,052. All councilors

**Special Meeting
June 21, 2018**

present were in favor of this suggestion. Mayor Shornak had submitted suggestions in writing, including increasing the funds to James House and the Hopewell Food Bank, and wanting to concentrate on the elderly. All of her suggestions were agreed upon by all present. There was further discussion, and Mr. Dore said he would prepare a presentation for the June 26, 2018 showing all of the revisions and suggestions to allocations.

ADJOURN

The meeting was adjourned at 7:09 p.m.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

July 10, 2018
Regular Meeting and Work Session

MINUTES OF THE MEETING AND WORK SESSION OF CITY COUNCIL
HELD JULY 10, 2018

A Meeting and Work Session of Hopewell City Council, was held Tuesday, July 10 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor, Ward 7
Jasmine E. Gore, Vice Mayor, Ward 4
Christina Luman-Bailey, Councilor, Ward 1
Arlene Holloway, Councilor, Councilor, Ward 2
Anthony Zevgolis, Councilor, Ward 3
Janice Denton, Councilor, Ward 5
Brenda S. Pelham, Councilor, Ward 6

John Altman, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, Sands Anderson PC, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Assistant City Clerk

ROLL CALL

Mayor Shornak opened the meeting at 6:33 p.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 |

CLOSED MEETING

Motion was made by Councilor Denton, and seconded Vice Mayor Gore, to go into Closed Meeting for (1) discussion, consideration, and interview of specific appointees of city council (city attorney, BZA); (2) 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 (water renewal, public works, police, zoning); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (EDA, general registrar) requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1), (7), and (8), respectively. Upon the roll call, the vote resulted:

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

July 10, 2018
Regular Meeting and Work Session

Motion passed 7-0

RECONVENE OPEN MEETING

Council did not come out of Closed Meeting.

ROLL CALL

Mayor Shornak requested a roll call as follows:

| | | |
|------------------------|---|----------------------|
| Councilor Denton | - | present |
| Councilor Pelham | - | absent (not on dais) |
| Mayor Shornak | - | present |
| Councilor Luman-Bailey | - | present |
| Councilor Holloway | - | present |
| Councilor Zevgolis | - | present |
| Vice Mayor Gore | - | present |

AMEND/ADOPT AGENDA

Motion was made by Councilor Denton and seconded by Councilor Luman-Bailey to amend the agenda to remove Item R-3 (*Request for emergency appropriation of \$120,000 for repair of Library Street*), and to adopt the agenda as amended. Upon the roll call, the vote resulted:

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

Motion passed 7-0

At 7:24 p.m. Council returned to the dais, but announced that they would not be coming out of closed session.

WORK SESSION - HRHA

At 7:25 p.m., the Hopewell Redevelopment and Housing Authority came before Council to further discuss their request to amend the Hopewell Zoning Map to rezone the property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3) and Highway Commercial (B-3), to Residential Apartment (R-4). Mr. Tarvaris McCoy of HRHA presented information relating to this request. There was discussion regarding options for relocation of residents of Davisville, as well as the number of vouchers held by HRHA (100), and questions regarding EPA approval of the site in question. At the end of the Work Session, Council requested that the HRHA come back before them with additional information at a later date.

July 10, 2018
Regular Meeting and Work Session

ROLL CALL

Mayor Shornak opened the regular meeting at 8:09 p.m., and requested a roll call as follows:

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

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

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

CONSENT AGENDA

Councilor Denton moved to approve the Consent Agenda. The motion was seconded by Vice Mayor Gore.

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

Motion passed 7-0

Thurman Collier of the City of Refuge gave a presentation to Council outlining their program. He noted that the COR had an article in the Richmond Times Dispatch. Mr. Collier recognized the efforts and assistance of Rick Newman, the Commonwealth Attorney, John Keohane, the Chief of Police, and Councilor Brenda Pelham. He stated that COR was working on attaining their 501(c)(3) designation. Jennifer Baker, the Director of Operations for COR also spoke, as did the two graduates of the program

Denise Lahman and Jim Ellis from the Performance Management Group (PMG) of Virginia Commonwealth University L. Douglas Wilder School of Government and Public Affairs presented on a proposed Efficiency and Technology Review: Helping Improve City Hall Operations and Services to the Public. Councilors Zevgolis, Gore and Pelham spoke in support of the Review. Mayor Shornak asked that the City Manager be included as he deals with City employees.

Vice Mayor Jasmine Gore submitted a Transactional Disclosure Statement stating that she is a VCU graduate, and that PMG conducted team building with the Department of Veteran Affairs, with whom she works. Mayor Shornak submitted a Transactional Disclosure statement stating that her daughter works for the City of Hopewell.

July 10, 2018
Regular Meeting and Work Session

Consent Agenda

| | |
|-------------|--|
| C-1 | <u>Minutes:</u> |
| C-2 | <u>Pending List:</u> |
| C-3 | <u>Routine Approval of Work Sessions:</u> |
| C-4 | <u>Personnel Change Report & Financial Report: Both attached</u> |
| C-5 | <u>Ordinances on Second & Final Reading:</u> |
| C-6 | <u>Routine Grant Approval:</u> |
| C-7 | <u>Public Hearing Announcement:</u> August 14, 2018 – Alley vacation off of Bluefield Street; Street vacation portion of Western Street |
| C-8 | <u>Information for Council Review:</u> Minutes: BZA – August 15, 2017, October 19, 2017; December 11, 2017; |
| C-9 | <u>Resolutions/Proclamations/Presentations:</u> City of Refuge presentation; Technology and Efficiency Review presentation |
| C-10 | <u>Additional Announcements:</u> |

PUBLIC HEARINGS

PH-1 A public hearing was held to receive and consider citizen comments regarding a Conditional Use Permit to build a single family home at 2308 Lee Street. Tevya Griffin, Director of Department of Development gave a presentation to Council and the public regarding the request. After discussion, motion was made by Councilor Denton and seconded by Councilor Zevgolis to approve the requested conditional use permit with the conditions set forth by the Planning Commission. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|------------------------------|
| Councilor Denton | - | yes |
| Councilor Pelham | - | pass (yes per Council rules) |
| Mayor Shornak | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Zevgolis | - | no |
| Vice Mayor Gore | - | yes |

Motion passed 6-1

PH-2 A public hearing was held to receive and consider citizen comments regarding a request from Kathy Diradour for an amendment to the Hopewell Zoning Map to rezone a property located at 905 W Broadway from Limited Commercial (B-2) to Residential, Low Density (R-1). Ms. Griffin presented this request and the background information. After discussion, Councilor Luman-Bailey moved to approve the rezoning, which motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Councilor Denton | - | no |
| Councilor Pelham | - | no |
| Mayor Shornak | - | no |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | no |
| Councilor Zevgolis | - | no |
| Vice Mayor Gore | - | no |

Motion failed 6-1

July 10, 2018
Regular Meeting and Work Session

Councilor Pelham moved to amend the agenda to move items R-1 and R-2 to before PH-3, which motion was seconded by Vice Mayor Gore. No vote was taken pending discussion. Upon discussion, Councilor Denton made a substitute motion to move Communications from Citizens, and items R-2, R-1 to be heard prior to PH-3, in the order: Communications from Citizens, R-2 then R-1. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS:

Evelyn Bailey, a Ward 5 resident spoke to council regarding the City sewer system. She noted that the system seems to have a lot of problems with flooding, in her area particularly. She gave Council pictures of the flooding, after which Mayor Shornak asked Johnnie Butler, the City Engineer if he could look at the property, which he said he would do. Ms. Bailey provided her address (506 Miles Avenue). Vice Mayor Gore called a point of order regarding Council speaking with citizens during the Communications from Citizens portion of the agenda. Mr. Calos read from the rules that communication could only go through the Mayor. The Vice Mayor asked if she could ask the City Manager a question related to Ms. Bailey's issue and the Mayor agreed that she could do so. Vice Mayor Gore then asked Mr. Altman about flooding in other areas, including Kippax, and asked that Council receive an update about stormwater and sewer flooding issues in other neighborhoods.

Peter Eliades signed up to speak, but was not present. David Walker also signed up to speak but was also not present.

REGULAR BUSINESS

Reports of City Manager:

R-2 Systems Management Allocation Resource Transportation (SMART) Scale Funding - VDOT

– Johnnie Butler, the City Engineer, presented. Mr. Butler said he really appreciated Council re-aligning the agenda to accommodate this item early as it was very important. He then explained the various projects that the SMART Scale Funding could assist the City with, and the need for Council's timely approval. Councilor Pelham made a motion that was seconded by Vice Mayor Gore to resolve to approve the VDOT SMART Scale Program and to authorize the City Manager to sign all necessary documents. Upon the roll call, the vote resulted.

| | | |
|------------------------|---|-----|
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Mayor Shornak | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |

July 10, 2018
Regular Meeting and Work Session

| | | |
|--------------------|---|-----|
| Councilor Zevgolis | - | yes |
| Vice Mayor Gore | - | yes |

Motion passed 7-0

R-1 National League of Cities Service Line Warranty Program Presentation by Ashley Shiwarski, Senior Manager of Utility Service Partners, Inc. - Ms. Shiwarski presented information to Council related to the NLC Service Line Warranty Program. There was discussion, including a question as to the term of the program. Vice Mayor Gore moved to resolve to approve Hopewell's including in the NLC utility service line warranty program, and to authorize the City Manager to sign all necessary documents. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted.

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

Motion passed 7-0

Councilor Pelham submitted a Transactional Disclosure Statement stating that she is a member of the NLC. Vice Mayor Gore submitted a Transactional Disclosure Statement stating that she is a member of the board of NLC.

It being close to 10:30 p.m., Councilor Pelham made a motion to end the meeting at 10:30 p.m. Upon request by Councilor Luman-Bailey, Councilor Pelham amended her motion to end the meeting at 10:30 p.m. or as long thereafter as may be necessary to hear the fire marshal. Mr. Altman noted that the public hearing for HRHA had already been advertised and should be heard. Mr. Calos opined that Councilor Pelham had actually made a motion to adjourn, and that the motion needed to be altered to reflect her actual intent. Councilor Pelham's motion failed for lack of a second.

Discussion continued regarding the proper way to phrase the motion. Mayor Shornak expressed that she believed it was wrong and alienating to the HRHA to not finish PH-3. Vice Mayor Gore and Councilor Pelham called points of order. Mr. Calos asked for clarification of the point of order. Councilor Pelham said that her point of order was due to the Mayor's inability to read her mind and that the Mayor should stop being unprofessional. Vice Mayor Gore's point of order was to ask how Council could waive the rules to extend the meeting for a limited purpose. Mr. Calos explained that she would just word the motion accordingly as a motion to extend. Councilor Zevgolis made a motion to extend the meeting past 10:30 p.m. for the limited purpose of opening PH-3, hearing R-4, and to move item PH-3 to the August 14, 2018 agenda. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

| | | |
|------------------------|---|-----|
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Mayor Shornak | - | no |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Zevgolis | - | yes |
| Vice Mayor Gore | - | yes |

July 10, 2018
Regular Meeting and Work Session

Motion passed 6-1

PH-3 A public hearing was held to receive and consider citizen comments regarding a request from Hopewell Redevelopment and Housing Authority request to amend the Hopewell Zoning Map to rezone property located at Cedar, Cypress and Westover Streets in the Highland Park subdivision from Residential, High Density (R-3) and Highway Commercial (B-3) to Residential Apartment (R-4). Marcia Lowe asked what effect the HRHA zoning request would have on single family homes on Cypress. Both Ms. Griffin and Mr. Altman advised Ms. Lowe that none of the adjacent properties would be affected by the rezoning.

R-4 Request to Amend Section 15-20, Fire Prevention and Protection, of the City Code – Fire Marshall Heather Marks came before Council seeking to amend the Fire Code to include information inadvertently left out of the previous ordinance. Councilor Denton made a motion to approve the proposed revisions to City Code Sec. 15-20. Upon the roll call, the vote resulted.

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

Motion passed 7-0

RECONVENE OPEN MEETING

At 10:45 p.m. Council 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 Denton | - | yes |
| Councilor Pelham | - | yes |
| Mayor Shornak | - | yes |
| Councilor Luman-Bailey | - | yes |
| Councilor Holloway | - | yes |
| Councilor Zevgolts | - | yes |
| Vice Mayor Gore | - | yes |

Results: 7-0

Councilor Denton made the motion to adjourn, which was seconded by Councilor Luman-Bailey. The vote was unanimous to adjourn.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

July 10, 2018
Regular Meeting and Work Session

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

draft

**Special Meeting
Joint Meeting with the Hopewell School Board
July 31, 2018**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL
JOINT MEETING WITH THE HOPEWELL SCHOOL BOARD HELD JULY 31, 2018**

A Special Meeting of Hopewell City Council, was held Tuesday, July 31, 2018, at 6:30 p.m. at Patrick Copeland Elementary School in the Library, at 400 Westhill Drive, Hopewell, Virginia.

City Council

PRESENT: Jackie M. Shornak, Mayor, Ward 7
Jasmine E. Gore, Vice Mayor, Ward 4
Arlene Holloway, Councilor, Ward 2
Anthony Zevgolis, Councilor, Ward 3
Janice Denton, Councilor, Ward 5
Brenda S. Pelham, Councilor, Ward 6

John Altman, City Manager
Charles Dane, Assistant City Manager
Stefan Calos, Sands Anderson PC, City Attorney
Ronnieye Arrington, City Clerk
Frazelle Hampton, Deputy City Clerk

ABSENT: Christina Luman-Bailey, Councilor, Ward 1

School Board

PRESENT: Nelson G. Cuffey
Linda E. Hyslop
Wesley Joyner
Christopher Reber

Dr. Melody Hackney, Superintendent

ABSENT: Shirl Jefferson

ROLL CALL

Mayor Shornak opened the meeting at 6:36 p.m. Roll call was taken as follows:

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

**Special Meeting
Joint Meeting with the Hopewell School Board
July 31, 2018**

JOINT MEETING WITH HOPEWELL SCHOOL BOARD

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

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Chris Reber of the School Board, followed by the Pledge of Allegiance to the Flag of the United States of America led by Mayor Shornak.

Dr. Melody Hackney, Superintendent of Hopewell Public Schools, introduced the agenda and explained that the School Board was seeking some sort of guidance or action from Council on the first two items, and the other items were items that needed to be discussed.

The first item on the agenda was a Security Upgrade for the schools. Dr. Hackney turned the program over to Mr. Greg Cuffey, a member of the School Board. Mr. Cuffey presented information on the need for additional security, particularly in the high school. He noted that the School Board had looked at other municipalities to see if Hopewell's standard of security was average, which it was not. Dr. Hackney then gave a PowerPoint presentation detailing the stages of the project and explaining how much money would be requested of the City (\$570,000). Council requested a follow up "town hall" meeting at the high school auditorium to gather more information and to include public input.

At 7:33 p.m. the meeting was halted so that all present could eat dinner. At 8:03 p.m. Mayor Shornak restarted the meeting. She asked that the audience hold their questions until the end of the meeting.

The next item on the agenda was the Balanced Calendar. Sr. Hackney introduced Chris Reber and had him speak to Council regarding the Balanced Calendar. Mr. Reber noted that the School Board had received a \$60,000 grant to enable them to do a study as to the efficacy of the Balanced Calendar in Hopewell schools. They are now in the second year of that study. He further noted that, right now, the State is heavily seeking schools to pilot this program and are offering to fund it at \$300,000 a year for three years. After the third year, each municipality would have to pay for the program. He stated that he believed the School Board could actually do the program for less than the \$300,000 price tag established by the State. Dr. Hackney gave a PowerPoint presentation to provide more information. She stated that the ultimate goal of the presentation was for the School Board to get a "blessing" or conceptual approval of the plan.

Councilor Zevgolis made a motion to amend the agenda to allow Council to make a motion. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

| | | |
|--------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Special Meeting
Joint Meeting with the Hopewell School Board
July 31, 2018

Councilor Zevgolis then made a motion to allow the School Board to take the next step in moving toward a Balanced Calendar, and to report back to Council regarding same. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

| | | |
|--------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Linda Hyslop came forward to discuss the Early College Academy. She introduced Peggy Westcott who is a Coordinator for the program. Ms. Hyslop said that the program includes a 4-year program for high school students, and enables them to get an Associate's Degree at the same time as they are obtaining their high school diploma. She stated that in 2019, Hopewell High School will have 20 students graduating and participating in this program.

Ms. Westcott discussed the cost analysis for the program. She said that John Tyler worked with the schools on this program. The program originally cost \$8.50 per student per credit hour. That cost has now increased to \$50 per credit hour, per student. The School has the funds in the budget for this year and next, but may be problematic thereafter.

Dr. Hackney skipped the Teacher Recruitment Incentive due to the lateness of the hour. She said that item could be revisited at a later date. She moved on to Taskforce Development. She asked March Altman, the City Manager to put forth their communications regarding reinstating the Schools Construction Committee. Mr. Altman spoke of the School Construction Committee and the purpose it served. He said that he thought it would be helpful to both Council and the School Board to resurrect that committee. He said he would put that on the August 14, 2018 agenda for discussion by Council.

ADJOURN

At 9:27 p.m., Councilor Zevgolis made a motion to adjourn the meeting. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

| | | |
|--------------------|---|-----|
| Mayor Shornak | - | yes |
| Vice Mayor Gore | - | yes |
| Councilor Holloway | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Councilor Zevgolis | - | yes |

Special Meeting
Joint Meeting with the Hopewell School Board
July 31, 2018

The meeting was adjourned.

Councilor Pelham submitted a Transactional Disclosure Statement stating that she was an employee of the Hopewell Public Schools system.

/s/ Jackie M. Shornak
Jackie M. Shornak, Mayor

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

draft

**PERSONNEL
CHANGE
REPORT**

DATE: August 7, 2018
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – July 2018

ADDITIONS (Regular FT and PT positions only)

| NAME | DEPARTMENT | POSITION | DATE |
|-----------------|---------------|------------------|------------|
| BIRDSALL, JAMES | WATER RENEWAL | WWT OPER TRAINEE | 07/18/2018 |
| BOND III, JERRY | WATER RENEWAL | WWT OPER TRAINEE | 07/30/2018 |

SEPARATIONS

| NAME | DEPARTMENT | POSITION | DATE |
|----------------------|---------------|---------------------|------------|
| BURROW, ROBIN | RECREATION | P/T SENIOR ASST | 07/09/2018 |
| COLEMAN, JAMES | WATER RENEWAL | WW MAINT MECH | 07/01/2018 |
| EBANKS, SHANELLE | CITY MANAGER | YOUTH COORDINATOR | 07/06/2018 |
| GRANDSTAFF, JEANIE | WATER RENEWAL | DIRECTOR | 07/01/2018 |
| GRIMM, ROLAND | POLICE | POLICE OFFICER | 07/01/2018 |
| HENDERSON, QUINNEL | RECREATION | P/T CUST SVC AGNT | 07/27/2018 |
| JOHNSON, STEPHANIE | COMM ATTY | SR ADMIN ASST | 07/31/2018 |
| LOWERY, ASHLEY | RECREATION | P/T LIFEGUARD | 07/24/2018 |
| LUPACCHINO, JOSEPH | RECREATION | P/T LIFEGUARD | 07/23/2018 |
| MARTIN, ANTHONY | POLICE | POLICE OFFICER | 07/26/2018 |
| RADCLIFF, KYLE | RECREATION | P/T LIFEGUARD | 07/23/2018 |
| RIGNEY, JANET | RECREATION | P/T SPEC EVNTS ASST | 07/25/2018 |
| SHAPIRO, CHRISTOPHER | POLICE | POLICE OFFICER | 07/19/2018 |
| SUYES, DOUG | POLICE | POLICE OFFICER | 07/01/2018 |
| VADEN, TIMOTHY | FIRE | FIREFIGHTER | 07/28/2018 |

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Jennifer Sears, Interim HR Director
Dave Harless, Risk/Safety Coordinator
Debbie Pershing, Senior Executive Assistant
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Carol Scarbrough, Parks & Rec
Kim Hunter, Payroll

FINANCIAL REPORT

City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.31.2018

Implementation Plan

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

- **Budget Development FY19**

- **Internal Reporting (reporting for the period of 01.03.2018 – 07.31.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.31.2018**

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

| City of Hopewell, VA July 31, 2018 | | | | |
|--|---------------|-------------|------------------------|--|
| External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018 | | | | |
| | Date Start | Date Due | % Completion Status | Comment(s) |
| Perform Assessment & Planning Requirements: for Completion and Audit of the CAFR, APA Report(s) and Single Audit Fiscal Years Ending FY2016, FY 2017 & FY 2018 | 12.01.17 | 12.31.17 | 100% | |
| Communicate Implementation Plan: to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies | 01.03.18 | 01.16.18 | 100% | Actual completion date 01.26.18 Lapse in achieving due date: City closings -- inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments). |
| FY 2016 Implementation Plan Activities | Date Start | Date Due | % Completion Status | Comment(s) |
| FY 2016 Audit & CAFR Preparation | 01.03.18 | 03.31.18 | 95% | Overall estimated % of completion as of 07.31.18 |
| Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015) | | | | Task completion 100% 02.01.18 |
| Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable | | | | Task completion 100% 02.01.18 |
| Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process | | | | Task completion 100% 02.02.18 |
| Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation | | | | Task completion 100% 01.19.18 |
| Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc. | | | | Task completion 100% 05.31.18 |
| Task completion pending Schools providing corrected fund statements information to auditor (PBM) | | | | Task work in process (90%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task. |
| City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan | | | | Task work in process (95%) (see % completion status & comments of the City CRAW implementation plan) |
| FY 2016 Audit | 04.01.18 | 04.30.18 | | |
| FY 2016 CAFR Audited & Issued | | | 90% | Review and finalization in process |
| FY 2016 APA Report(s) Issued | | | 0% | Pending FY16 CAFR opinion issuance |
| FY 2016 Single Audit Issued | | | 0% | Postponed until FY16 audit completed and FY15 issues resolved. |

| FY 2017 | | | | |
|---|------------|----------|---------------------|---|
| Implementation Plan Activities | Date Start | Date Due | % Completion Status | Comment(s) |
| <u>FY 2017 Audit & CAFR Preparation</u> | 04.01.18 | 07.31.18 | | |
| Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools (07.09.18 to 07.13.18 Field Work Period) | 06.14.18 | 06.29.18 | 100% | Task completion 06.25.18 |
| Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed | 06.14.18 | 06.18.18 | 100% | Task completion 06.18.18 |
| Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation | 06.15.18 | 6.29.18 | 100% | Task completion 06.29.18 |
| Auditor-PBM started preliminary internal control field work process for both City & Schools | 07.09.18 | 07.20.18 | | Task completion at 07.31.18 |
| | | | 100% 0% | City Schools (postpone to 08.06.18) |
| Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools (08.06.18 to 08.17.18 Field Work Period) | 07.20.18 | 07.25.18 | 100% | Task completion 07.30.18 |
| City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan | | | | Task work in process (35% (see % completion status & comments of the City CRAW implementation plan) |
| <u>FY 2017 Audit</u> | 08.01.18 | 08.31.18 | | |
| FY 2017 CAFR Audited & Issued | | | | |
| FY 2017 APA Report(s) Issued | | | | |
| FY 2017 Single Audit Issued | | | | |
| FY 2018 | | | | |
| Implementation Plan Activities | Date Start | Date Due | % Completion Status | Comment(s) |
| <u>FY 2018 Audit & CAFR Preparation</u> | 08.01.18 | 10.31.18 | | |
| <u>FY 2018 Audit</u> | 11.01.18 | 11.30.18 | | |
| FY 2018 CAFR Audited & Issued | | | | |
| FY 2018 APA Report(s) Issued | | | | |
| FY 2018 Single Audit Issued | | | | |

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.31.2018**

- **Budget Development FY19**

| | | | | |
|--|------------|----------|---------------------|---|
| City of Hopewell, VA | | | | |
| July 31, 2018 | | | | |
| Budget Development | | | | |
| FY 2018 - 2019 | | | | |
| | Date Start | Date Due | % Completion Status | Comment(s) |
| Perform Assessment & Planning Requirements for FY 2018 - 2019 Budget Development: | 12.01.17 | 12.31.17 | 100% | |
| Annual Operating | | | | |
| Capital Project | | | | |
| Capital Improvement Plan (CIP) | | | | |
| Draft Proposed City Budget Calendar for FY 2018 - 2019 (Received input from Key Stake Holders) | 01.03.18 | 01.31.18 | 100% | Actual completion date 02.21.18 Lapse in achieving due date: |
| City Manager | | | | City closings -- Inclement weather, |
| City Attorney | | | | holidays. |
| City Administration & Staff | | | | Calendar availability of stake holders |
| School Administration & Staff | | | | & essential participants (prescheduled |
| City Council | | | | commitments). |
| School Board | | | | |
| | | | | The City received notification from |
| | | | | APA regarding the required submission |
| | | | | due date of 01.31.18 pertaining to the |
| | | | | reason for non submission of the |
| | | | | FY17 comparative transmittal on |
| | | | | 11.30.17. (Note: On 01.31.18 APA |
| | | | | confirmed receiving the City response.) |
| | | | | |
| | | | | Transition, orientation and prioritization |
| | | | | joint discussion with the new City |
| | | | | and the former Interim City Manager. |
| Communicate Draft to Stake Holders: | 02.15.18 | 02.23.18 | 100% | Task completion 100% 02.23.18 |
| Finalize City Budget Calendar for FY 2018 - 2019 | 02.23.18 | 02.28.18 | 100% | Task completion 100% 03.27.18 |
| Implement City Budget Calendar for FY 2018 - 2019 | 03.01.18 | 05.31.18 | 100% | Actual completion date 06.12.18 |
| Prepare the approved FY19 City Budget for loading to the City's accounting administrative system (MUNIS) | 6.18.18 | 6.30.18 | 100% | Task completion 100% 06.29.18 |
| Review & verify the loaded approved FY19 City Budget to the City's accounting administrative system (MUNIS) | 6.25.18 | 6.30.18 | 100% | Task completion 100% 06.29.18 |
| Confirm & verify City departments having access to their loaded approved FY19 City Budget to the City's accounting administrative system (MUNIS) | 6.29.18 | 6.30.18 | 100% | Task completion 100% 07.02.18 |
| Finance Department preparing DRAFT FY 2018-2019 Financial Plan (i.e. City budgetary document) -- issuance September 2018 | 7.16.18 | 8.31.18 | 25% | Task work in process |

**City of Hopewell, VA
Finance Department Turnover Assessment
Implementation Plan
Progress Report
07.31.2018**

- **Internal Reporting (reporting for the period of 01.03.2018 – 07.31.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

PUBLIC HEARING ANNOUNCEMENTS

September 11, 2018:

**Conditional Use Permt
City Point
Mesa**

Rezoning Request

Western Street

**INFORMATION
FOR COUNCIL
REVIEW**

APPOMATTOX REGIONAL LIBRARY
SYSTEM

BOARD OF TRUSTEES

July 17, 2018

Prince George Library
1:00 p.m.

APPOMATTOX REGIONAL LIBRARY SYSTEM
Board of Trustees Meeting
June 19, 2018

The library's board of trustees convened at 4:01 p.m. in order to attend the library's staff appreciation dinner following the meeting.

The chair called the meeting to order with the following board members present: Libbie Drago – Chair, Hopewell, Martha Sykes – Vice Chair, Dinwiddie County, Mary Benjamin – Treasurer, Dinwiddie County, Lillian Boyd – Prince George County, William Thomas – Prince George County, and Ann Williams – Hopewell.

Board members absent: Fran Halupka – Hopewell, Carly Winfield – Secretary, Dinwiddie County

The Board deferred approval of the agenda in order to allow Mr. James Hartson of Mitchell, Wiggins & Company, LLP to present the report on the library's audit for fiscal year 2017. Due to delays in gathering information on reporting the library's potential liability for retirement, the report on the audit was delayed until this month.

Mr. Hartson reported the auditors issued an unqualified opinion letter on the library's finances. The accepted accounting rules related to the operations of the library demonstrated the operations were noneventful with no new ruling or requirement changing past methods of evaluation. The rules did require a full evaluation of the library's potential obligation for retirement of employees. The report also listed the increase of equipment value over the fiscal year due to the purchases made related to the new McKenney branch.

Following the report of Mr. Hartson, Ms. Boyd moved to approve the agenda for the meeting, Ms. Benjamin seconded, and the board voted to approve the agenda unanimously.

Ms. Williams moved to approve the consent agenda and Ms. Sykes seconded the motion. Following discussion, the board approved the consent agenda unanimously.

Ms. Boyd moved that the board go into executive closed session to discuss public business matters lawfully exempted from open meeting requirements pursuant to the personnel exemption at Virginia code 2.2-3711(A)(1). Ms. Boyd called the roll of each of the board members present with all members present voting to enter executive session at 4:25 p.m.

Ms. Boyd moved that the board end its closed session at 5:10 p.m. Ms. Drago asked the board if the only matters discussed in the executive session public were business matters lawfully exempted from open meeting requirements identified in the motion to convene into executive session. Ms. Boyd called the roll of each of the board members present. All board members voted that only proper matters were discussed in the executive session.

Following the closed session, the board informed the director that the board recommended a 2% raise for the director above the cost of living raise included in the FY2019 budget for all staff. Ms. Boyd made the motion to approve the raise, Ms. Williams seconded and the motion passed unanimously.

The director discussed the library being fully staffed as of the June meeting, that the furniture order to refresh the Hopewell Library had been placed with the same company who furnished the new McKenney Library, and that the update of public computer equipment at the Prince George Library and the Carson Library was nearing completion.

The Nominating Committee, represented by Mrs. Drago, recommended the election of the following slate of officers as of July 1, 2018: Ms. Lillian Boyd would serve as board chair for the July 2018- June 2019 meetings and Mr. William Thomas would serve as chair for the July 2019-June 2020 meetings. The committee recommended the following officers serve a two

year term from July 2018-June 2020: Ms. Ann Williams as treasurer, Ms. Martha Sykes as vice-chair and Ms. Carly Winfield as secretary. Since the recommendation was made from the Nominating Committee, no second was required. The motion passed unanimously.

It was also reported that Ms. Bertha Judge has determined not to renew her service as a board member. The director will begin searching for a new board member to represent Prince George County.

The board reviewed the proposed revisions to the library's meeting room policy. After discussion and with instructions for certain revisions, Ms. Benjamin moved that the board adopt the revised meeting room policy. Mr. Thomas seconded the motion. The board approved adoption of the revised meeting room policy unanimously.

Due to the change of leadership, the board deferred setting the meeting locations for the coming fiscal year until the next meeting. The board agreed to meet at the Prince George Library on July 17, 2018 at 1:00 p.m. The board will discuss future meeting locations at the July meeting.

There being no further business or discussion Ms. Boyd moved that the meeting be adjourned at 5:25 p.m. Ms. Benjamin seconded the motion. The motion passed unanimously.

The next meeting of the Appomattox Regional Library System's Board of Trustees will be on July 17, 2018 at 1:00 p.m. at the Prince George Library.

Appomattox Regional Library System
 Revenue and Expenses
 July 1, 2017 - June 30, 2018

| fund# | Revenue 06/30/18 | FY2018 | | Prev. Total Receipts | Monthly Receipts | Total Receipts | Percentage Received | Balance Due |
|---------------|------------------|--------------------|--------|----------------------|------------------|--------------------|---------------------|-----------------|
| | | Proposed | Actual | | | | | |
| 100 | Carry Over | \$20,000 | | \$0 | \$0 | \$0 | 0.0% | \$20,000 |
| 101 | Reserve | \$100,000 | | \$0 | \$44,669 | \$44,669 | 44.7% | \$55,331 |
| 102 | Hopewell | \$600,261 | | \$600,261 | \$0 | \$600,261 | 100.0% | \$0 |
| 103 | Dinwiddie | \$273,595 | | \$205,197 | \$68,399 | \$273,596 | 100.0% | (\$1) |
| 104 | Prince George | \$592,224 | | \$444,168 | \$148,056 | \$592,224 | 100.0% | \$0 |
| 105 | State Funds | \$380,000 | | \$290,204 | \$96,735 | \$386,939 | 101.8% | (\$6,939) |
| 106 | Fines/Fees/Lost | \$22,600 | | \$15,351 | \$929 | \$16,280 | 72.0% | \$6,320 |
| 107 | Copying Receipts | \$20,121 | | \$20,269 | \$1,797 | \$22,066 | 109.7% | (\$1,945) |
| 108 | Endowment Funds | \$20,499 | | \$0 | \$0 | \$0 | 0.0% | \$20,499 |
| 109 | E-Rate Refunds | \$24,000 | | \$24,416 | \$0 | \$24,416 | 101.7% | (\$416) |
| 110 | Gifts/Donations | \$7,000 | | \$9,590 | \$0 | \$9,590 | 137.0% | (\$2,590) |
| 111 | Grants | \$5,000 | | \$0 | \$0 | \$0 | 0.0% | \$5,000 |
| 112 | Other | \$24,000 | | \$22,000 | \$1,853 | \$23,853 | 99.4% | \$147 |
| TOTALS | | \$2,089,300 | | \$1,631,456 | \$362,438 | \$1,993,894 | 95.4% | \$95,406 |

| Fund# | EXPENSES 06/30/18 | FY18 Projected Expenditures | TOTAL SPENT TO PREVIOUS MONTH | MONTHLY EXPENSES - 06/30/18 | TOTAL EXPENSES | PERCENTAGE SPENT | BALANCE |
|------------------------------|------------------------------------|-----------------------------------|-------------------------------------|-----------------------------------|--------------------|---------------------|-------------------|
| Personnel | | | | | | | |
| 200 | MLS Salaries & Wages | \$458,648 | \$379,826 | \$33,289 | \$413,115 | 90.1% | \$45,533 |
| 201 | Non-MLS Salary & Wages | \$576,368 | \$517,345 | \$41,322 | \$558,667 | 96.9% | \$17,701 |
| 202 | Benefits for Staff/Retirees | \$270,512 | \$229,465 | \$10,181 | \$239,646 | 88.6% | \$30,866 |
| | Total Personnel | \$1,305,528 | \$1,126,636 | \$84,793 | \$1,211,429 | 92.8% | \$94,099 |
| Books & Materials | | | | | | | |
| 300 | Books | \$70,000 | \$68,479 | \$4,754 | \$73,233 | 104.6% | (\$3,233) |
| 301 | Leased Materials | \$27,000 | \$0 | \$26,420 | \$26,420 | 97.9% | \$580 |
| 302 | Standing Order Books | \$36,000 | \$27,710 | \$4,683 | \$32,393 | 90.0% | \$3,607 |
| 303 | Print News & Periodicals | \$12,276 | \$4,140 | \$8,375 | \$12,515 | 102.0% | (\$239) |
| 304 | Audiovisual Materials | \$25,000 | \$22,154 | \$3,532 | \$25,686 | 102.7% | (\$686) |
| 305 | Electronic Materials | \$4,500 | \$4,457 | \$2,971 | \$7,428 | 165.1% | (\$2,928) |
| 306 | Microforms | \$1,133 | \$0 | \$0 | \$0 | 0.0% | \$1,133 |
| 307 | Binding/Repair | \$500 | \$500 | \$0 | \$500 | 100.0% | \$0 |
| 308 | Restricted - Donation/Grant | \$1,250 | \$580 | (\$45) | \$535 | 42.8% | \$715 |
| 309 | Family Resource Books | \$1,000 | \$930 | \$79 | \$1,009 | 100.9% | (\$9) |
| 310 | Econtent | \$29,700 | \$29,700 | \$0 | \$29,700 | 100.0% | \$0 |
| | Total Books & Materials | \$208,359 | \$158,650 | \$50,770 | \$209,420 | 100.5% | (\$1,061) |
| Capital Expenditures | | | | | | | |
| 400 | Library Non-Computer Equip. | \$11,750 | \$2,876 | \$1,353 | \$4,229 | 36.0% | \$7,521 |
| 401 | Computer Hardware | \$12,000 | \$27,620 | \$5,713 | \$33,333 | 277.8% | (\$21,333) |
| | Total Capital Expenditures | \$23,750 | \$30,496 | \$7,066 | \$37,562 | 158.2% | (\$13,812) |
| Contractual | | | | | | | |
| 500 | Lyrasis ILL Services | \$2,000 | \$2,995 | \$0 | \$2,995 | 149.8% | (\$995) |
| 501 | Software Licensing Contracts | \$16,500 | \$30,792 | \$2,005 | \$32,797 | 198.8% | (\$16,297) |
| 502 | Audit | \$20,000 | \$14,446 | \$0 | \$14,446 | 72.2% | \$5,554 |
| 503 | Cataloging MARC Records | \$3,605 | \$1,960 | \$179 | \$2,139 | 59.3% | \$1,466 |
| 504 | Unique Management | \$9,000 | \$5,183 | \$349 | \$5,532 | 61.5% | \$3,468 |
| 505 | Computer Support Service Calls | \$17,500 | \$33,163 | \$3,672 | \$36,835 | 210.5% | (\$19,335) |

| | | | | | | |
|--|------------------|------------------|-----------------|------------------|---------------|-------------------|
| 506 Other Computer Software Serv. | \$10,000 | \$2,980 | \$271 | \$3,251 | 32.5% | \$6,749 |
| 507 Telecomm Internet Line Charges | \$22,000 | \$20,829 | \$2,003 | \$22,832 | 103.8% | (\$832) |
| 508 Printing and Publications | \$9,500 | \$9,927 | \$2,895 | \$12,822 | 135.0% | (\$3,322) |
| 509 Security Guard Service | \$26,500 | \$25,027 | \$3,178 | \$28,205 | 106.4% | (\$1,705) |
| Total Contractual | \$136,605 | \$147,302 | \$14,552 | \$161,854 | 118.5% | (\$25,249) |
| Facilities/Maint./Operations | | | | | | |
| 600 Equip. Repair & Maintenance | \$5,000 | \$7,608 | \$382 | \$7,990 | 159.8% | (\$2,990) |
| 601 TLC Maintenance Contract | \$19,500 | (\$1,643) | \$15,823 | \$14,180 | 72.7% | \$5,320 |
| 602 Facilities and Rent | \$76,650 | \$69,300 | \$6,300 | \$75,600 | 98.6% | \$1,050 |
| 603 Supplies | \$32,000 | \$18,527 | \$4,158 | \$22,685 | 70.9% | \$9,315 |
| 604 Travel / Workshops / Conf. Fees | \$8,500 | \$9,668 | \$1,176 | \$10,844 | 127.6% | (\$2,344) |
| 605 Training / Education | \$4,500 | \$885 | \$0 | \$885 | 19.7% | \$3,615 |
| 606 Utilities | \$6,000 | \$3,820 | \$185 | \$4,005 | 66.8% | \$1,995 |
| 607 Telephone (Voice) | \$13,000 | \$12,845 | \$1,185 | \$14,030 | 107.9% | (\$1,030) |
| 608 Insurance | \$12,937 | \$0 | \$13,116 | \$13,116 | 101.4% | (\$179) |
| 609 Vehicle Maintenance & Fuel | \$4,500 | \$5,007 | \$310 | \$5,317 | 118.1% | (\$817) |
| 610 Job & Contracting Advertising | \$2,500 | \$2,144 | \$0 | \$2,144 | 85.8% | \$356 |
| 611 Promotional Advertising | \$2,000 | \$824 | \$0 | \$824 | 41.2% | \$1,176 |
| 612 Organization/Association Dues | \$3,500 | \$2,629 | \$521 | \$3,150 | 90.0% | \$350 |
| 613 Postage | \$4,500 | \$4,320 | \$0 | \$4,320 | 96.0% | \$180 |
| 614 Janitorial | \$64,500 | \$55,138 | \$7,703 | \$62,841 | 97.4% | \$1,659 |
| 615 Other Building Maintenance | \$12,500 | \$9,747 | \$938 | \$10,685 | 85.5% | \$1,815 |
| Total | \$272,087 | \$200,819 | \$51,796 | \$252,615 | 92.8% | \$19,472 |
| Facilities/Maint./Operations | | | | | | |
| Programs/Activities/Other | | | | | | |
| 700 YS Summer Reading Program | \$6,500 | \$1,895 | \$4,170 | \$6,065 | 93.3% | \$435 |
| 701 YS Programming & Supplies | \$4,191 | \$2,069 | \$455 | \$2,524 | 60.2% | \$1,667 |
| 702 Adult Programming | \$2,600 | \$4,072 | \$485 | \$4,557 | 175.3% | (\$1,957) |
| 703 Endowment | \$3,500 | \$0 | \$0 | \$0 | 0.0% | \$3,500 |
| 704 Funds for Local History Collection | \$5,000 | \$4,292 | \$0 | \$4,292 | 85.8% | \$708 |
| 705 Reserve | \$5,500 | \$0 | \$0 | \$0 | 0.0% | \$5,500 |
| 706 McKenny Library | \$0 | \$0 | \$0 | \$0 | 0.0% | \$0 |

| | | | | | | |
|--------------------------------------|--------------------|--------------------|------------------|--------------------|--------------|-----------------|
| 707 Hopewell Project | \$50,000 | \$698 | \$50,000 | \$50,698 | 101.4% | (\$698) |
| 708 Prince George Project | \$50,000 | \$40,686 | \$0 | \$40,686 | 81.4% | \$9,314 |
| 707 Misc. Professional Serv. & Other | \$15,759 | \$10,196 | \$1,996 | \$12,192 | 77.4% | \$3,567 |
| Total Programs/Activ./Other | \$143,050 | \$63,908 | \$57,106 | \$121,014 | 84.6% | \$22,036 |
| GRAND TOTALS | \$2,089,379 | \$1,727,811 | \$266,083 | \$1,993,894 | 95.4% | \$95,485 |

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
APRIL 20, 2018
CRATER PLANNING DISTRICT COMMISSION
PETERSBURG, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia Rygh Phillips (M-Chesterfield), Vice Chairman
Mark Kukoski (M-Richmond), Treasurer
Edward Watson (M-Hopewell), Director
Lee Sloppy (M-Ashland)
Ricky Hicks (M-Charles City)
Scott Zaremba (M-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Dwayne Jones (A-Goochland)
Stephen Chidsey (M-Hanover)
Scott A. Wyatt (M-Hanover)
Marcia E. Kelley (M-Henrico)
Robert Whiteman (M-Henrico)
James H. Burrell (A-New Kent)
William Riggelman (A-Petersburg)
Cindy Odum Harris (M-Powhatan)
Michael Purvis (M-Prince George)
David McNeel (M-Richmond)

Non-Voting:

Clay Bowles (A-Chesterfield)
Bentley P. Chan (A-Henrico)
Jon Clary (A-Henrico)
Monique Robertson (A-Hopewell)
Johnny Melis (A-Powhatan)

Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Teresa Eckhout, Accounting and Financial Manager
Reginald D. Thompson, Operations Technician
Stephanie Breaker, Customer Service Supervisor
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Patricia Paige (M-New Kent), Secretary
Jennifer Schontag (A-Ashland)
Michelle Johnson (A-Charles City)
Robert L. Dunn (M-Chesterfield)
Al Pace (A-Chesterfield)
Doug Smith (M-Colonial Heights)
William E. Henley (A-Colonial Heights)
Leigh Dunn (M-Goochland)
Michael Flagg (A-Hanover)
Randy Hardman (A-Hanover)
Chip England (A-Henrico)
Tangela Innis (M-Petersburg)
Rod Compton (A-Prince George)
Miles Jones (M-Richmond)

Guests:

Torrence Robinson, City of Richmond Public Works
Michael Benedetto, President TFC Recycling
Tad Phillips, General Manager TFC Recycling

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Lane opened the floor for public comment. Without any requests to address the Board, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of March 16, 2018

Chairman Lane opened the floor for a motion to approve the minutes of the regular meeting of March 16, 2018 as submitted. A motion was made by Mrs. M. Phillips (M-Chesterfield), Vice-Chairman seconded by Mr. M. Kukoski (M-Richmond), Treasurer, and carried that the minutes of the March 16, 2018 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Introductions and Welcome

Chairman Lane introduced and welcomed Mr. Ricky Hicks (M-Charles City) as a new member to the Board of Directors representing Charles City County. He also mentioned that the City of Petersburg has recently appointed Tangela Innis to represent the City on the CVWMA Board.

Appointment of the Nominating Committee

Chairman Lane appointed the following to serve on the Nominating Committee: Mr. M. Kukoski (M-Richmond), Chair, Mrs. M. Kelley (M-Henrico) and Mrs. L. Dunn (M-Goochland). The Nominating Committee will recommend a slate of officers at the May Board meeting and elections will take place at the June meeting. Anyone interested in serving in an officer position should contact one of the committee members or Mrs. K. Hynes, Executive Director.

Mr. R. Whiteman, (M-Henrico) asked about the audit committee priority and if they had implemented savings. Mr. M. Kukoski (M-Richmond), Treasurer responded that the audit committee is making recommendations to proceed as they have in the past. In the past, they have had an opinion on the auditing and on the funds.

Item No. 4: Treasurer and Audit Committee Reports

Audit Committee Report Consideration of Resolution 18-12 Awarding the Contract for Financial Auditing Services

Mr. Mark Kukoski reported that the CVWMA contract for audit services expired after last year's audit and a Request for Proposals (RFP) was issued on February 2, 2018 for the audit of the 2018, 2019, 2020 and 2021 fiscal years. Eight proposals were received and the Committee and Staff interviewed five firms. The Audit Committee recommends entering into a contract with Brown and Edwards for another 4-year term. A motion was made by Mr. J. Burrell (A-New Kent), seconded by Mrs. M. Phillips (M-Chesterfield), Vice-Chairman and carried that **Resolution 18-12: Awarding the Contract for Financial Auditing Services** be approved as submitted.

Treasurer's Report

Mr. M. Kukoski (M-Richmond), Treasurer deferred to Mrs. T. Eckhout, CVWMA Accounting and Financial Manager to provide the monthly report. Mrs. Eckhout relayed that the financial activity for March is consistent with previous months and the Authority continues to remain within total budget in all funds as of March 31, 2018. CVWMA has a combined Net Income of \$176,779 year to date. The net income will continue to decrease as we continue to incur additional expenses in the last quarter of the fiscal year. The accounts receivable schedule reflects the details of the amounts due to the Authority. All accounts are current.

Mrs. Eckhout continued reporting that next month CVWMA staff will evaluate revenues and expenses as compared to budget and will bring back any necessary budget transfers exceeding \$2,500 for the Board's approval.

Chairman J. Lane (M-Henrico), opened the floor for a motion to accept the Financial Report for March 2018. A motion was made by Mr. S. Chidsey (M-Hanover), seconded by Mr. J. Burrell (A-New Kent) and carried that the Financial Report for March 31, 2018 be approved and filed as submitted.

Item No. 5: Presentation by Michael Benedetto, President and Owner of TFC Recycling

Mrs. K. Hynes, Executive Director of CVWMA introduced Mr. Michael Benedetto, President and CEO of TFC Recycling and Mr. Tad Phillips, TFC General Manager. Mr. Benedetto asked to address the Board regarding the effects of the Chinese recycling import ban and restrictions are having on their business.

Mr. Benedetto gave a brief history of TFC's partnership with CVWMA and explained that TFC has been a contractor for curbside recycling since 1999. In July 2017 China announced an import ban on 24 items, including Mixed Paper and in November 2017, announced a new quality standard of .5% for cardboard and other paper versus previous standards of 5%.

In March of 2018 China announced "Blue Sky 2018" project and China Council for International Cooperation on Environment and Development announced additional plans to further restrict imports in 2019. Chinese Government Inspectors are opening containers in China and rejecting containers at the docks. Rejection is arbitrary and subjective and testing is done by inspectors. If rejected in China, the expense to have the shipment returned is extremely expensive.

According to Mr. Benedetto, there is a tremendous over supply of mixed paper in the market. Chinese mills are not buying from companies that process single-stream, post-consumer mixed paper due to the risks of rejection by the inspectors at the port. TFC is not selling to China for that reason. Mr. Benedetto stated that there is not 10,000,000-ton capacity elsewhere in the world. India's 2018 volume was only 1,930,720 and they are not equipped to handle this new volume. There is still a risk of quality of standards with other buyers. Freight rates are up as well stated Mr. Benedetto.

Mr. Benedetto explained that the renewal of the Residential Recycling Contract between CVWMA and TFC was in 2014 and extends to the end of June 2023. TFC pays a rebate to CVWMA of \$20 per ton. TFC had no Consumer Price Index (CPI) in 2014, 2015, or 2016; CPI increase in 2017 was ½ and there was a cap of 2 1/2 %. About 35,500 tons are collected annually from residents in central Virginia (~2,960 tons per month) and TFC is paying a rebate on that volume.

Mr. Benedetto further explained that China's ban has resulted in lower prices for mixed paper and TFC is trying to improve the quality of the product.

Mr. Benedetto asked for help and quickly. Mr. J. Clary (A-Henrico) asked if there is no help, will other people pick up the excess and what is the future of the excess materials. Even if relief is given by CVWMA there will still be excess material, Mr. Benedetto stated. We can sell, even if sold at a loss Mr. Benedetto stated.

Mr. J. Clary (A-Henrico) asked what TFC would do with the material if they did get relief from CVWMA. Mr. Benedetto explained there will still be a market but not at the volume and it will be below cost. Mr. J. Burrell (A-New Kent) asked what percentage is going to waste energy? Mr. Benedetto stated none and that the 10% residue that is collected is going to the landfill.

Mr. S. Chidsey (M-Hanover) asked what the balance of the fiber is and Mr. Benedetto explained about 36% of the total collected is mixed paper and 31% is cardboard. Mr. Benedetto explained they are sorting and selling the cardboard, and are pulling out newspaper for a higher value, but there isn't a lot of newsprint anymore and the rest of the mixed paper has a negative value. With 36% of the stream being mixed paper, glass is 16%, and residue is about 10% resulting in 62% of the commodities collected in the program now having a negative value.

Mrs. Hynes asked about the availability of domestic markets and Mr. Benedetto stated there are papermills in the United States. They are overwhelmed now with the oversupply. They do buy cardboard and mixed paper but their prices are much lower.

Mr. J. Melis (A-Powhatan) asked about China's needs, will they be looking for this again sometime in the future. Mr. Benedetto explained that China is buying virgin paper rolls to make into new boxes. Mr. Benedetto stated that Green Fence and now National Sword are China's way to reduce the oversupply of paper and trash. Finished product prices are going through the roof. Mr. Benedetto further indicated that the future of the Chinese market is uncertain.

Mrs. Hynes asked Mr. Benedetto to share the dollars and the impact to TFC. Mr. Benedetto stated that TFC has lost a considerable amount of revenue in the first quarter of 2018, about 40 % of that coming from the Chester facility. Mr. S. Chidsey (M-Hanover) asked where TFC is shipping and Mr. Benedetto stated that material is going to various locations including India, Vietnam, Korea and they are marketing some domestically. The market price is now \$10 per ton.

Mr. Clary (A-Henrico) asked about if TFCs profit of \$10/ton excluded rebate and Mr. Benedetto stated it did. Mr. Clary asked what his negative was and Mr. Benedetto explained it cost about \$75 - \$80 to process plus \$20/ton rebate and \$25/tons in freight. Mr. Benedetto finished by stating that he is asking for relief and that they need decisions as soon as possible. There is industry in China that want the product, however the government is being unreasonable and preventing Chinese mills from buying their material. This all started with the Chinese perception of the environment. This has nothing to do with tariffs. Mr. Benedetto stated he was uncertain with how long this would continue. He concluded that this is a tough time dealing with a foreign government.

Mrs. Hynes thanked Mr. Benedetto for sharing with the Board and thanked him for his partnership.

STAFF AGENDA

Item No. 6: 2017 Recycling Rate Report

Mr. Reggie Thompson, CVWMA Operations Technician, presented the calculation of the regional 2017 Recycling Rate report. He reminded the Board of the Solid Waste Management Plan regulations requiring regions such as the CVWMA and towns, cities and counties not part of a designated region

and that have a population more than 100,000 to submit a recycling rate report to the Department of Environmental Quality (DEQ) annually by April 30th for the previous calendar year that documents the recycling efforts of the area. He noted that Virginia has a two-tier recycling rate which requires a 25 percent recycling rate or a 15 percent rate if qualified. He asserted that the solid waste planning unit must have a population density of less than 100 persons per square mile or an unemployment rate of 50 percent greater than the statewide average to qualify for a 15 percent recycling rate. Further, Mr. R. Thompson reminded the Board that under the 2012 legislation, those with a population less than 100,000 are now required to submit a report every 4 years. The CVWMA region is required to report every year and is required to meet the 25% mandate.

Mr. Thompson reported the Recycling Rate is calculated by dividing the amount of recycling by the amount of MSW generated within the region. He added that the amount of MSW is estimated by multiplying the population (obtained from the Weldon Copper Center for Public Service) by the Environmental Protection Agency's (EPA's) waste generation estimate. The most recent estimate is 4.44 pounds per person per day.

Mr. Thompson reported that Staff surveyed several recycling processors to determine the amount by weight of material recycled in the region in 2017. CVWMA surveyed more than 40 recycling processors and received responses from 30 for about a 75% response rate.

Mr. Thompson reported that the recycling rate including the base rate 54.0% plus the credit tonnage percentage 5% results in a total recycling rate for the region of 59.3%. He indicated that the 2017 recycling rate of 59.3% is slightly higher than the 2016 rate of 58.9%. In conclusion, there was more material recycled in 2017, the waste generation rate is up, the population is up, and the amount of MSW generated within our region is up.

Mr. S. Chidsey (M-Hanover) asked if we can assume that yard waste has the largest tonnage and Mr. Thompson verified that yard waste and paper make up the majority by weight of the volume of recycling.

Item No. 7: Residential Recycling Program

Mr. Rich Nolan, CVWMA Director of Operations, reported that year to date through March 31, 2018, 27,789 tons of recyclable materials were collected in the Residential Recycling Program versus 28,444 for the same period last year, a difference of 655 tons. He reported 2,952 tons were collected in March 2018 vs. 3,331 in March 2017. Mr. Nolan noted that Petersburg is the most notably down from last year and CVWMA and Staff is looking into the reason.

Mr. Nolan noted there were 429 misses reported in March versus 308 in March a year ago.

Item No. 8: Municipal Solid Waste (MSW) Program

Mr. Thompson reported that in the month of March there were 12 misses reported in Ashland, and 37 in Chesterfield for County Waste. In addition, 47 misses were recorded in Colonial Heights, 62 in Hopewell, and 80 in Petersburg. Mr. Thompson noted the City of Hopewell is having a Clean Up event April 14th through the 21st and the City of Petersburg is having a Clean Up event on Saturday May 5th. Mr. Thompson stated there were no penalties assessed in the month of March for CFS or County Waste.

Item No. 9: Operations and Program Statistics

Mr. R. Nolan, stated that program revenues, other than revenue from the Residential Recycling Program are up by about \$50,000 year to date over the same period last fiscal year.

Mr. R. Nolan, referred the Board to the April 2018 Program Statistics reporting that commodity prices for Mixed Paper and OCC are down \$10 per ton from last month; Mixed Paper is now \$15 per ton, and Old Corrugated Cardboard (OCC) is \$ 85 per ton. Steel is up to \$240 per ton from \$150 per ton last year in April. Both steel and oil prices are going up.

Mr. Nolan reminded the Board of the following recycling events. On April 21 Prince George and Hanover are holding household hazardous waste collection events and Powhatan is having a tire amnesty and electronics recycling event. Electronics recycling and document shredding is happening on May 5th in Henrico County and the City of Richmond. Chesterfield is hosting an electronics recycling event on June 2nd at the Chesterfield Fair Grounds including hard drive shredding. June 9th, Goochland County will host a household hazardous waste and document shredding event.

MR. S. Chidsey (M-Hanover) asked if steel prices were based on Philadelphia #2 bundle to which Mr. Nolan responded affirmatively and indicated that the revenue received is based off of the export prices, which the steel prices continue to increase.

Mr. M. Kukoski (M-Richmond), Treasurer asked if we are ensuring that the materials collected at events, particularly electronics are being handled properly, to which Mr. Nolan responded that staff has ensured and is able to track each piece through the system and that a trip to Securis is planned in the next couple of weeks to further ensure compliance.

Item No. 10: Technical Advisory Committee (TAC) Report

Mr. Nolan reported that the TAC met on April 5 and Mr. Chip Hall, owner of Natural Organics Process Enterprise (NOPE) provided a presentation on their company and composting of food waste. Mr. Nolan mentioned that the group is also conducting facility audits and as part of those audits will be visiting processing, storage and other facilities of our vendors, the first being Securis on May 1st as mentioned earlier. Mr. J. Howard (A-Chesterfield) asked about CVWMA's other ewaste contractor, GEEP who is dismantling the television and destroying everything and Mr. R. Nolan responded that the material is completely destroyed in GEEP's process by grinding it until virtually nothing is left. Mr. Nolan explained GEEP will not do events, they only pick up material.

Mr. Nolan reminded the Board that the TAC is also working on the update to the regional solid waste management plan due to DEQ in August 2019. The next TAC meeting is scheduled for May 3 and tentatively there will be a representative from the DEQ speaking to the group about hazardous waste.

Item No. 11: Earth Day 2018

Mrs. K. Hynes, stated she was filling in for Mrs. N. Drumheller, Public Affairs Manager, who was out in the community at this busy time of year for education and outreach. At this time, Staff has responded to many requests including 30 presentation requests, 15 requests for educational materials, 11 requests to have CVWMA booth at local grassroot events, and 1 media request. Mrs. Hynes stated CVWMA staff has been in 11 of our 13 localities this month.

With plastic bag contamination the regional focus of this Earth Day, we have had public service announcements, local newspapers advertisements, and worked with local media and shared on social media, and made this the focus at all of the Earth Day events we are attending. Mrs. Hynes thanked the jurisdictions for their help in getting the plastic bag keepers out to the public and for helping relay

this important message about plastic bag contamination and the damage that it does. The biggest problem seems to be people using plastic bags to keep their recyclables and instead of dumping the recycling out into the bin, they are throwing the recycling, bag and all into their cart, bin or especially a drop off bin.

Educating our customers is how we are trying to help our contractors. The purpose of the contamination meeting we held on March 27 was to ensure our contractors are doing their part on the curb and to determine how we could help each other tackle this problem. Mrs. Hynes relayed that there are challenges between the vendors. TFC are largest contractor serves over 250,000, County Waste 9,000 homes in Hopewell, and CFS in Petersburg. With the manual bin (TFC program) it is easier to catch the contamination on the curb and leave it behind. However, in other areas, recycling is collected via carts using automation, thus limiting the ability to actually see what's in the cart before emptying to the truck.

Member localities are encouraged to create short educational videos explaining why we do not accept plastic bags and bagged recyclables and how these contaminants damage sorting and processing facilities as well as impacting costs of their programs. Mrs. Hynes relayed that we are up to 30,000 email subscribers for email reminders. Contamination issues are addressed there as well. TFC is doing their own on the ground effort with their drivers with rejection sticker. CVWMA is helping out with messaging and our staff is talking to people one on one.

Item No. 12: Public Information

Mrs. Hynes noted our email reminder goes out to 30,000 people and CVWMA is also utilizing that to educate recyclers about plastic bags. Educating about the potential long-term effects and the effect contamination will have on future costs is a communication issue CVWMA staff is working on.

CVWMA is once again the Community Partner in the April 2018 Richmond Family Magazine Kids-Can-Do feature. Staff is promoting locality special collection events as well as National Prescription Drug Take Back Day on April 28. Staff will provide a complete recap at the May Board meeting.

Item No. 13: Administrative

Mrs. Hynes reminded Board members to complete the Financial Disclosure (Conflict of Interest) Form required annually by the State. It has become a new requirement in recent years that the Authority is required to ensure our Board members are filing this form with their respective Clerk's office. She thanked the Board for their help in getting these forms.

Mrs. K. Hynes reminded the Board of the upcoming TAC meeting on May 3, at 9 am and that there will be a DEQ representative attending to talk about hazardous waste guidelines. The Executive Committee meets at 2 p.m. on Wednesday May 9 and all are invited. May 18th is the next CVWMA Board meeting in Richmond.

Mrs. Hynes reminded the Board that Staff is working on the Solid Waste Management Plan update and many contracts are coming up for renewal or will be expiring and staff will be coming back to the Board in future meetings for renewal amendments and to award contracts.

Mr. J. Clary (A-Henrico) asked Mrs. Hynes when the MSW surveys are due and Mrs. Hynes responded May 15th.

Old/New Business

Chairman Lane asked if there was any old or new business to come before the Board. Chairman Lane asked if Mr. M. Kukoski (M-Richmond), Treasurer to talk about the upcoming work of the nominating committee. Mr. Kukoski mentioned there are a few vacancies and if anyone is interested to please contact him, a member of the Committee or Mrs. Hynes.

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. R. Whiteman (M-Henrico), seconded by Mr. S. Chidsey (M-Hanover) and carried that the April 20, 2018 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the April 20, 2018 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., May 18, 2018. Given under my hand and seal of the CVWMA this 18th day of May 2018.



J. Allen Lane, Chairman

**CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MAY 18, 2018
2104 WEST LABURNUM AVENUE
RICHMOND, VIRGINIA**

MEMBERS/ALTERNATES PRESENT

Voting:

J. Allen Lane (M-Henrico), Chairman
Marcia Rygh Phillips (M-Chesterfield), Vice Chairman
Mark Kukoski (M-Richmond), Treasurer
Patricia Paige (M-New Kent), Secretary
Lee Sloppy (M-Ashland)
Scott Zaremba (M-Chesterfield)
Robert L. Dunn (M-Chesterfield)
Doug Smith (M-Colonial Heights)
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Stephen Chidsey (M-Hanover)
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Monique Robertson (M-Hopewell)
William Riggelman (A-Petersburg)
Johnny Melis (A-Powhatan)
David McNeel (M-Richmond)
Miles Jones (M-Richmond)

Non-Voting:

Clay Bowles (A-Chesterfield)
Jeffrey Howard (A-Chesterfield)
Dwayne Jones (A-Goochland)
Michael Flagg (A-Hanover)
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Staff:

Kimberly A. Hynes, Executive Director
Richard Nolan, Director of Operations
Nancy Drumheller, Public Affairs Manager
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Reginald D. Thompson, Operations Technician
Mary Beth Mains, Part-time Administrative Assistant

MEMBERS/ALTERNATES NOT PRESENT

Jennifer Schontag (A-Ashland)
Ricky Hicks (M-Charles City)
Michelle Johnson (A-Charles City)
Al Pace (A-Chesterfield)
William E. Henley (A-Colonial Heights)
Randy Hardman (A-Hanover)
Bentley P. Chan (A-Henrico)
Robert Whiteman (M-Henrico)
James H. Burrell (A-New Kent)
Tangela Innis (M-Petersburg)
Cindy Odum Harris (M-Powhatan)
Michael Purvis (M-Prince George)
Rod Compton (A-Prince George)

Guests:

With a quorum in attendance Chairman J. Allen Lane (M-Henrico) called the meeting to order at 9:00 a.m.

CHAIRMAN'S AGENDA

Item No. 1: Public Comment Period

Chairman Lane opened the floor for public comment. Without any requests to address the Board, he closed the public comment period.

Item No. 2: Minutes of the Regular Meeting of April 20, 2018

Chairman Lane opened the floor for a motion to approve the minutes of the regular meeting of March 16, 2018 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Wyatt (M-Hanover), and carried that the minutes of the April 20, 2018 Central Virginia Waste Management Authority (CVWMA) Board of Directors meeting be approved as submitted.

Item No. 3: Chairman's Report

Chairman Lane had nothing to report.

Item No. 4: Nominating Committee Report

Chairman Lane invited Mr. M. Kukoski (M-Richmond), Nominating Committee Chair to report. Mr. Kukoski thanked the committee and staff for their efforts and he introduced the committee members, Mrs. Marcia Phillips (M-Chesterfield), Chairman, Mr. Scott Wyatt (M-Hanover), Vice Chairman, Mrs. Patricia Page (M-New Kent), Secretary, Mr. Mark Kukoski (M-Richmond), Treasurer, Mr. Allen Lane (M-Henrico), past Chairman. Mr. Kukoski noted the Directors position is open and invited the Board members to step forward to join the Executive Committee. If interested please contact Mr. Mark Kukoski or the Nominating committee.

STAFF AGENDA

Item No. 5: Residential Recycling Program

Potential Contract Amendment Discussion

5a. CONSIDERATION OF RESOLUTION 18-14 AMENDING THE CONTRACT FOR RESIDENTIAL RECYCLING AND DROP OFF PROCESSING SERVICES CONTRACT

Mrs. Kim Hynes, CVWMA Executive Director, reminded the Board of our ongoing discussion with TFC Recycling, the contractor that processes the majority of the Curbside program, and all materials collected in the Drop Off program. Mrs. Hynes referred to the information she had sent to the members previously concerning issues with the Chinese government, their ban on recycling, and its effects on TFC. Mrs. Hynes updated the Board that China has banned all imports for one month period, and we have to wait until June 4th to see the results. Mrs. Hynes shared the TAC and the Executive committee met twice since the last Board meeting. TFC had petitioned a force majeure in January and CVWMA didn't agree at that time this was a force majeure situation. TFC has petitioned CVWMA again requesting relief under the contract, as this is an unprecedented event that could not be reasonably foreseen when TFC bid on it. TFC has quoted several sections of our contract as a way to gain some relief. If we are willing to negotiate we can amend contract terms, if the intent of the contract remains within the terms of the original procurement. Mrs. Hynes relayed she had briefed Chief Administrative

half (mixed paper coupled with glass and residue) of the volume having no value, those costs are not being covered.

Mrs. Hynes relayed she has briefed Chief Administrative Officers in the seven jurisdictions participating in the curbside portion of the TFC Contract. The TAC and Executive Committee have discussed several options on dealing with the issues going forward and the consensus is to keep recycling going until there is more certainty in the market. Under the current agreement with TFC, CVWMA shares in the revenue receiving a minimum of \$20 per ton. Mixed paper is 36% of the volume collected, and OCC comprises 31%, together fiber comprises two thirds of the volume.

This situation is not unique to our vendors, it is an industry wide issue. Other communities around the county have decided to temporarily landfill and others are paying to process. TFC confirms they are continuing to recycle the material and they are not storing, stock piling or landfilling the material but they are economically challenged in the markets. They have added more labor and incurred additional cost to get a cleaner product at their 2 MRF facilities in Chester and Chesapeake. We had 2 meetings with the TAC and Executive Committee, and the consensus in the short term is to suspend the \$20/ton rebate that we have enjoyed for the last 4 years and to continue discussions and negotiations with TFC. CVWMA is working with participating jurisdictions to ensure consensus on a solution. CVWMA staff recommends the Board approve **Resolution 18-14** to suspend the rebate and to allow staff to negotiate an amendment to the contract with TFC if deemed necessary.

Mr. S. Wyatt (M-Hanover) asked if there was a time frame for the suspension of the rebate, 3 or 6 months? Mr. S. Chidsey (M-Hanover) said he thought that would be better because we would be taking that chip off the table. Mr. Wyatt suggested effective April 1st or until a new contract has been amended.

Mr. D. Smith (M-Colonial Heights) asked if the communities decisions would be done by a formal vote or are you reaching out to the jurisdictions. Mrs. Hynes stated she would be reaching out to the City Managers and County Administrators and it would be up to each locality on how it should be handled and conveyed with City/County/Town leaders.

Mr. Clary (A-Henrico) asked what if we don't amend the contract? Would the rebate still be suspended? Mr. Clary stated we could suspend for 3 or 6 months or until further action of the Board. Mrs. Phillips (M-Chesterfield) stated that further action by the Board would be best because we do not want to talk about this once a quarter if nothing changes. Mrs. M. Kelley (M-Henrico) asked what would happen if out of the 7 jurisdictions 3 decide they do not agree with an amendment. Mrs. Hynes stated we are hoping to come to a consensus.

Mr. R. Dunn (M-Chesterfield) asked if there is a nationwide effort to work with China on reversing this. Mrs. Hynes stated there has been a national and global effort to work with the Chinese government by organizations like Solid Waste Association of North America (SWANA) and National Waste and Recycling Association (NWRA) and other national trade groups. They have written letters and had meetings but the Chinese government has not budged yet. Mr. S. Chidsey stated if anything they are getting more entrenched in their position. Mrs. Hynes added the tariff situation is adding another layer of concern. Mrs. Hynes stated this resolution would allow staff to keep working with our groups, and discussing the issue and a solution with TFC. Mr. S. Chidsey (M-Hanover) stated the \$20 per ton is the minimum, the formula in the contract is variable. Mrs. Hynes responded that is correct and the resolution should be revised to just use the word "rebate."

Mr. D. Smith (M-Colonial Heights) asked Mrs. Hynes to reread the final wording of the resolution as amended. Mrs. Hynes stated **Resolution 18-14** was amended to read *WHEREAS, the report included*

as Staff Agenda Item No. 5a of the May 2018 Board Agenda outlined the proposed Addendum to the Residential Recycling and Drop Off Processing Services Contract to include suspension of the rebate effective April 1, 2018 for a six month period or until the contract is amended.

Mrs. Hynes asked if there were any more questions. Mr. R. Dunn (M-Chesterfield), moved the Board adopt **Resolution 18-14, as amended: Amending the Contract for Residential Recycling and Drop Off Processing Services Contract.** Mr. J. Clary (A-Henrico) seconded, and motion carried to approve **Resolution 18-14** as amended. Mrs. Hynes thanked everyone for their help, support, and ideas.

Residential Recycling Program

Mr. R. Nolan, CVWMA Director of Operations, reported that year to date through April 30, 2018, 30,371 tons of recyclable materials were collected in the Residential Recycling Program versus 31,325 for the same period last year, a difference of 954 tons. He reported 2,957 tons were collected in April 2018 vs. 2,881 in April 2017. Mr. Nolan noted that Petersburg is the most notably down from last year and CVWMA is looking into the reason.

Mr. Nolan noted there were 398 misses reported in April versus 304 in April a year ago. Mr. Nolan noted TFC has beefed up their communication about contamination and the Call Center has been getting more calls about their containers not being collected up because of the contamination problems including tangles and plastic bags in TFC jurisdictions.

Item No. 6: Municipal Solid Waste (MSW) Program

Mr. Thompson, CVWMA Operations Technician reported that in the month of April there were 52 misses reported in Ashland, and 52 in Chesterfield for County Waste. In addition, 49 misses were recorded in Colonial Heights, 53 in Hopewell, and 69 in Petersburg.

Item No. 7: Operations and Program Statistics

Mr. R. Nolan, stated that April program revenues are up by about \$61,000 year to date over the same period last fiscal year due to used oil and metals. There will be an update to the Safe Garage and Rebate numbers posted on the website once completed.

Mr. Nolan noted the following recycling events: April 21 Prince George and Hanover both held successful household hazardous waste collection events and Powhatan had a tire amnesty and electronics recycling event; Electronics recycling and document shredding happened on May 5th in Henrico County and the City of Richmond, both very successful; Chesterfield will host an electronics recycling event on June 2nd at the Chesterfield Fair Grounds which will include hard drive shredding; and on June 9th, Goochland County will host a household hazardous waste and document shredding event.

Item No. 8: Technical Advisory Committee (TAC) Report

Mr. Nolan reported that the TAC met on May 2 in Henrico and the only discussion was the residential recycling contracts as discussed earlier in the agenda. The next TAC meeting will be Tuesday June 5, 2018 at 9:00 am.

Item No. 9: Earth Day 2018

Mrs. N. Drumheller, Public Affairs Manager stated staff survived Earth Day and earth month. Mrs. Drumheller shared a handout listing the outreach for the month. Staff responded to many requests including: 30 presentations, 19 requests for educational materials, 10 requests to have CVWMA booth

at local grassroots events, and 1 media event request. Mrs. Drumheller stated CVWMA staff has been in 11 of our 13 localities this month. As part of our Education Focus for Earth Day, CVWMA staff provided over 4,000 plastic bag keepers this month of which 3,300 were given to member localities for educational purposes and 717 distributed at local events.

In addition to school and childcare requests, Ms. K. Carney, Recycling Education and Outreach Specialist did several programs for Colonial Heights Parks and Recreation which included two Therapeutic Recreation (TR) groups as well as two programs for the Goochland County 4H Trailblazers & Cloverbuds. Ms. Carney had an education/craft table at three Children's Museum of Richmond (CMOR) locations and worked an education table at Henrico's Holman Middle School Documentary Night, attended Chesterfield County STEAM workshop and the Friends of the Lower Appomattox River (FOLAR) regional RiverFest event.

Mrs. N. Drumheller presented and attended at the following events: Hanover County Parks and Recreation "Prime Timers", two Henrico Recreation and Parks WOW (Weekend on Wednesdays) events at the eastern Henrico Recreation Center, Henrico's Holman Middle School Documentary Night, Chesterfield County STEAM Workshop, Pfizer Earth Day and the Bank of America Employee Appreciation Earth Day Extravaganza.

Item No. 10: Public Information

Plastic Bags and Plastic Bagged Recyclables Regionwide Education and Messaging Update

Mrs. Drumheller asked the Board to have their jurisdictions help in getting the plastic bag contamination message out by creating short educational videos explaining why we do not accept plastic bags and bagged recyclables and how these contaminants damage sorting and processing facilities as well as impact the cost of recycling programs. Mrs. Drumheller stated that three staff on the phones and two staff providing outreach and education are doing their best to reach the offenders but need help from localities who have more reach. Mrs. Drumheller shared she had reached out to Public Information and Public Affairs staff in member localities because consistent messages throughout the region is key to educating local recyclers about these problems where they live.

Staff continues to include plastic bags and other contaminants in all outreach programs and at local events. In addition, the Customer Service Team continues to provide daily education during inbound calls. Total inbound calls for the month of April was 3,979, which is up from April of 2017. Anyone calling to report a missed collection are asked about possible contamination such as plastic bags, food items, pizza boxes, etc. The Call Center is averaging 900 calls per month related to contamination. Starting on May 1, anyone asking for extra container stickers will also get a plastic bag keeper included with the mailing to help educate them about unaccepted items. The Curbside Recycling Email reminder has ongoing messaging regarding plastic bag information/education to everyone receiving this reminder.

Mrs. Drumheller thanked Goochland, Ashland and other localities that shared the CVWMA PSA and other information on this issue. Effective June 1, Henrico County utility bill insert will include messaging about plastic bag contamination. Mrs. Drumheller also noted that CVWMA Contractors will need to update their contamination stickers to help with the education.

CVWMA May Waste Reduction News, Website, Social Media and Collection Day Email Reminder

Mrs. Drumheller stated the May 2018 electronic newsletter was distributed to 1,333 email subscribers and included Contamination Impacting CVWMA Recycling Programs, Special Recycling Collections Planned for May & June, Memorial Day Holiday to Delay CVWMA Collections, and CVWMA is Very Social.

Curbside Education and Advisory Committee Quarterly Meeting

The next quarterly meeting will be held on Thursday, June 28, 2018 at 10 am in the Town of Ashland Council Chambers and Ashland will be our Member Focus.

Item No. 11: Financial Reports for May 2018

Mrs. T. Eckhout reported that the financial activity is consistent with previous months and the Authority continues to remain within total budget in all funds as of April 30, 2018. The CVWMA has a combined Net Income of \$137,723 year to date. The Net Income will continue to decrease as we incur additional expenses in the last two months of the fiscal year. The accounts receivable schedule reflects that all jurisdictions are current.

Chairman Lane opened the floor for a motion to accept and file the Financial Reports for April 2018 as submitted. A motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. S. Wyatt (M-Hanover), and carried that the Financial Reports for April 2018 be approved and filed as submitted.

Item No. 12: 2018 Budgetary Transfers Report

Mrs. Hynes stated that CVWMA staff evaluated revenues and expenses as compared to budget and found no budgetary transfers between categories exceeding \$2,500 that would require Board consideration. Anything less than \$2,500, will be reviewed with the Audit Committee at the end of the fiscal year at the conclusion of the audit.

Item No. 13: Consideration of Resolution 18-13: Reaffirming the Pay and Classification Plan for Fiscal Year 2018-2019

Mrs. Hynes reminded the Board that they approved the FY19 Budget in December and as typically in May the Board reaffirms the 3% salary increase that was included in the balanced budget. Mrs. Hynes stated she believes the 3% is sustainable and it is comparable to the 13 localities and their compensation scales. Mrs. Hynes noted CVWMA receives 100% of the published market price for mixed paper and at least \$20/ton for each ton of commingled material collected in the drop off program. CVWMA keeps 25% of the revenue to help balance the budget. Although the market price for mixed paper is currently at \$0 and the Authority is weighing its options, this potential loss in revenue will be made up in other areas. For instance, investment income has improved significantly with the improving economy. In addition, we have some opportunities coming up to reduce costs including a renegotiation of the office lease, new computers and vehicles have resulted in less maintenance costs, etc. Thus, the 3% wage increase budgeted for fiscal year 2018-2019 is deemed sustainable. A motion was made by Mr. S. Wyatt (M-Hanover), seconded by Mrs. M. Phillips (M-Chesterfield), Vice-Chairman, and carried that **Resolution 18-13: Reaffirming the Pay and Classification Plan for Fiscal Year 2018-2019** be approved and filed as submitted.

Item No. 14: Administrative

Mrs. K. Hynes reported that CVWMA and Henrico County are hosting the annual Regional Debris Management Disaster Training on June 7th at Deep Run Park Recreation building on Ridgefield Parkway. Email notifications have been sent out and all are welcome to forward to anyone they think will benefit from attending. All 4 of our contractors for debris management and monitoring will conduct most of the training along with representatives from the Department of Environmental Quality

(DEQ) and Virginia Department of Emergency Management (VDEM). This has been a well-attended event in the past, with 60-70 attendees Mrs. Hynes noted.

Mrs. K. Hynes reminded the Board of the upcoming TAC meeting moved to Tuesday June 5 at 9 am as the Authority is holding the Debris Management Disaster Training on June 7th. The Executive Committee will also meet on Tuesday, June 5, 2018 at 2:00 p.m.; Curbside Education Advisory Committee Meeting is on June 28, 2018 at 10:00 a.m. in Ashland, and the Board of Directors Meeting is in Richmond on Friday, June 15, 2018 at 9:00 a.m. which will include electing officers and providing a Strategic Plan update.

Mrs. Hynes reminded the Board that anyone interested in becoming a member of the Executive Committee should contact Mr. M. Kukoski (M-Richmond), Treasurer or herself.

Old/New Business

Chairman Lane asked if there was any old or new business to come before the Board and Mr. D. McNeel (M-Richmond) brought to the Boards attention that the City of Richmond loses about 100 super cans a year, costing the city about \$70,000. He noted there are some homes that have 4 or 5 super cans and he asked if this was an average or if there were any suggestions from the group. Mrs. Hynes stated CVWMA does see that more in Richmond and more urban communities.

Mr. J. Clary (A-Henrico) stated Henrico has barcodes to identify the address it belongs to and they take it back to the rightful owner. Mr. R. Nolan, Director of Operations, stated CVWMA gets calls from Richmond often and by checking the database, they can tell them what address the cart belongs to. Chairman Lane stated while visiting a friend in the city he noted one house had as many as 6 carts.

With no further business to come before the Board, Chairman Lane opened the floor for a motion to adjourn the CVWMA Board of Directors meeting at 10:00 a.m. The motion was made by Mr. R. Dunn (M-Chesterfield), seconded by Mr. M. Kukoski (M-Richmond), Treasurer and carried that the May 18, 2018 Board of Directors' meeting be adjourned.



CERTIFICATE

I, J. Allen Lane, Chairman of the CVWMA, certify that the foregoing minutes are a true and correct copy of the minutes of the May 18, 2018 regular meeting of the Central Virginia Waste Management Authority (CVWMA) Board of Directors. These minutes were adopted at a CVWMA Board meeting held at 9:00 a.m., June 15, 2018. Given under my hand and seal of the CVWMA this 15th day of June 2018.



J. Allen Lane, Chairman



***Hopewell Community Policy & Management Team
Minutes of the Meeting
April 16, 2018***

Present: Sheila Bailey, Hopewell Schools; Diana Barnes, District 19; Janice Denton, City Council; Joan Gosier, City Treasurer; Woody Harris, Court Services; Raymond Spicer, Social Services Director; and Anthony Zevgolis, City Council.

Others Present: Wanda Brown, CSA Manager

The meeting was called to order at 2:08 p.m.

- I. **Approval of Minutes** – A motion was made by Ray Spicer and seconded by Woody Harris to approve the minutes of March 26, 2018, as amended. The motion was passed unanimously.

Ray Spicer stated that Thomas Brothers has been a magic pill for the Department of Social Services because before they were doing so much manually. He said that CSA would be the next logical step, but it is not as smooth sailing as suggested. Mr. Spicer stated that they can assist CSA with the technical piece for the transition. He asked Wanda Brown if CSA will have the staff capacity to maintain the program. Ms. Brown stated that she is not under any false assumptions that social services will help. She fully understands that she will be responsible the same as other CSA offices. She also stated that Joan Gosier, the financial agent, has already offered someone in her office to assist CSA.

- II. **Financial Report** – Wanda Brown presented the March 2018 financial report that provided a brief snapshot of expenditures made during the month. The March expenditures accounted for 7.9% (\$138,290.74) of total CSA expenditures. Ms. Brown explained that the next report reflects the year-to-date totals. The report shows all the charges that have been paid and encumbered by CSA and reflects that 63.5% of the \$2,962,619.38 FY18 CSA budget has been spent to date. Ms. Brown stated that Joan Gosier will be making some modifications to the financial report and will begin presenting the report at the next meeting.

Ms. Brown reported that only \$12,000 of the \$34,000 allocated for wrap around funds have been spent to date. She will not request additional funding because the remaining \$22,000 will not be spent in the next three months.

Joan Gosier asked members if it would benefit them to receive the number of families/students and amounts covered by these line items. Members agreed that this would be very helpful. Diana Barnes stated that end of year totals spent per student for IV-E, CSA, Medicaid and other funding sources would also be very helpful.

III. Old Business

- A. Policy and Procedures** – Diana Barnes stated that she had started working on the procedures last week and found that a lot of stuff was missing that is needed. Mrs. Barnes doesn't feel that this will be a hard task and that the checklist is a good guideline. However, it will take a long time, quite a lot of work, but she is willing to tackle it. Ms. Brown agreed to work on the basic policy section and modify it. Diana Barnes asked Ms. Brown to send members copies of the last policy and procedures, along with the attachments. Ms. Brown agreed to send all members an entire policy and procedures, but will have to recreate the attachments due to the manual and attachments being removed from the CSA office after the last audit and not returned.

IV. New Business

- A. Council Appointments to CPMT** – Janice Denton asked if members were affected when City Council sent out letters appointing the department/agency heads to CPMT. Diana Barnes stated that some people were thrown for a loop when the letters were sent out. She said that department/agency heads wanted to know if they had to attend the meetings or if they could send a designee. Sheila Bailey stated that appointments previously were made by City Council. She said that now Dr. Hackney, the Superintendent, is the member and she is her designee. Janice Denton wanted to know if the process had changed, and who was actually on the committee because she never received a letter. Wanda Brown stated that the letters were shared with her but she did not compile a list. Mrs. Denton asked Ms. Brown to provide them with a list of actual members on the committee because not knowing is causing confusion. Diana Barnes stated that there should be 8 mandated members on the committee. Currently, the committee is down two members – Parent and Private Provider Representatives. Anthony Zevgolts wanted to know if new members were supposed to be sworn in. Janice Denton replied that they will find out once a list of who is actually on the committee is provided to them.
- V. Closed Meeting** – Chairman Barnes declared at 2:47 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

Chairman Barnes declared at 3:41 p.m. to reconvene the open session.

CMPT Minutes
April 16, 2018

Certification of Closed Meeting

Pursuant to §2.2-3712(D) of the **Code of Virginia**, the Community Policy and Management Team certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered. Sheila Bailey, Diana Barnes, Wanda Brown, Janice Denton, Joan Gosier, Woody Harris, Ray Spicer, and Anthony Zevgolts responding "yes."

A. Approval of Purchase Order Requests

A motion was made by Sheila Bailey, and seconded by Woody Harris approving and authorizing all expenditures discussed in closed session in the amount of **\$140,777.75**. The motion was passed unanimously by CPMT voting members.

VI. Items of Interest

Sheila Bailey announced her retirement from the Hopewell City Public School System as of June 30, 2018. She stated that she has 41 years in education and has thoroughly enjoyed this work. Dr. Bailey said that she intends to stay involved and is not yet ready for a rocking chair.

Diana Barnes said that she will miss Dr. Bailey and her wealth of knowledge of the students and families we serve.

Wanda Brown informed members that she will be out of the country in September. She suggested changing the September CPMT meeting from September 17th to September 21st.

VII. The meeting was adjourned at 3:51 p.m.

The next meeting is scheduled for **May 21, 2018 at 2:00 p.m.**

Motion to approve the April 16, 2018 Minutes: Sheila Bailey
Seconded by: Joan Gosier
All members voting "yes"



Hopewell Community Policy & Management Team
Minutes of the Meeting
May 31, 2018

Present: Sheila Bailey, Hopewell Schools; Diana Barnes, District 19; Janice Denton, City Council; Joan Gosier, Fiscal Agent; and Anthony Zevgolis, City Council

Absent: Woodrow Harris, Court Services; Shamia Majette, Health Department; and Raymond Spicer, Social Services Director

Others Present: Wanda Brown, CSA Manager; Joe Bizzell, Treasurer's Office; and Christene Teasley, CSA Senior Administrative Assistant

The meeting was called to order at 2:15 p.m.

- I. **Approval of Minutes** – A motion was made by Sheila Bailey and seconded by Joan Gosier to approve the April 16, 2018 Minutes, as submitted. The motion was passed unanimously.
- II. **Financial Report** – Joan Gosier reviewed the CSA Fiscal Agent Discussion Document and stated that the process is a team operation with purchasing/procurement, finance, FAPT, CPMT and fiscal agent all working together to make the process seamless. Ms. Gosier stated that, for reporting purposes, the last day of the month will be the cut-off date for financial reports provided at CPMT meetings. She provided members with July 1, 2017-May 22, 2018 program income and expenses, and total program expenses for selected vendors. Joan Gosier reported that the City's Finance Director is including in the budget a position for a full-time CSA fiscal agent. She stated that, in her opinion, a fiscal agent is not a full-time, \$70,000 position.

Janice Denton asked if all vendors were approved by the State. Diana Barnes replied that they are state approved and must have a current contract on file with CSA.

The May 2018 financial report was presented by Wanda Brown and it provided a brief snapshot of expenditures made during the month, which accounted for 9.4% (\$382,897.06) of total CSA expenditures. The second report reviewed by Ms. Brown indicated year-to-date charges that had been paid and encumbered by CSA. She explained that these figures reflected 79.6% (2,351,008.60) of the amount spent to date of the \$2,962,619.38 FY18 CSA budget. Ms. Brown reported that a request for supplemental funding had not been necessary thus far; however, the month of June is usually the catch-up month for paying late invoices, so a supplemental funding request to help cover these costs will probably be made. She stated that the State allows CSA until September 30th @ 11:59 p.m. to enter and pay FY2018 invoices.

III. Old Business

- A. Policy and Procedures** – Wanda Brown stated that she was about two weeks behind on her section of the policy due to a family emergency. She explained that she would be working on basic stuff and should have her section completed in the next two weeks. Diana Barnes reported that she plans to do the majority of work on her section during the summer. She stated that the ethics materials she received from Woody Harris had been forwarded to members for review. Ms. Brown also added that she was able to locate the old attachments.

IV. New Business

- A. Thomas Brothers** – Wanda Brown explained that the Department of Social Services has been utilizing the Thomas Brothers system. She stated that it would cost CSA \$2,000, but there would be no extra cost for CSA if she was allowed to use social service’s purchase order system. Ms. Brown emphasized how helpful and easier it would be for CSA. Diana Barnes asked Ms. Brown to contact Thomas Brothers to see if \$2,000 is a yearly cost and if there are additional costs for support maintenance. Anthony Zevgolits recommended making a request to the City Manager and Ray Spicer regarding utilization of the Thomas Brothers system by CSA.
- V. Closed Meeting** – Chairman Barnes declared at 3:05 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

Chairman Barnes declared at 3:35 p.m. to reconvene the open session.

Certification of Closed Meeting

Pursuant to §2.2-3712(D) of the Code of Virginia, the Community Policy and Management Team certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and (ii) only such business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, or considered. Sheila Bailey, Diana Barnes, Joe Bizzell, Wanda Brown, Janice Denton, and Anthony Zevgolits responding “yes.”

A. Approval of Purchase Order Requests

A motion was made by Sheila Bailey, and seconded by Anthony Zevgolits approving and authorizing all expenditures discussed in closed session in the amount of **\$117,150.30**. The motion was passed unanimously by CPMT voting members.

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May 31, 2018

VI. Items of Interest

Janice Denton asked if CPMT is now fully staff. Diana Barnes stated that the committee still needs a private provider representative and a parent representative. Joe Bizzell wanted to know if any steps have been made to fill these positions. Janice Denton asked if members wanted her to speak with the City Clerk to find out how and where these positions should be advertised. Diana Barnes asked Mrs. Denton to check with the City Clerk and present her findings at the next meeting.

Janice Denton and Anthony Zevgolis informed members that they had provided to Council for approval the name of the person to serve on CSA as the private provider representative. Mr. Zevgolis stated that Mrs. Denton made the motion and he seconded the motion to appoint the private provider representative. However, Council still wanted to interview the individual. Mr. Zevgolis and Mrs. Denton were not sure why this step was necessary. Diana Barnes stated that members of Council are welcomed to come to any CSA meeting. Ms. Barnes said that if any Council member feels that he/she can do a better job and wanted to serve as the Chair, she would hand it over to them.

VII. A motion was made by Anthony Zevgolis and seconded by Joe Bizzell to adjourn the meeting at 3:52 p.m.

The next meeting is scheduled for **June 18, 2018 at 2:00 p.m.**

Approval of the May 31, 2018 Minutes

Motion by: Anthony Zevgolis

Seconded by: Joseph Bizzell

All members voting "yes"



***Hopewell Community Policy & Management Team
Minutes of the Meeting
June 18, 2018***

Present: Sheila Bailey, Hopewell Schools; Diana Barnes, District 19; Joseph Bizzell, Treasurer's Office; Janice Denton, City Council; Shamia Majette, Health Department; Raymond Spicer, Social Services Director; Woodrow Harris, Court Services; and Anthony Zevgolis, City Council

Absent: Joan Gosier, Fiscal Agent

Others Present: Wanda Brown, CSA Manager; Christene Teasley, CSA Senior Administrative Assistant; and Susan Traylor, Social Services

The meeting was called to order at 2:05 p.m.

I. **Approval of Minutes** – A motion was made by Anthony Zevgolis and seconded by Joseph Bizzell to approve the May 31, 2018 Minutes, as submitted. The motion was passed unanimously.

II. **Old Business**

A. **Thomas Brothers** – Ray Spicer stated that Hopewell DSS has implemented Thomas Brothers for processing everyday services. He said that prior to having Thomas Brothers it was a long, laborious task. Now, they can pull off all costs with a touch of a button. Mr. Spicer said that Thomas Brothers has not yet been fully implemented into the Munis system. Susan Traylor stated that Thomas Brothers needs GL account numbers to put into their system. Wanda Brown stated that CSA continues to get cited for processing purchase orders after services have been provided. She emphasized that being able to utilize Thomas Brothers would eliminate this problem. Ms. Brown said that many DSS employees have told her how great it is using Thomas Brothers. She reported that it would cost \$2,000 to purchase the software if CSA cannot utilize DSS's system. Anthony Zevogolis asked if there was a problem with DSS allowing CSA to use their software. Ray Spicer and Susan Traylor responded that non DSS employees are not allowed to access the state social service system; therefore, CSA will need a stand-alone program. Ms. Traylor added that \$2,000 is a one-time licensing fee along with a yearly maintenance fee of \$750. Mr. Zevgolis stated that perhaps Mr. March and representatives from the IT department should have attended this meeting. Mr. Bizzell informed members that this is

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being discussed and is high on the list of priorities. He said that Michael Terry and Mr. March are also working on this. Joseph Bizzell stated that Joan Gosier wanted him to ask who would be responsible for the implementation of Thomas Brothers from an IT standpoint. Mr. Bizzell asked Ray Spicer to forward to him and Joan Gosier information regarding the interfacing between Thomas Brothers and Munis.

Mr. Zevogolis informed members that City Council had interviewed the service provider representative. The individual was approved by a vote of 7-0 and has been appointed to serve as a CPMT member.

- A. Policy and Procedures** – Wanda Brown stated that that her section of the policy manual should be completed in about a week. She explained that changes are being made regarding the submission of FAPT paperwork. She reported that the paperwork must be submitted to the CSA office a week before the actual meeting.

III. Financial Report - The May 2018 financial report was presented by Wanda Brown and provided a brief snapshot of expenditures made during the month, which accounted for 9.0% (\$300,698.99) of total CSA expenditures. Ms. Brown stated that the second report indicated 2018 YTD charges that have been paid and encumbered by CSA. She explained that these figures reflect 89.0% (2,627,418.12) of the amount spent to date of the \$2,962,619.38 FY18 CSA budget. Ms. Brown also included the 2017 YTD financials in case members wanted to compare 2017 and 2018 spending cost. She reported that a supplemental request would probably be made because 95% of June invoices for school and ESY cost are in.

Joseph Bizzell reported that \$2,351,008.60 of the \$2,962,619.30 amount budgeted has been spent for program expenses as of May 31st. The amount remaining is \$461,706.88. Mr. Bizzell reviewed the June, 2018 CSA Report by Client. Mr. Zevogolis asked if there was a certain length of time a client receives services. Wanda Brown responded that it depends on the person and circumstances. The client may have needed only one service or may have just come into the system.

IV. New Business

- A. Foster Care/CSA Federal Budget Change** – Woody Harris stated that the information provided indicated the big changes coming for the foster care system, which will have an impact on CSA. He said that this notice was received from the Virginia Municipal League with additional information to follow.

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- V. Closed Meeting** – Chairman Barnes declared at 2:34 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

Chairman Barnes declared at 3:05 p.m. to reconvene the open session.

Certification of Closed Meeting

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

A. Approval of Purchase Order Requests

A motion was made by Anthony Zevgolis, and seconded by Sheila Bailey approving and authorizing all expenditures discussed in closed session in the amount of **\$31,724.87**. The motion was passed unanimously by CPMT voting members.

VI. Items of Interest

Wanda Brown had members sign the CPMT Confidentiality Statements. Shamia Majette informed members that she recently got married and will be moving to Alaska soon. Diana Barnes stated that Jennifer Tunstall, Executive Director, will attend the July 16th CPMT meeting with her so she can see what CPMT is all about. Wanda Brown stated that CSA is planning a regional meet-and-greet with UMFS on August 29th. She is inviting Dr. Hart, city council members, city manager, recreation and parks, and others to attend.

- VII.** A motion was made by Anthony Zevgolis and seconded by Shamia Majette to adjourn the meeting at 3:15 p.m.

The next meeting is scheduled for **July 16, 2018 at 2:00 p.m.**

Approval of the June 18, 2018 Minutes

Motion by:

Seconded by:

All members voting

**MINUTES OF THE OCTOBER 4, 2017 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, October 4, 2017, at the Hopewell Municipal Building, in the 2nd Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner
Andrew Arola
Mary French Elder

Absent:

Irma C. Mahaney
Terry Ammons

Staff:

Tevya W Griffin, Director

The meeting was called to order at 5:30 p.m. by Mrs. Joyner. Mr. Wade conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS

1. Requests for withdrawal/deferral or amendments to the agenda.
2. Review and take action on previous meeting/work session minutes:
 - a. Mr. Arola moved that the August 2, 2017 meeting minutes be approved, second by Mrs. Elder. Motion carried 3-0.
 - b. Mr. Arola moved that the September 6, 2017 meeting minutes be approved, second by Mrs. Elder. Motion carried 3-0.

CITIZEN COMMENTS

A five (5) minute limit per citizen to allow comments regarding items **not** listed on the agenda. There were no citizen comments.

NEW BUSINESS – Certificate of Appropriateness

1. Request from W. P. Zevgolis to repair wood trim at 120 E. City Point Rd.

Mr. Zevgolis provided a picture of the damage to the wood trim. He would like to replace with vinyl. The DDRC advised that this would not be compatible with the building as was therefore not allowed. Mr. Zevgolis had no issues with this request and agreed to repair with wood. Mr. Zevgolis did not have quotes from more than one contractor and the application to request the use of façade grant funds was not notarized. He will provide this to the Development Office and they will process the matching funds.

2. Request from Woda Group for mixed use building at E Cawson and Hopewell St;

Bruce Watts is excited about this project. He has been working on this project with staff for 3 years. There are currently 32 units Riverton Apartments. This project will entail the demolition of this building and the construction of a mixed use building to include a medical office. The project was awarded Low Income Housing Tax Credits this summer. The schedule is for December 2017/January 2018 demolition and for construction to begin in March 2018. The cost of the project is \$12-14 million.

Chad Grenwich the architect for this project has traveled from Michigan and is addressed the DDRC concerning the building design. The building will be a five story mixed use building. A tenant has not yet been identified for the 2500 square foot space on the corner of Cawson and Hopewell. The alley will be restored, with 12 angle parking with one way to Cawson. There will be 39 parking spaces underground. The first floor will be 45' above grade and 47' as one side of the property side slopes down. There will be 15 on street parking spaces along East Cawson. The building will have a lobby space and in this same area an elevator that will egress at East Cawson.

The Virginia Housing and Development Authority (VHDA) requires any building receiving tax credits have 80% brick exterior. The Woda Group will use 100% red and off-white masonry products. The windows will have a 2 over 2 profile with a bar in each pane. The DDRC requested a materials list and color swatch. The building will have a flat roof. The rooms will have individual air conditioners/hvac signage. The signage will be located on E Cawson. A bank is interested in the retail space. The building will be majority of concrete construction. A Committee member asked about the location of parking. Mr. Grenwich answered that the parking will be in the rear and underground and some on the street. He stated that 80% of tenants ends up with a car. A development of this size usually only has 81 parking spaces. They will label parking areas for business in the parking lot located under the building. The building will have a community space,

an outdoor space on the roof top. The development is considered affordable housing. The financing requires ten percent of the units to use housing vouchers. This equates to six vouchered units. The remaining units are not considered market rate but are under income restriction. The average rent will be \$650-\$950. It is a walkable site.

Mr. Arola asked if the plan was for Woda to build and hold or build and sale. Mr. Watts stated that the Woda Group will keep projects after the entire process. Woda manages and builds their own product. Mr. Arola asked if the Woda Group had their eye on any other projects in the City. They have had discussions about looking at other properties.

Mrs. Elder asked about the grassy area in the alley and if the garage area being built at Conway Court would be an issue with the development.

Mrs. Griffin reminded Mr. Watts of the requests from the DDRC; the materials list, the site plan, and color scheme.

Mr. Watts and Mr. Grenwich were asked about the relocation. The tenants can relocate to different properties that are owned by Ingram within the City. There has been no push back on gentrification. Woda will create a relocation plan. Woda would like to have possession of the property by the end of the year

A motion to approve the request was made by Mr. Arola, and seconded by Mrs. Elder. The motion carried with a vote of 3-0. As soon as we receive information to Woda Group.

Item #6 on the agenda was moved forward.

3. Request to place 3 signs at 210 N 2nd Ave.

Shanelle Ebanks, Youth Coordinator for the City of Hopewell apologized for putting up signs before approval from the DDRC. Her desire was to do something simple. She wanted the signage to show citizens that there was an office just dedicated to the youth of the City. The office serves as a place where youth can frequent and feel comfortable doing so. Ms. Ebanks went on to say that this is a city department but it is not located in a city building because there is no room in the municipal building. She also thinks the location is good because children shouldn't feel like they are going into a police station. Kathy Frazier & Assoc. recommended a hanging sign. Ms. Ebanks stated that she used the same design for the signs she placed on the building and hanging as was previously there. The previous hanging sign was rectangular, and the current sign is rectangular. Ms. Ebanks was asked about programs. She mentioned several upcoming events like on

November 3rd -is Parent Night Program, a Self-Care Program, Parent engagement program to evaluate health, mental and spiritual needs. Other programs will focus on soft skills, other workshops and seminars.

A motion to approve the request for a hanging sign and a building mounted sign using the design shown was approved by Mr. Arola, and second by Mrs. Elder. The motion was approved with a vote of 3-0.

Mrs. Elder also asked Ms. Ebanks asked about children 0-5 years of age and how she was capturing that population. Ms. Ebanks answered that she is always looking for additional volunteers

Item #7 on the agenda was moved up on the agenda.

4. Item #7 was a request to construct a sign at City Park off of Appomattox Street. Aaron Reidmiller, Director of Recreation & Parks spoke. He stated that City Park is the only park site in B-1 District. The placement of the sign was a last minute part of project as part of a grant received by Virginia American Water. He'd noticed through post on Facebook that many people didn't know where City Park was located. He therefore felt sign placement would help.

There was a previous sign on a metal post with other signs, but you couldn't read it in driveway of the parking lot. This site will be the trailhead to the Riverwalk and for the Appomattox River trail. It needs to be celebrated and this sign does that. The Hopewell River Walk will be a part of Appomattox River Trail. Mr. Reidmiller described interjurisdictional-confluence of Appomattox and James River as a catalyst for economic development.

Mr. Arola asked Mr. Reidmiller to describe the Riverwalk. Mr. Reidmiller explained that it would said begin at City Park, and follow the shore line. It would be raised 5' above mean low water and be 8' wide. Phase II-connects closer to Virginia American Water to the marina. The Riverwal would be City owned and maintained.

Rita Joyner asked if our park would be better than Colonial Heights. Aaron Reidmiller responded that yes in his professional opinion it will. There was a discussion about trails in Petersburg, Dinwiddie and Chesterfield. There was discussion about rapids and the abandoned millworks and Ferdale Paule Park. There was discussion about the mention of this area in the FOLAR master plan. There was also discussion about how to redo the Benjamin Harrison Bridge to have bikes and how this was a positive boost for economic development.

In regards to the sign, DDRC members asked about the material at the bottom. Mr. Reidmiller explained that it is faux stone; a polyurethane product. You cannot see the cannot see seams between the stone.

There was a mention of maybe using Riverwalk money for a new sign for the park. The budget for the project was discussed Mr. Reidmiller mentioned that he didn't know he would have money for sign until the end of the project. There was discussion that over the years the City probably could do a sign out of Riverwalk funds.

Andrew Arola asked if this sign was a model for other parks. Mr. Reidmiller answered yes and no. The answer is yes because it is considered a specialty sign. Each park in the City will have a unique sign that captures the theme of the park. Each park will get individual designed signs to reflect the theme of the site. There was brief discussion about improving signs at neighborhood parks. Mr. Joyner said that maybe the architects Frazier and Associates could provide design services free of charge. They may be able to come up with something. Mr. Reidmiller stated that the sign would be eventually be moved. A motion to approve the request for the sign as it exists with Frazier or another design service to provide another design to reflect the materials that could be used as element at other parks was made by Mrs. Elder. The motion was second by Andrew Arola. The motion was approved with a vote of 3-0. The grand opening to City Park is this coming Saturday. The DDRC thanked Mr. Reidmiller for his time and hard work and he thanked DDRC and welcomed their design input.

5. CAP UP is requesting a Certificate of Appropriateness to place a 6 foot fence at 238 E Broadway. This requests also includes a design for window signs. The information provided was not sufficient to make a decision and the applicant was not in attendance to ask questions. The applicant must provide color samples for signage. The DDRC discussed the height of the fence and the design; whether there should be points or no points. There was conversation about the repair needed to be done to the roof and if it was premature to erect a fence at this time. Staff will ask the applicant about the timing of placing the fence before property is cleared. Andrew Arola moved to table the request for Gun Cotton for more information. The motion was second by Mary French Elder. The motion carried with a vote of 3-0.
6. The last Certificate of Appropriateness to discuss is a request from Community Housing Partners for a free standing sign at 100 Kippax Street. A motion was made by Andrew Arola to table the request in order to get a list of materials for the sign. The motion was second by Mary French Elder. The motion passed with a vote of 3-0.

UNFINISHED BUSINESS

1. Letters sent to property owners in the B-1 District regarding the new regulation of protective maintenance and the penalties that can ensue if work is not completed in the time frame provided.

Mrs. Griffin explained that the letters were mailed and that three property owner either called in or visited the office to ask questions. These included the owners of Asian American Restaurant, the owner of Johnson Printing, and the owner of a vacant building on East Broadway.

2. Parking Lot issue on East Poythress Street.

The DDRC members discussed the need for parking in the downtown especially as the area is being revitalized. Mrs. Griffin informed the DDRC that the Development and Engineering department prepared a parking plan for East Poythress. Chairman Joyner asked Staff to share this plan with the group and to have Terry Ammons come by the office to see information.

3. Broyhill Building

The Broyhill building continues to need major exterior maintenance and sprucing up. It does not appear that substantial work has been done. As the building sits on the corner of East Randolph Road and East Poythress it is a major eye sore. The DDRC would like to move forward with protective maintenance on these set of buildings.

REPORTS OF COMMITTEE MEMBERS

None

ADJOURN

A motion to adjourn the meeting was made by Mr. Arola. It was seconded by Mrs. Elder. The motion was approved by a vote of 3-0. The meeting was adjourned at 7:19 PM.

Submitted by



Rita E. Joyner, Chairperson

Tevya W Griffin, Director

**MINUTES OF THE NOVEMBER 1, 2017 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, November 1, 2017, at the Hopewell Municipal Building, in the 2nd Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner
Mary French Elder
Irma C. Mahaney
Terry Ammons

Absent:
Andrew Arola

Staff:
Tevya W Griffin, Director

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mrs. Griffin conducted roll call. A quorum was established.

ADMINISTRATIVE MATTERS

1. Requests for withdrawal/deferral or amendments to the agenda.

A Motion was made by Mary French Elder to amend the agenda to add Battle Boats-Nathan Grubb to the agenda. Mr. Grubb came to the meeting to speak to members about this buildings. The motion was seconded by Terry Ammons. The motion carried with a vote of 3-0. (Irma Mahaney arrived at 5:35pm). Nathan Grubb began to speak regarding the state of his building. He talked about the look of the building. He believes it is an eyesore and needs to be fixed. Rita Joyner asked if he planned to redo the bad paint job. Nathan Grubb said that the surface was not prepped. He attempted to do the job himself the first time. This time he will hire professional painters. Mrs. Joyner went on to say that the painting and windows. look horrible and that due to the prominence of the location it is an eyesore. The windows, and doors all need to be painted. Rita Joyner asked about parking; the fence has been removed to separate city property and his property but the area still remains an eyesore. Mrs. Joyner asked if he would possibility consider a long term lease on property. The DDRC will pursue this idea with the City Council. Staff was asked if fencing could be used to block the

view of items in the parking area. Staff was asked to talk to Frazier & Assoc. to determine a screening. Mr. Grubb invited members of the DDRC to come down and visit his buildings area. The DDRC discussed with Mr. Grubb their plans to sight him under protective maintenance regulations for the work needed to be complete on the buildings.

Mr. Grubb stated that he has spent over \$100,000 on the roof and while it may not seem like it; he is always working whether inside or outside. Irma Gail Mahaney asked about windows and painting and resurfacing of building. Mr. Grubb stated that he understands now that preparation is important. He reminded the members that he did not get any façade grant money for two buildings that were not done correctly. Mr. Grubb would like to move forward in getting the windows repaired at 201 East Randolph Road.

Tevya Griffin read all 3 quotes for upper windows. Mr. Grubb stated that he would not change doors, will paint now, and will keep the current doors until a tenant is found. Grubb showed/explained Frazier drawings. Mr. Grubb was asked if he has plans to put on a replacement awning. He said yes that it would have to be added back if he wanted to take advantage of the historic tax credits. Mary French Elder asked how many tenants the entire property can hold. Mr. Grubb answered twenty tenants, and four spaces would be set aside for his use. There are four quotes for the paint job. He will use Blake for the paint job and Abateco Services for the windows. A motion was made by Terry Ammons to approve restoration of windows on the 2nd floor and painting of building including doors, with proper preparation of stucco for the paint. Mr. Grub mentioned that 4x4 hand painted Ford sign that will remain for historic tax credits. The motion was second by Rita Joyner. The motion carried with a vote of 4-0. Terry Ammons made a separate motion to restore and paint using the renderings provided by Frazier & Assoc. through a professional painting contractor on both the upper and lower level. He will use the exact Sherwin Williams colors. The motion was seconded by Irma Mahaney. Terry Ammons made a motion to approve façade funds total \$6375 for the preparation and paint on stucco for the first and second floors. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

2. Mr. Grubb also requested the installation of bay doors at 211 East Poythress. The doors do not function properly. Tenant is getting restless, and has already replaced one door. Will use the same Apple Door Systems. It is good to have consistent numbers and to use a good contractor. Wants to go with Apple Door Systems. The installation of the garage door will match the recommendation of Frazier & Associates. A motion was made by Mary French Elder to approve Certificate of Appropriateness for the bay door. The motion was seconded by Terry Ammons. The motion carried with a vote of 4-0. A motion was made by Terry Ammons to approve the allocation \$2166.50 through the façade grant program. The motion was seconded by Mary French Elder. Painting and windows will start immediately. Apple Door will take five weeks to deliver. There was discussed about a brewery that was going

into the space. Terry Ammons discussed factors that led to the brewery that was initially in mind not being able to come to Hopewell. The proprietor moved away. The space is still perfect for a brewery. The funding was difficult. However, if it is done well, banks may look favorably.

CITIZEN COMMENTS

There were no citizen comments.

NEW BUSINESS

1. Request from Woda Group for mixed use building at E Cawson and Hopewell Street.

Terry Ammons had no issue with the building. Since it is such a big building the foundation landscaping shown on the plans will be important. Mr. Ammon would like for the DDRC to review the site plan when it is available. Terry Ammons asked about height. He asked if there was a rule that discussed height in the B-1 area. Mrs. Griffin told him that there was a height restriction and that the proposed building does not violate the regulation. The DDRC discussed masonry of building, specifically the color of bricks whether it is red or white. Staff can get an administrative answer. Mrs. Griffin read an excerpt the urban design guidelines found in the Downtown Plan, adopted 2003. Terry Ammons made a motion to approve with the following administrative questions: (1) Provide an elevation with noted materials, (2) Landscaping as drawn on the streetscape; brick sidewalk, street lighting. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

2. Request to place a fence at 238 E Broadway; Discussion of 4' fence or 6' fence.

There was discussed about the security implications with a 4' versus 6' fence. The 4' fence would be more inviting. The fence is a formality that closes a space off. The owner can lock things up or put cable around chairs. The patio has to be fixed. A motion was made by Mary French Elder to approve the option B fence design at 4' fence in front along East Broadway and 6' in back at the alley. Both fences would be made of pre-finished aluminum to represent wrought iron. The motion was second by Irma Gail Mahaney. Staff will contact Frazier to review the building and determine best design for window signs. Terry Ammons recused himself from voting because this is a project he has worked on. There was final discussed of inspections and a temporary certificate of occupancy. A motion was made to table the request by Irma Gail Mahaney. The motion was seconded by Mary French Elder.

3. Parking Lot issue on East Poythress Street poor parking behind lot, city has looked dreadful. The Hopewell Downtown Partnership is formally going to ask the City to the consider a long term lease with Nathan Grubb to accommodate much needed parking space for the pizzeria and bakery. The current state of the space with vehicles is a terrible eye sore. The City has to do something with the lot. A long term lease to accommodate much needed parking and to remove the eyesore may be the solution.

UNFINISHED BUSINESS

1. Micro-winery

Mrs. Griffin informed the DDRC that the Haley's would request a Conditional Use to locate the meadery at 239 East Broadway. This is a change from the locations off of East Poythress Street.

2. Parking Lot issue on East Poythress Street.

DDRC will join the HDP in supporting long term lease on East Poythress and improved maintenance of area. This motion was made by Irma Gail Mahaney. The motion was second by Mary French Elder. The motion carried with a vote of 4-0.

3. Broyhill Building

This discussion took place earlier in the meeting.

REPORTS OF COMMITTEE MEMBERS

None

ADJOURN

The meeting was adjourned by the membership.

Submitted by,



Rita E. Joyner, Chairperson

Tevya W Griffin, Director

**MINUTES OF THE MARCH 7, 2018 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, March 7, 2018, at the Hopewell Municipal Building, in the 2nd Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner
Mary French Elder
Irma C. Mahaney
Andrew Arola

Absent:
Terry Ammons

Staff:

Tevya W Griffin, Director

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mrs. Griffin conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS

1. Requests for withdrawal/deferral or amendments to the agenda.
Motion by Mary French Elder to move to New Business. The motion was seconded by Andrew Arola. The motion carried with a vote of 4-0.
2. Minutes- The minutes will tabled until the next meeting.

CITIZEN COMMENTS

None

NEW BUSINESS

1. Request to amend the Certificate of Appropriateness for the City of Hopewell Police Station façade material.

Ed Watson, Director of Public Works, and Eric Wagner, Project Manager attended the meeting to discuss the certificate. Mr. Watson began the discussion. He stated that they are waiting on the weather to break to begin work on the Police Station. They are looking for ways to save money and found such a possible savings in the brick. Eric Wagner said the brick will be similar to what is at the Beacon Theatre; showed a picture of Beacon. He also showed a picture of the original approved brick next the proposed brick. If the new brick is used there will be a cost savings of \$14,000. His is a \$32,000 savings. The DDRC members asked if the durability and the maintenance were the same with each brick.

The Director and the Project Manager would also like to use a different material around the trim area of the Police Station. Mrs. Joyner stated that this drivet material is a concern because it was used in the Lebow building that now needs some maintenance just a few years later. The DDRC discussed the guarantee on products and asked what would be underneath. Mrs. Joyner spoke and stated that the DDRC aesthetically have no issue, however the durability of the product is an issue. She suggested the City should look at the guarantee on the materials. Mr. Wagner and Mr. Watson showed the approved trim material to the newly proposed material. It is supposed to simulate stone. The new sample did not look white but had a greenish tint. The DDRC wants white-not greenish tint. It was concluded by the DDRC that the white mostly matches the brick. Mrs. Elder asked if the product has been proven. Ed Watson said we can afford either one; prefer what was originally provided by the architect. Andrew Arola moved to approve alternate brick GFRC and make no change but keep the corrugated material originally approved. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

2. DDRC Walk-Mary French Elder and Rita Joyner visited downtown to determine the state of buildings downtown. While there they also spoke to business owners who raised concerns about downtown. There were several buildings that had severe issues that need to be addressed by the City. They will seeks Staff's assistance to determine if a building should be cited for property maintenance, protective maintenance and/or zoning violations.

Mary French Elder moved to initiate protective maintenance action on 207 E Broadway. The motion was seconded by Irma Gail Mahaney. The motion carried with a vote of 4-0.

There was discussion of 219 E Broadway, also known as Rick's TV. There was a discussion of protective maintenance implications. Andrew Arola moved to authorize the Building Official to inspect exterior for property maintenance. The motion was seconded by Irma Gail Mahaney. The motion carried with a vote of 4-0.

221 E Broadway appears to be used as storage. A large portion of the windows are covered with cardboard. This has been like this for the past 4-5 months. The cardboard in the window is a zoning violation. A motion was made by Andrew Arola to commence with a zoning violation. The motion was seconded by Mary French Elder. The motion was seconded by Irma Gail Mahaney.

There was a discussed about 264 E Broadway. The violations were provided to the City for review as well as the bed bug issue. This issues should be handled by George Verghese. The Hopewell Downtown Partnership has option to buy the Comer Manor. Have applied for a grant for about \$2,000,000. A motion was made by Imra Gail Mahaney to initiate property maintenance. It was seconded by Mary French Elder. Motion carried 4-0.

At 265 E Broadway there is rust at top of cornice, and rust along corner and drain the pipe. The Building Official informed the Director of Development that this building would quality for property maintenance. A motion was made by Mary French Elder to commence property maintenance. It was seconded by Irma Mahaney. Motion carried 4-0.

3. Downtown restaurants- There are two new restaurants downtown. Cambros is a fusion cuisine-soul food and Cambodian. The owner is applying for ABC license. They desire to stay open until 3 a.m.

Saucy's is doing extremely well. Daily receipts exceed what they do in Petersburg in a week. Director Griffin explained the zoning approval for Cambros. It is categorized as a restaurant. Any dancing/live music to include a dj would remove the restaurant designation. The flashing light was on and this is a violation that needs to be addressed.

Andrew Arola asked when the business closes. He noticed that Hopewell Street was crowned on Sunday. People may begin parking in the City lot that has not been complete.

4. Downtown Façade Grant Budget-Director Griffin gave an overview of budget. She will request \$100,000 in the upcoming budget.
5. Chesterfield Hotel-This topic was discussed under #2 New Business.

UNFINISHED BUSINESS

1. A request for a Certificate of Appropriateness from Capital Area Partnership Uplifting People to place a six foot rod iron fence and gate on the vacant portion of property located at 238 East Broadway. *Update: CAPUP appealed the decision of the DDRC to City Council requesting a six foot fence along East Broadway. City Council granted the appeal. CAPUP has reconsidered and is now requesting a 4.5 foot fence along East Broadway.*

Mrs. Griffin read the request. Mrs. Elder made a motion to approve the request. It was seconded by Irma Mahaney.

2. A request for a Certificate of Appropriateness from Capital Area Partnership Uplifting People to place window signs at 238 East Broadway. *Update: Design work for the window signs and for a building mounted sign has been complete by Frazier and Associates. CAPUP requests approval of the signs. See attached design.*

The request for window signs at 238 E Broadway was read by Rita Joyner. Frazier & Associates provided design recommendations. A motion was made by Andrew Arola to place window signs according to design recommendations shown on A1. The motion was seconded by Mary French Elder. A new COA is required if the applicant decided to construct a building mounted sign.

3. A request for a Certificate of Appropriateness from The Woda Group to construct a mixed use building located at the corner of East Cawson and Hopewell Street. *Update: The City is in the site plan review process for this project. A site plan will be provided at the meeting for DDRC review.*

The WODA group provided site plan and the elements requested by the DDRC; the site plan, and plantings. The DDRC reviewed the site plan provided by Staff. Andrew Arola moved to grant request. It was second by Mary French Elder. The Motion carried 4-0.

4. Parking lot issue on East Poythress- Mrs. Joyner as not heard from City Council at this point. The unpaved area is still there within the chain-link fence. The property needs to be screened.
5. 115 E Randolph Rd. The DDRC is concerned about level of progress. They would like to meet with the owner. The DDRC needs something in writing, it has been six months. The DDRC has to move forward as a body and be consistent. The owner needs to provide a schedule of improvement. Staff was asked to investigate ordinance information about completion date for initial COA for the entire project.

Protective Maintenance-Andrew Arola suggested moving forward with protective maintenance; discussed options. Andrew Arola made a motion to move forward with

protective maintenance with option to extend when progress is made. The motion was seconded by Mary French Elder. The motion carried with a vote of 4-0.

6. Zoning Violations-Painting exterior without a COA. Staff will send the owner of the business a violation letter. He will need to apply for a COA and needs to go through the process. Andrew Arola made a motion to approve the zoning violation being sent to apply for a COA. The second was made by Irma Mahaney. The motion carried with a vote of 4-0.

REPORTS OF COMMITTEE MEMBERS

Mary French Elder said more communication is needed from the Board to let them know what is expected of them. How do we keep business owners informed; consider meeting with business owners and landlords. They suggested the HDP invite the DDRC to a meeting. Andrew Arola made a motion to move forward with protective maintenance on the building known as the old City jail. The motion was second by Mary French Elder. The motion carried with a vote of 4-0.

Mary French Elder made a motion to move forward with protective maintenance on the Lebow building. The motion was seconded by Irma Mahaney. The motion carried with a vote of 4-0.

The Dollar General located downtown continues to keep storage on the outside of the building on the sidewalk. The City has been out and cited the store in the past. This is to remain on the agenda until it gets straight. They may need to find another location.

ADJOURN

A motion was made to adjourn the meeting at 7:18 and everyone approved.

Submitted by,



Rita E. Joyner, Chairperson

Tevya W Griffin, Director

**MINUTES OF THE APRIL 4, 2018 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
CITY OF HOPEWELL, VA**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, April 4, 2018, at the Hopewell Municipal Building, in the 2nd Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner
Mary French Elder
Irma C. Mahaney
Terry Ammons
Andrew Arola

Absent:
None

Staff:

Tevya W Griffin, Director
Chris Ward, Senior Planner

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mrs. Griffin conducted roll call. A quorum was established.

ADMINISTRATIVE MATTERS

1. Requests for withdrawal/deferral or amendments to the agenda.
Motion by Mary French Elder to move Meeting Minutes to later in the meeting and add New Business item for Façade Grant Program. Second by Terry Ammons. Motion carried 5-0.
Welcome visitors: Dave Harless and Bob Brown, Tom McCormick (Saucy's) and citizen, Daniel Benton who lives in City Point.
2. Minutes – Rita Joyner asked for a motion to approve minutes from October 4, 2017, November 1, 2017 and March 7, 2017. Motion by Mary French Elder. Second by Andrew Arola.

CITIZEN COMMENTS

A five (5) minute limit per citizen to allow comments regarding items **not** listed on the agenda.

There were no citizen comments.

NEW BUSINESS

1. Amendment to Certificate of Appropriateness for signage at 207 E Broadway, Saucy's BBQ; Austin Anderson presented. Grade separation less than 30" required by IBC to install 42" railing. Railing will block Saucy's sign. Rita Joyner asked if the property owner will have to pay. Austin Anderson is working on that. Terry Ammons asked if the sign design will stay the same. Austin Anderson replied that yes the sign will stay the same but it will just be elevated. The bottom of the sign has to have enough clearance to have the sign not look like it is on the top of the rail. Didn't intend to include the radius. Austin Anderson will order another 20' of steel fence. Terry Ammons made a motion to approve raising the sign. Second by Mary French Elder. Motion carried 5-0.
2. Presentation for Home Town Heroes Banner Program – Military Veteran Program – Dave Harless gave background. They have this program in Kilmarnock. Hopefully, Hopewell will adopt the program. The American Legion stated their mission-to recognize veterans, raise awareness of many people that have served in the military, and increase area pride. The banners are 18" x 45" and include the name, dates of service, name of donor, VFW, American Legion. The city is not responsible for the information; the donor is. The banners are \$100 each. The donor can get the banner back. The city controls and maintains them. The city is responsible for storage and maintenance. If they are stolen then the city is responsible. Donor will file an application, supply a picture and information about the service member. Will do bid. There will be a link on the website to download an application and a FAQ. The banners will be displayed on poles that are already there. There are eighty poles on Main, Hopewell, Appomattox and East Broadway. Showed an example of a banner; showed Robert Penn who received a medal of honor in the Spanish American War. MOSCA Designs will create the banners. The banners are heavy duty and are designed to be outside and washed very easily. The program will open at the end of this month. The department of Development will administer the program and Public Works will hang the banners. Estimated timeframe for the banners is 4th of July to Veterans Day. Andrew Arola asked for the 2nd. It would be nice for them to be on Randolph Road but have to work with Dominion and they are not saying it can be done. Terry Ammons asked if the blue can be Hopewell Blue. Dave Harless believes it is Hopewell Blue. What is the turnaround once the order is placed? Terry Ammons asked would you rotate the banners. Who is the target audience? Does the person have to have a tie to Hopewell? Can they be someone from Fort Lee? These things have to be worked out. Andrew Arola made a motion to approve the program as presented. Second by Irma Mahaney. Motion carried 5-0.
3. City Council Presentation – no discussion at this time.
4. Façade Grant Program – Tevya Griffin gave a background. Chris Ward spoke regarding all aspects of the state program, what the state does through CDBG and gave examples of

when liens can be called in. Andrew Arola discussed one-time money versus maintenance. Terry Ammons talked about a penalty for not being able to increase value, keeping value should be positive but this almost seems to be a negative. He asked why liens can't be transferred to the next property owner. Will change the program; a) the ex. is now property owner versus business owner. b) paperwork c) secondary fees. Terry Ammons asked if there can be a document saying the contractor has been paid. Work has to be complete before a vendor is paid. There was discussion of what have been issues. Tevya Griffin said that we did not pay someone for shoddy work done but we did pay someone that did not pay the vendor. This only has to happen once. Rita Joyner said we can discuss this at the next meeting. Andrew Arola said he is concerned it may discourage users. Rita Joyner said maybe review things, modify contract-add some things at minimum but don't solve a problem that doesn't exist. There should be accountability but not be cumbersome.

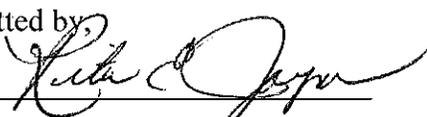
UNFINISHED BUSINESS

REPORTS OF COMMITTEE MEMBERS

ADJOURN

Motion to adjourn by Andrew Arola. Second by Irma Mahaney. Meeting was adjourned at 6:55 PM.

Submitted by,



Rita E. Joyner, Chairperson

Tevya W Griffin, Director

**MINUTES OF THE MAY 2, 2018 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, May 2, 2018, at the Hopewell Municipal Building, in the 2nd Floor Conference Room, located at 300 North Main Street at 5:30pm.

Downtown Design Review Committee Members present:

Rita E. Joyner
Mary French Elder
Irma C. Mahaney

Absent:

Terry Ammons
Andrew Arola

Staff:

Chris Ward, Senior Planner

The meeting was called to order at 5:31 p.m. by Mrs. Joyner. Mr. Ward conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS/CONSENT ITEMS

There were no requests for withdrawal/deferral or amendments to the agenda.

The minutes from the April 4, 2018 meeting were reviewed by the members. Mrs. Mahaney made a motion to accept and approve the minutes. Mrs. Elder seconded. The motion carried 3-0.

CITIZEN COMMENTS

No citizens were present.

NEW BUSINESS

The members reviewed the Certificate of Appropriateness for new paint at 216 East Broadway- K&J Fitness. The business owner, Kane Tyler, was supposed to attend the meeting and explain the exterior changes but he was not present. Mrs. Elder made a motion to review and accept the COA. Mrs. Mahaney seconded. Mrs. Elder noted that she knows Mr. Tyler and stated that he is a surviving business owner and good steward of the downtown district. Mr. Tyler related that the paint job had been completed without his knowledge. Mrs. Joyner and Mrs. Elder noted that a 'toolkit' distributed to all business owners in the district that explains the requirements and process for downtown businesses could have prevented the work being done before it was approved. The motion carried 3-0.

Mrs. Joyner noted that the July regular meeting falls on July 4th. The members agreed to move the meeting to Wednesday, July 11, 2018.

Mrs. Joyner brought up the idea of a 'toolkit' first suggested by Mrs. Elder. Chesterfield County provides a toolkit to business owners that explains all the requirements a business owner must follow. Mrs. Elder noted that all information is provided at once. It's also a good idea to get the applicant to sign something

that shows they received the information. Mrs. Mahaney noted that protective maintenance only goes so far and that business and property owners must know that there are repercussions if the rules are not followed. Mrs. Elder suggested that a toolkit provided to business applicants would better facilitate the process. Mrs. Mahaney made a motion for the Dept. of Development to research and develop a toolkit for the members' review. Mrs. Elder seconded. The motion carried 3-0.

UNFINISHED BUSINESS

The members discussed holding a walking tour of the district to be held on June 6, 2018. Mr. Ward asked if a van needed to be rented or if business owners should be invited. The members agreed that the walk need only include DDRC members. A van should be reserved. Mr. Ward asked if they would like the Zoning Inspector or the Building Official to join. Mrs. Joyner requested that the Building Official attend the walk.

The members reviewed the spreadsheet of Protective Maintenance & Zoning Violations and discussed each property. Mrs. Joyner informed Mr. Ward that Debbie Randolph with EDA has requested the he call her to discuss Nathan Grubb's property. Mr. Ward said that he would contact her. Mr. Ward noted that the City Manager received the letter regarding the old jail. Mrs. Joyner requested a timeline from the City on the RFP process that will be started to have that building addressed. The members discussed the three properties on the property maintenance list and the reasoning given by the Building Official for not citing 219 and 211 E. Broadway at this time.

Mr. Ward informed the members that the Hometown Heroes Banner Program went live on Friday, April 27, 2018. A link is now on the front page of the City's website and the department has already received applications.

Mrs. Joyner suggested that the DDRC presentation to City Council occur in September of this year. She suggested that presenters could be herself and the Vice Chairman or anyone else, if interested.

Mrs. Elder inquired about the status of the Cambro's sign complaint. Mr. Ward noted that the complaint letter went out on April 25, 2018 and has until May 25, 2018 to correct the issue. Mrs. Elder inquired why the violation notice took at least 3 weeks to be sent out after the complaint was filed. Mr. Ward replied that he was not exactly sure for the delay but it could be that the Zoning Inspector was working with business owner to correct the problem but resulted in an official violation notice when the problem wasn't resolved.

Mr. Ward noted that he would continue to track the status of these properties and report back to the members. Mrs. Joyner informed Mr. Ward that Debbie Randolph from the EDA would contact him about the N. Grubb properties.

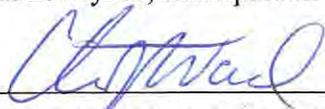
Mrs. Joyner requested an update on what the City plans to do about the jail (402 E. Poythress).

The meeting adjourned at 6:29

Submitted by,



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

**MINUTES OF THE JUNE 6, 2018 MEETING
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE
City of Hopewell**

A meeting of the Downtown Design Review Committee for the City of Hopewell was held on Wednesday, June 6, 2018, at the Hopewell Municipal Building, in the 2nd Floor Conference Room, located at 300 North Main Street at **5:00pm**.

Downtown Design Review Committee Members present:

Rita E. Joyner
Mary French Elder
Irma C. Mahaney

Absent:

Terry Ammons
Andrew Arola (resigned as member – moved out of state)

Staff:

Chris Ward, Senior Planner

The meeting was called to order at 5:02 p.m. by Mrs. Joyner. Mr. Ward conducted the roll call. A quorum was established.

ADMINISTRATIVE MATTERS/CONSENT ITEMS

Mrs. Joyner suggested that the group formalize the request to establish a ‘toolkit’ for business license applicants. Mrs. Elder made the motion. Mrs. Mahaney seconded. The motion carried 3-0.

Mrs. Mahaney made a motion to accept the minutes from the May 2, 2018 regular meeting without changes. Mrs. Elder seconded. The motion carried 3-0.

NEW BUSINESS

Certificates of Appropriateness

The members reviewed the Certificate of Appropriateness for new exterior improvements to 256 East Broadway (currently vacant). The property owner, Mr. Larry Cluff, and his partner, Ed Bickersteth explained that he is using tax credits to renovate the building and that DHR has concurred with the plans with few comments. They explained that the work will include repairing and painting existing metal railings black, repair existing stucco, rehab the existing front door, and install new bronze anodized aluminum storefront system with energy efficient glass. The second floor will contain two 2-bedroom apartments and one 1-bedroom apartment. New doors will be added to the second floor balcony for each apartment. Mr. Cluff is installing a commercial-grade bathroom so that the space is move-in ready for a future tenant. He is having difficulty getting the sewer connection marked so Mr. Ward offered to send Mr. Cluff some information about getting that handled. Mr. Cluff also asked about the remnants of neighboring buildings still being attached to his building and who actually owns those remnants. Mr. Ward will check with the City Attorney about that question. The timeframe for completion of the project is 3-4 months. Mrs. Elder made the motion to accept the improvements for 256 E. Broadway and approve the Certificate of Appropriateness. Mrs. Mahaney seconded. The motion carried 3-0.

Mrs. Joyner explained to Mr. Cluff the current budget situation with the Façade Improvement Program (\$9,000 available in current fiscal year) and that an additional \$1,000 may be available in the next fiscal year if City Council approves the funding. Mrs. Mahaney made a motion to accept and approve the application with the understanding of the limited funds and the possibility of fully matching the \$10,000 pending Council's approval. Mrs. Elder seconded. The motion carried 3-0.

The members next reviewed the COA application for 100 E. Broadway (Courthouse fence) and the supporting documentation noting the fence style, color, height, and proposed location. Mrs. Mahaney made a motion to accept and approve the application. Mrs. Elder seconded. The motion carried 3-0.

The COA application for 264 E. Broadway was reviewed. Mr. Ward clarified that the application is for a sign that was already installed using the existing sign framing. Mrs. Elder made a motion to accept and approve the application for the Cambro's business sign located at 264 E. Broadway. Mrs. Mahaney seconded. The motion passed 3-0.

The members reviewed the COA application for 150 W. Randolph St. (new police station/municipal complex signage). The members noted that the proposed sign is a monument style sign and will be located on Randolph Road between the new police station and existing municipal building. Mrs. Elder made a motion to accept and approve the application for the new monument sign. Mrs. Mahaney seconded. The motion passed 3-0.

The members agreed to postpone the District Walk and conduct the tour later, possibly when new members are appointed to the Committee. Mr. Ward noted that the Building Official was agreeable to attending the tour.

Mrs. Joyner suggested researching how other communities handle 'pop-up' businesses since a recent business license applicant had some difficulty obtaining a license. Mr. Ward said he was looking into it already.

The members reviewed the status of the three properties that were recently cited for protective maintenance – 256 E. Broadway; 402 E. Poythress (former City Jail); and 207 E. Poythress. Mr. Ward noted that 256 E. Broadway was moving forward as a tax credit project; 402 E. Poythress may be used as a 'test building' for the SecureView system of boarding derelict structures (per the City Manager); and 207 E. Poythress is working with the EDA to resolve financial issues and derelict conditions.

Mr. Ward shared with the members the spreadsheet created by David Thompson, GIS Manager, at the request of the Chairman, that lists every property and related information in the B-1 district. The list will be used during the future district walk for reference.

The meeting adjourned at 6:25.

Submitted by



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

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

830

REGULAR MEETING OF May 14, 2018

*** MINUTES ***

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, May 14, 2018 at 5:15 p.m.

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

- Present: Sheila Flowers, Chairman
Johnny Jones, Commissioner
Sherman Cross, Commissioner
Ruth Johnson, Commissioner
- Absent: Rogers Henry, Commissioner
- Also Present: Steve Benham, Executive Director
Sherry Henderson, Executive Secretary
Michelle Coleman, Director of Finance and Administration
Tarvaris McCoy, Community Revitalization Director
Deborah Alexander, Secretary-Receptionist
Keyana Ampy, Leasing and Occupancy Specialist

CONSENT AGENDA

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

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Commissioner Jones - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes

4 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Introduction of new employees: Deborah Alexander, Secretary-Receptionist and Keyana Ampy. Leasing and Occupancy Specialist.

Steve Benham introduced new employees: Deborah Alexander, Secretary-Receptionist and Keyana Ampy, Leasing and Occupancy Specialist, to the Board of Commissioners.

R-2 Discussion of Pending List

Mr. Benham introduced and discussed the pending list to the Board of Commissioners.

R-3 Election of Vice-Chair for the May 14, 2018 – February 11, 2019.

Upon nomination made by Sherman Cross and seconded by Chairman Flowers with all Commissioners present responding, Mr. Johnny Jones was nominated as Vice-Chairman.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Commissioner Jones - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes

4 Yes; Motion Passed

R-4 Discussion of Admissions and Continued Occupancy Policy (ACOP), Lease Revisions, and Utility Allowance.

Mr. Benham gave an overview of the Admissions and Continued Occupancy Policy (ACOP), Lease Revisions and Utility Allowances to the Board of Commissioners.

R-5 Discussion of Fiscal Year End Finance Report.

Mr. Benham presented the Board of Commissioners with the Fiscal Year End Finance Report.

R-6 Other matters.

Mr. Benham provided the schedule of the Summer Feeding Program to the Board of Commissioners.

ADJOURNMENT

Upon motion made Commissioner Jones and seconded by Commissioner Cross, with all Commissioners present responding affirmatively, the meeting was adjourned at 7:05 p.m.

Sheila Flowers
Sheila Flowers, Chairman

Steven A. Benham
Steven A. Benham, Secretary-Treasurer

PUBLIC HEARINGS



The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspec... - 20180008|RZNG - 2018
006396-0001 Tevya Gr... 01/10/2018 03:01PM
0 -
REZONING - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 041203

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Hopewell Redevelopment & Housing Authority
ADDRESS: 350 East Poythress Street
Hopewell, VA 23860

PHONE #: 804 458 5160 FAX #: _____

INTEREST IN PROPERTY: ^{Purchase Contract} OWNER OR AGENT

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

OWNER: AWK & Najma Durrani
ADDRESS: 1012 Winston Churchill Dr
Hopewell, VA 23860

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION: _____

LEGAL DESCRIPTION: See Attached

PARCEL #: 042-0195 / 042-0095 ACREAGE: ~~3.0~~ ^(m) Approx 3.8 AC

PRESENT ZONING DISTRICT: R3 / B3

REQUESTED ZONING DISTRICT: R4
PRESENT USE OF PROPERTY: vacant land

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
Apartment buildings and a community building
for resident use

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
The change is needed to facilitate anticipated development.
The change is aligned with the neighborhood character and
uses.

80008105

ANTICIPATED EFFECT OF THE PROPOSED CHANGE (IF ANY) ON PUBLIC SERVICES AND FACILITIES:

This change will have a very limited effect on public services and facilities as it only brings an additional 15-20 households beyond what is already allowed to an area that is able to absorb it well.

APPROPRIATENESS OF THE PROPERTY FOR THE PROPOSED CHANGES, AS IT RELATES TO THE INTENT OF THE ZONING DISTRICT DESIRED:

The property is most appropriate for this change.

WAY IN WHICH THE PROPOSED CHANGE WILL FURTHER THE PURPOSES OF THE ZONING ORDINANCE AND GENERAL WELFARE OF THE COMMUNITY:

This change is aligned with the general spirit of the zoning ordinance. This change will be a great benefit to the community.

COMMENTS FROM APPLICANT / OWNER:

*** ATTACH A COPY OF A SURVEY BY A LICENSED SURVEYOR OF THE PROPERTY

A PROFFER STATEMENT IS ATTACHED Y N

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


APPLICANT SIGNATURE

12/27/2018
DATE

OFFICIAL USE ONLY

DATE RECEIVED: 1/10/18 DATE OF FINAL ACTION: _____

ACTION TAKEN:

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT ("Agreement") dated December 28, 2017 between A WK and NAJMA DURRANI (the "Seller"), using the address 1107 Marl Bank Drive North Prince George, VA and Hopewell Redevelopment and Housing Authority, a Public Housing Authority in the State of Virginia.

1. **CONVEYANCE.** Seller agrees to sell and convey to Purchaser (or its assignee or nominee) and Purchaser agrees to purchase from Seller, the real estate located in the City of Hopewell, State of Virginia, identified as City of Hopewell PID number 042-0195, further described as 3.5 +/- acres located at Cedar Street and Westover Avenue, Hopewell, VA 23860 in Hopewell, VA which is more particularly described in **Exhibit A** attached hereto and made a part hereof, together with (a) all rights, easements and appurtenances belonging or appertaining thereto, (b) all right, title and interest of Seller in and to any and all roads, streets, alleys or public and private rights of way, bounding such property, and (c) all buildings and other improvements thereon, if any (collectively, the "Property"). Purchaser reserves the right to substitute the description appearing on **Exhibit A** with the legal description shown on an accurate boundary survey obtained by Purchaser and approved by Seller.

2. **PURCHASE PRICE.** The purchase price is Two hundred and fifty thousand dollars and no Cents (\$250,000.00) ("Purchase Price"), which shall be due and payable as set in this agreement, plus or minus prorations, as hereinafter provided. Upon the execution of this Agreement, Purchaser shall pay One Thousand Dollars (\$1,000.00) with the execution of this Contract, and will be applied to purchase price at closing.

3. **CONTINGENCY PERIOD.** Purchaser shall have ninety (90) days following the execution of the Agreement (the "Contingency Period") in which to conduct any and all due diligence concerning the Property.

4. **INSPECTION PERIOD.** Seller acknowledges that Purchaser has performed only a visual inspection of the Property and that Purchaser has not had an adequate opportunity to conduct a complete examination and physical inspection of the Property. Accordingly, Purchaser shall not be obligated to purchase the Property unless surveys, title examinations, zoning and environmental studies conducted by Purchaser at its sole expense shall show, in Purchaser's sole discretion, the Property to be free from environmental contamination or any environmental law violation and otherwise suitable to Purchaser's proposed use of the Property for multifamily residential housing ("Purchaser's Proposed Use"), including, but not limited to availability of adequate utilities. All such studies, reports, plans, appraisals, surveys or other materials obtained or undertaken by Purchaser shall remain the sole property of Purchaser. Purchaser shall have a period of 90 days, concurrent with the contingency period, from the date of this Agreement (the "Inspection Period") to inspect the Property and perform such title examinations, tests and studies and obtain such surveys and reports as Purchaser in its sole discretion deems necessary. Seller shall permit Purchaser, its employees, agents, independent contractors, successors and assigns access to the Property for purposes of conducting such inspections. Purchaser shall indemnify, defend and hold harmless Seller against any claims, damages or liability to Seller resulting from Purchaser's entry upon the Property during the Inspection Period. Purchaser may terminate its obligations to Seller under the Agreement by giving notice to Seller within the Inspection

Period to the effect that inspections show the Property not to be free from environmental contamination or any other environmental law violation. The initial Deposit of One Thousand & 00/100 Dollars Shall be refunded in the event Purchaser in his sole discretion elects to terminate this agreement due to the environmental study yielding unsuitable results, or any other studies that reflect unsuitable conditions to purchaser and uncured by the seller during the Inspection Period. After the Inspection Period expires, the Initial Deposit money is nonrefundable, but applicable to the purchase price. Purchaser agrees to provide Seller with copies of all studies and due diligence items performed regarding the property.

CONTINGENCIES. Seller acknowledges that Purchaser's ability to use the Property for its Proposed Use is subject to certain financing and related contingencies. Notwithstanding anything in this Agreement to the contrary, Final approval of all terms and conditions may require HRHA board approval prior to closing.

5. **TITLE INSURANCE.**

(a) Upon execution and delivery of this Agreement, Seller shall provide to Purchaser as soon as reasonably practicable copies of all title information and other information relating to the Property in the possession of or available to Seller, including but not limited to: surveys, deeds, notes and deeds of trust, title policies or commitments and underlying exceptions, environmental reports, easements, restrictions and covenants relating to the Property. Seller will convey good and marketable title to the Property at closing, and except as provided for herein, the Property shall be conveyed free, clear and unencumbered of all tenancies and parties in possession on the date of closing.

(b) In the event any title search conducted by Purchaser or its Agents shall reflect any defects in title or other conditions not acceptable to Purchaser ("Defects"), then Seller, upon Purchaser's notification of the Defects, shall immediately and diligently proceed to cure same to Purchaser's satisfaction. If, after the exercise of all reasonable diligence, Seller is unable to remove the Defects or obtain a title endorsement over the Defects, then Purchaser may accept the Defects, or Purchaser may terminate the Agreement, in which case Purchaser shall be entitled to the return of the Earnest Money Deposit Of One Thousand & 00/100 Dollars (\$1000.00) and the parties to and their respective brokers shall be released and held harmless from any claims arising and this agreement shall become null and void. Title objections must be reported to Seller within the first fifty (50) days of the "INSPECTION PERIOD" or within seven (7) days of discovery or title shall be deemed acceptable to Purchaser and satisfied with regards to Purchase Agreement.

6. **SELLER'S REPRESENTATIONS AND WARRANTIES.** Seller represents and warrants to Purchaser as follows:

(a) Seller has received no written notice of any pending action by any governmental authority or agency having the power of eminent domain, which might result in any part of the Property being taken by condemnation or conveyed in lieu thereof. Seller shall, promptly upon receiving any such notice, give Purchaser written notice thereof.

(b) Seller has received no written notice of any action, suit or proceeding pending or threatened in writing against, by or affecting Seller's right to transfer the Property or the title of the Property.

(c) At closing, Seller shall terminate, and be responsible for any payments due with respect thereto, all contracts affecting the Property, unless Purchaser agrees to assume any such contracts.

(d) There are no unwritten or unrecorded leases, easements, licenses, or agreements of any kind or nature which grants any rights whatsoever to any party with respect to the Property.

(e) To the best of the Seller's knowledge and belief, the land and/or any improvements comprising the Property, are free of the existence of "Hazardous Materials" (as hereinafter defined), and is not in violation of any Environmental Laws (as hereinafter defined) affecting the Property. As used herein "Environmental Laws" means all federal, state and local statutes, codes, regulations, rules, ordinances, orders, standards, permits, licenses, policies and requirements (including consent decrees, judicial decisions and administrative orders) relating to the protection, preservation, remediation or conservation of the environment or worker health or safety, all as amended or reauthorized, or as hereafter amended or reauthorized, including without limitation, the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA"), 42 U.S.C. § 9601, et seq., the Resource Conservation and Recovery Act of 1976 ("RCRA"), 42 U.S.C. § 6901, et seq., the Emergency Planning and Community Right-to-Know Act ("Right-to-Know Act"), 42 U.S.C. § 11001, et seq., the Clean Air Act ("CAA"), 42 U.S.C. § 7401, et seq., the Federal Water Pollution Control Act ("Clean Water Act"), 33 U.S.C. § 1251, et seq., the Toxic Substances Control Act ("TSCA"), 15 U.S.C. § 2601, et seq., the Safe Drinking Water Act ("Safe Drinking Water Act"), 42 U.S.C. § 300f, et seq., the Atomic Energy Act ("AEA"), 42 U.S.C. § 2011, et seq., the Occupational Safety and Health Act ("OSHA"), 29 U.S.C. § 651, et seq., and the Hazardous Materials Transportation Act (the "Transportation Act"), 49 U.S.C. § 1802, et seq. As used herein, "Hazardous Materials" means: (1) "hazardous substances," as defined by CERCLA; (2) "hazardous wastes," as defined by RCRA; (3) any radioactive material including, without limitation, any source, special nuclear or by-product material, as defined by AEA; (4) asbestos in any form or condition; (5) polychlorinated biphenyls; and (6) any other material, substance or waste to which liability or standards of conduct may be imposed under any Environmental Laws.

(f) Seller represents and warrants that the existing loan on the Property is current in all respects and that no default exists under the loan documents (which shall include all documents executed by the Seller in connection with the loan for the Property), and that such loan shall remain current and the Seller shall comply with all aspects, conditions and requirements of said loan documents at all times that this Agreement is in force including the Closing Date.

7. **EMINENT DOMAIN; DAMAGE.** If, prior to closing, all or any part of the Property is condemned or appropriated by public authority or any party exercising the right of eminent domain, or is threatened thereby, or if the buildings and improvements on the Property are destroyed or materially damaged by fire, windstorm, explosion or other casualty, Seller will give Purchaser written notice thereof and Purchaser may, at its option: (i) terminate this Agreement and Purchaser shall be entitled to the return of the Earnest Money Deposit and the parties shall be released from further

liability; or (ii) elect to proceed under this Agreement and, at Purchaser's discretion, either (a) the Purchase Price shall be reduced by, or (b) Purchaser may take an assignment of, the amount of Seller's award and/or insurance proceeds to which Seller is entitled to receive.

8. **RISK OF LOSS.** Prior to closing, the risk of loss or damage to the Property shall remain with Seller.

9. **CLOSING.**

(a) **Time.** Closing shall take place on a date mutually agreeable to Purchaser and Seller by March 31, 2018.

(b) **Place.** Closing shall be held at a place and time mutually agreeable to Purchaser and Seller.

(c) **Documents.** Seller shall deliver at closing the following executed documents in form and content acceptable to Purchaser:

(i) **Deed.** A General Warranty Deed ("Deed"), with a release of dower, curtesy, homestead and other spousal rights, if any, conveying good, marketable and insurable title and warranting title to be free and clear of all Defects except any which Purchaser may have waived in writing prior to closing and which are listed as exceptions on the Deed.

(ii) **Authority.** Such evidence or documents as may be reasonably required by Purchaser or the Purchaser's title insurance company evidencing the status and capacity of Seller and the authority of the person or persons who are executing the various documents on behalf of Seller in connection with the sale of the Property, including, but not limited to, a good standing certificate from the applicable Secretary of State in which the Property is located and corporate resolutions, if applicable.

(iii) **Leases.** Any leases related to the property, either residential or business-related.

(d) **Payment.** The Purchase Price, subject to any applicable reimbursements, prorations and/or adjustments, shall be paid to Seller as follows:

(i) Should closing occur, all Money Deposits (Initial, Additional, and Extension) shall be applied to the Purchase Price;

(ii) Purchaser shall deliver the balance of the Purchase Price (less reimbursements, prorations and adjustments as set forth herein) to Seller at closing, in cash or otherwise readily available funds.

(e) **Real Estate Taxes and Assessments.** General and special real estate taxes, assessments and other state or city taxes affecting the Property (collectively, "Real Estate Taxes") shall be prorated as of the date of closing based upon the amount of the most recent ascertainable taxes for the Property.

(f) **Transfer Taxes and Recording Fees.** Any transfer or sales tax, including tax(es) on the Deed, shall be paid by Seller at closing. Any recording fees shall be paid by Purchaser.

(g) **Brokers.** Seller and Purchaser represent and warrant to each other that they have not had any dealings with any real estate brokers, finders or agents in connection with this Agreement other than McDonough Real Estate Company (the "Seller's Broker"). Seller shall pay all commissions and other fees due to brokers; a ~~5.00%~~ ^{5.00%} commission. No other fees or commissions to any other shall be the responsibility of the Seller

(K) 20

10. **SURVIVAL OF CLOSING.** All representations, warranties, agreements and indemnities contained in this Agreement shall survive the closing of this transaction.

11. **POSSESSION.** Possession of the Property, free from all tenancies, parties in possession and occupants, shall be delivered to Purchaser by Seller at the closing.

DEFAULT. In the event Purchaser defaults under the terms and conditions of the Agreement and Seller is not in default of the Agreement, Purchaser shall have thirty (30) days after receipt of written notice of default from Seller to cure the default. In the event of no cure by purchaser after the 30 days purchaser shall be liable for all costs and damages including legal fees incurred by seller in his attempt in enforcement of this agreement under the law.

In the event Seller defaults under the terms and conditions of this Agreement and Purchaser is not in default of this Agreement, Purchaser shall deliver a written notice to Seller stating the default of Seller and the action required by Seller to cure such default. Said notice shall provide that if said identified default is not cured to Purchaser's satisfaction within thirty (30) days after Seller's receipt of such notice, then Purchaser may either: (i) terminate this Agreement by written notice to Seller, and thereupon the Earnest Money Deposit of One Thousand (\$1,000.00) shall promptly be refunded to Purchaser and the parties shall have no further obligations hereunder; or (ii) avail itself of any remedies available to it at law or in equity, including, but not limited to, the right to specific performance, and seller shall be liable for all costs and damages including legal fees incurred by purchaser in his attempt in enforcement of this agreement under the law.

12.

13. **TIME OF THE ESSENCE.** Time is of the essence of this Agreement; provided, however, if the final (but not any interim) date of any period set forth herein (including, but not limited to, the date of closing) falls on a Saturday, Sunday or legal holiday under the laws of the United States of America, the final date of such period shall be extended to the next business day.

14. **NOTICE.** All notices, demands, or other communications of any type (herein collectively referred to as "Notices") given by Seller to Purchaser or by Purchaser to Seller, whether required by this Agreement or in any way related to the transaction contracted for herein, shall be void and of no effect unless given in accordance with the provisions of this Agreement. All notices shall be legible and in writing and shall be delivered to the person to whom the notice is directed, either in person with a receipt requested therefor or sent by a recognized overnight courier service for next day delivery or by United States certified mail, return receipt requested, postage prepaid and addressed to the parties at their respective addresses set forth below, and the same shall be effective (a) upon receipt or refusal if delivered personally; (b) one (1) business day after depositing with such an overnight courier service; or (c) three (3) business days after deposit in the mails if mailed as follows:

If to Purchaser:

Hopewell Redevelopment and Housing Authority
Attn: Tarvaris J. McCoy
350 East Poythress Street
Hopewell, VA 23860

If to Seller:

Steve McDonough
1315 Ruffin Rd.
North Prince George, VA 23860

Either party hereto may change the address for Notice specified above by giving the other party ten (10) days advance written notice of such change of address.

15. **ASSIGNMENT**. Purchaser shall have the right to assign this Agreement at any time without consent of Seller for the purpose of constructing the apartment units. Seller shall not have the right to assign this Agreement without the written consent of Purchaser.

16. **FORCE MAJEURE**. If Purchaser is delayed or prevented from performing any of its obligations under this Agreement by reason of strike, lockouts or labor troubles, riots, insurrection, acts of God or any cause beyond Purchaser's control, the period of such delay or such prevention shall be deemed added to the time period herein provided for the performance of any such obligation by Purchaser.

17. **MISCELLANEOUS**. No term or condition of this Agreement will be deemed to have been waived or amended unless expressed in writing, and the waiver of any condition or the breach of any term will not be a waiver of any subsequent breach of the same or any other term or condition. This Agreement constitutes the entire agreement of the parties which incorporates and supersedes all prior written and oral understandings. This Agreement shall be binding upon, and inure to the benefit of, the parties, their heirs, executors, personal representatives, nominees, successors or assigns.

18. **COUNTERPARTS**. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all such counterparts taken together shall be deemed to constitute one and the same instrument.

19. **AUTHORIZATION**. Both Seller and Purchaser represent that they have full capacity, right, power and authority to execute, deliver and perform this Agreement and all documents to be executed by Seller pursuant hereto, and all required action and approvals therefore have been duly taken and obtained. The individuals signing this Agreement and all other documents executed or to be executed pursuant hereto on behalf of Seller are and shall be duly authorized to sign the same on Seller's behalf and to bind Seller thereto. This Agreement and all documents to be executed pursuant hereto by Seller are and shall be binding upon and enforceable against Seller, as applicable, in accordance with their respective terms, and the transaction contemplated hereby will not result in a breach of, or constitute a default or permit acceleration of maturity under, any indenture, mortgage, deed of trust, loan agreement or other agreement to which Seller or the Property is subject or by which Seller or the Property is bound.

20. **NO SOLICITATION.** Seller agrees that upon its execution of this Agreement neither it nor its agents or employees (a) will initiate, encourage the initiation by others of discussions or negotiations with third parties or respond to solicitations by third parties relating to the Property or any part thereof, (b) will fail to immediately notify Purchaser if any third party attempts to initiate any such solicitation, discussion or negotiation with Seller and (c) will enter into an agreement with any third party with respect to the Property or any part thereof.

21. **CONFIDENTIALITY.** Seller and its agents, representatives, employees, partners, officers and directors will not disclose the subject matter or terms of the transaction contemplated by this Agreement (except to professional performing services for Seller or government agencies requesting same.

[SEPARATE SIGNATURE PAGES FOLLOW]

PURCHASER:

Hopewell Redevelopment and Housing Authority

By: Stew A. Benjamin

Print Name: Steven A. Benjamin, Sr

Date 12/22/17

Title: Executive Director

IN WITNESS WHEREOF, Seller(s) have/ has caused this Agreement to be executed and sealed as of the date first above written.

SELLER(s):

Individuals

By: AWK Durrani 12/23/17
Printed Name: ABULWAHEED KHAN DURRANI
Date

By: Najma Durrani
Printed Name: _____
Date 12-23-17

By: NAJMA DURRANI
Printed Name: _____



HOPEWELL, VA REAL ESTATE RECORDS



City of Hopewell Tax Report - HOPEWELL, VA 23860



© PropertyKey, 2017

- Residential
- Agricultural
- Government
- Water
- Commercial
- Industrial
- Other
- Condo

PROPERTY INFORMATION

| | | |
|---|---|---|
| PID # 042-0195 Tax ID: 05218 Property Type: Residential Property Address: CEDAR HOPEWELL, VA 23860 Current Owner: A W K & NAJMA DURRANI 1012 WINSTON CHURCHILL DR HOPEWELL, VA 23860- 5141 | Property Use: 1 SINGLE FAMILY URBAN Land Description: 1. Lot Lot Size: - n/a - Zoning: R3 2. Lot Lot Size: - n/a - Zoning: R3 3. Lot Lot Size: - n/a - Zoning: R3 | Census Tract: 820300 Block: 2111 Block / Lot: Subdivision: HIGHLAND PARK Legal Description: LOTS 1 THRU 12 BLK 5 & LOTS 1 THRU 12 BLK 7 & LOTS 1 THRU 12 BLK 10 SUBDIVISION: HIGHLAND PARK |
|---|---|---|

VALUE INFORMATION

| | <u>2012 Final</u> | <u>2013 Final</u> | <u>2014 Final</u> | <u>2015 Final</u> | <u>2016 Final</u> |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Building Value: | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land Value: | \$154,900 | \$148,700 | \$148,700 | \$225,000 | \$225,000 |
| Extra Feature Value: | - n/a - |
| Total Assessed Value: | \$154,900 | \$148,700 | \$148,700 | \$225,000 | \$225,000 |
| Taxable Value: | \$154,900 | \$148,700 | \$148,700 | \$225,000 | \$225,000 |
| Millage Rate: | -n/a- | -n/a- | -n/a- | -n/a- | -n/a- |

SALES INFORMATION

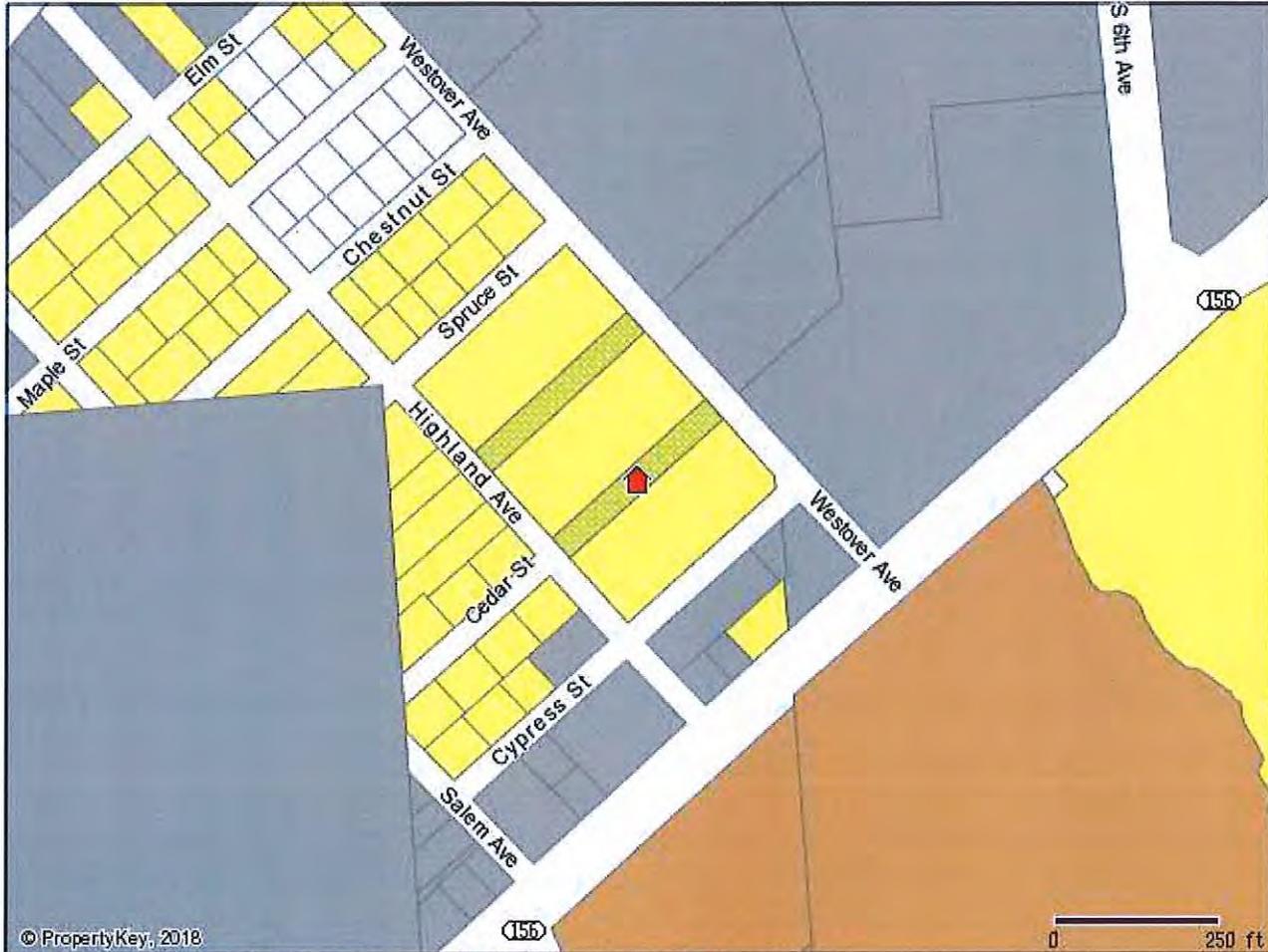
| Deed Type | Sale Date | Rec Date | Price | Document # | Grantor |
|-----------|-----------|----------|-------|------------|---------|
| n/a | 07/1998 | | \$1 | | |



HOPEWELL, VA REAL ESTATE RECORDS



City of Hopewell Tax Report - HOPEWELL, VA 23860



© PropertyKey, 2018

0 250 ft

- Residential
- Agricultural
- Government
- Water
- Commercial
- Industrial
- Other
- Condo

PROPERTY INFORMATION

| | | |
|--|---|---|
| PID # 042-0252 | Property Use: 1 SINGLE FAMILY URBAN | Census Tract: 820300 Block: 2111 |
| Tax ID: 10977 | Land Description: 1. Lot | Block: / Lot: |
| Property Type: Residential | Lot Size: - n/a - | Subdivision: HIGHLAND PARK |
| Property Address: WESTOVER HOPEWELL, VA 23860 | Zoning: R3 | Legal Description: VAC ASH ST & PT OF CEDAR ST VAC SUBDIVISION: HIGHLAND PARK |
| Current Owner: A W K & NAJMA DURRANI 1012 WINSTON CHURCHILL DR HOPEWELL, VA 23860-5141 | 2. Lot Lot Size: - n/a - Zoning: R3 | |

VALUE INFORMATION

| | <u>2012 Final</u> | <u>2013 Final</u> | <u>2014 Final</u> | <u>2015 Final</u> | <u>2016 Final</u> |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Building Value: | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land Value: | \$18,900 | \$18,100 | \$18,100 | \$30,000 | \$30,000 |
| Extra Feature Value: | - n/a - |
| Total Assessed Value: | \$18,900 | \$18,100 | \$18,100 | \$30,000 | \$30,000 |
| Taxable Value: | \$18,900 | \$18,100 | \$18,100 | \$30,000 | \$30,000 |
| Millage Rate: | -n/a- | -n/a- | -n/a- | -n/a- | -n/a- |

SALES INFORMATION

| Deed Type | Sale Date | Rec Date | Price | Document # | Grantor |
|-----------|------------|----------|-------|---------------------|------------------|
| n/a | 04/08/2002 | | \$0 | Bk 2000/Pg 20001252 | |
| n/a | 07/01/1998 | | \$1 | Bk 4 /Pg 65 | |
| n/a | 06/15/1998 | | \$0 | | CITY OF HOPEWELL |

| |
|--|
| BUILDING INFORMATION |
| No buildings on this property or building information not available. |

REFERENCES:
 MAP OF HIGHLAND PARK PREPARED BY SIMS OCTOBER 18, 1921

EX. M.H.S.
 RIM=48.12
 INV. IN.=45.05(SE)
 INV. OUT.=44.93(NW)

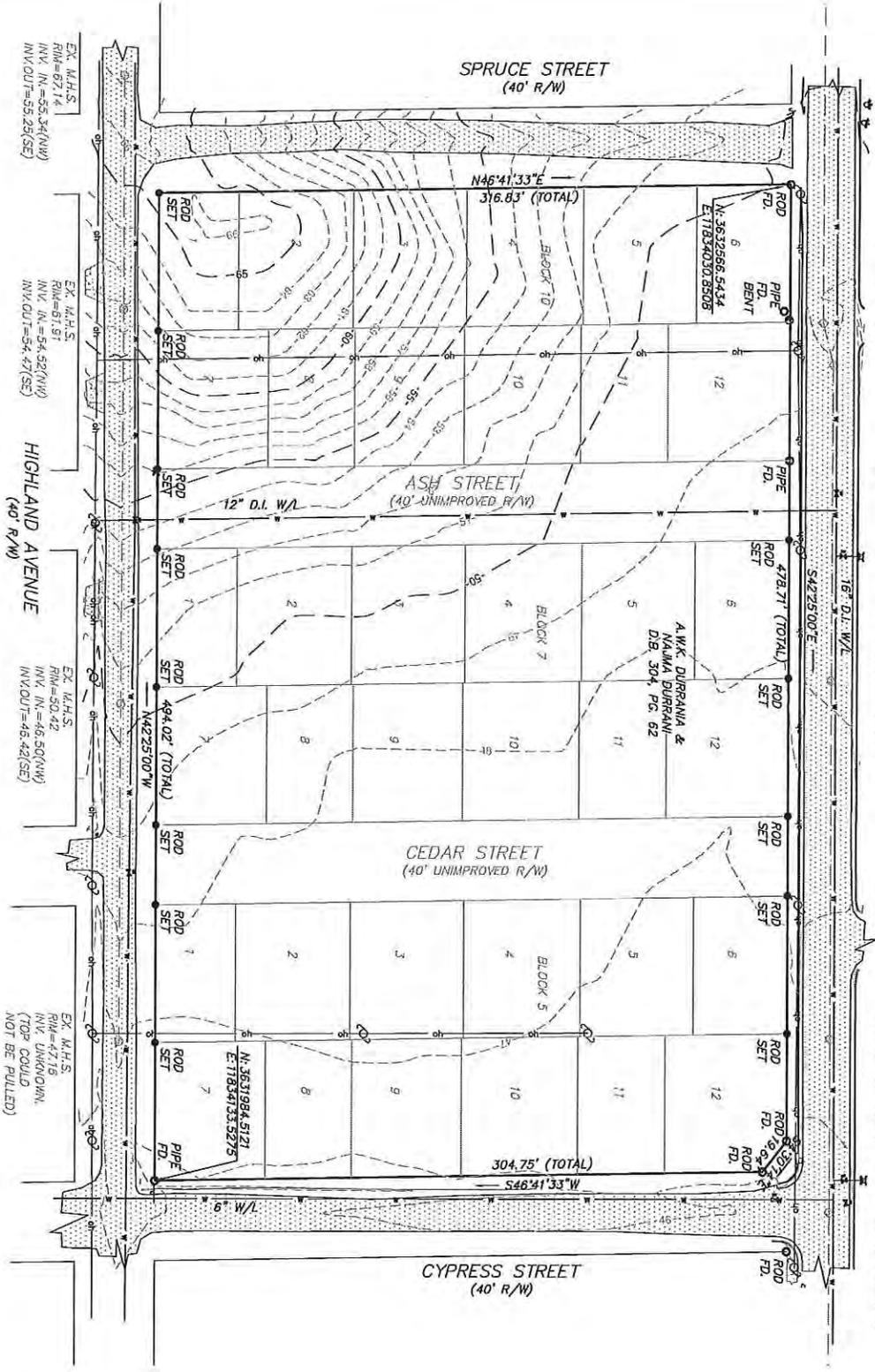
EX. M.H.S.
 RIM=48.95
 INV. IN.=45.00(NW)
 INV. OUT.=44.93(SE)

EX. M.H.S.
 RIM=48.33
 INV. IN.=44.08(NW)
 INV. OUT.=44.03(SE)

EX. M.H.S.
 RIM=46.71
 INV. IN.=41.11(NW)
 INV. OUT.=41.05(SE)

EX. M.H.S.
 RIM=45.60
 INV. IN.=38.50(NW)
 INV. OUT.=38.44(SE)

WESTOVER AVENUE
 (40' R/W)



LEGEND

| | |
|---------------------------|-----------------------|
| DL GRATE | EX EXISTING |
| TELEPHONE PEDestal | EX EXISTING |
| ELEC. TRANSFORMER | PO POWER POLE |
| SAINTARY CLEANOUT | SI SIGN |
| WATER VALVE | ☆ LIGHT POLE |
| GAS VALVE | ⊙ # OF PARKING SPACES |
| ASPHALT | ○ GUY POLE/WIRE |
| SANITARY MANHOLE | CONCRETE |
| P.O.B. POINT OF BEGINNING | OH OVERHEAD LINE |
| ERP EDGE OF PAVEMENT | PL PROPERTY LINE |
| R/W RIGHT OF WAY | FC FACE OF CURB |

THIS IS TO CERTIFY THAT I MADE AN ACCURATE
 FIELD SURVEY OF THE ABOVE PROPERTY AND THAT
 THE INFORMATION HEREON IS TRUE AND CORRECT
 TO THE BEST OF MY KNOWLEDGE AND BELIEF
 AND THAT THERE ARE NO VISIBLE ENCROACHMENTS OTHER
 THAN SHOWN.

Charles C. Tommes II
 CHARLES C. TOMMES II
 L.C. No. 2803
 3/11/15
 LAND SURVEYOR

PLAT
 SHOWING
 TOPOGRAPHIC SURVEY OF
 LOTS 1-12, BLOCK 5, LOTS 1-12, BLOCK 7 &
 LOTS 1-12, BLOCK 10
 HIGHLAND PARK SUBDIVISION
 FOR
 BRADLEY HOUSING DEVELOPERS, LLC
 CITY OF HOPEWELL, VIRGINIA
 DATE: MARCH 4, 2015
 SCALE: 1" = 40'

2463 boulevard
 colonial heights, VA 23834
 telephone: 804.520.9715
 facsimile: 804.520.9716
 email: cctommes@tommesppc.com
 consulting engineers, planners, & land surveyors

CALCULATED BY: GCL II
 DRAWN BY: GCL II
 CHECKED BY: GCL II
 SHEET 1 OF 1



HOPEWELL, VA REAL ESTATE RECORDS



City of Hopewell Tax Report - HOPEWELL, VA 23860



© PropertyKey, 2017

- Residential
- Agricultural
- Government
- Water
- Commercial
- Industrial
- Other
- Condo

PROPERTY INFORMATION

| | | |
|---|---|--|
| <p>PID # 042-0095 Tax ID: 05209 Property Type: Commercial Property Address: CYPRESS HOPEWELL, VA 23860 Current Owner: A W K & NAJMA DURRANI 1012 WINSTON CHURCHILL DR HOPEWELL, VA 23860-5141</p> | <p>Property Use: 4 COMMERCIAL/INDUSTRIAL Land Description: 1. Lot Lot Size: 0.34 acres / 14,628 sf Zoning: B3 Frontage: 212 ft Depth: 69 ft</p> | <p>Census Tract: 820300 Block: 2111 Block / Lot: Subdivision: HIGHLAND PARK Legal Description: LOTS 1-2-3-4 BLK 3 SUBDIVISION: HIGHLAND PARK</p> |
|---|---|--|

VALUE INFORMATION

| | <u>2012 Final</u> | <u>2013 Final</u> | <u>2014 Final</u> | <u>2015 Final</u> | <u>2016 Final</u> |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Building Value: | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land Value: | \$54,700 | \$54,700 | \$54,700 | \$54,700 | \$54,700 |
| Extra Feature Value: | - n/a - |
| Total Assessed Value: | \$54,700 | \$54,700 | \$54,700 | \$54,700 | \$54,700 |
| Taxable Value: | \$54,700 | \$54,700 | \$54,700 | \$54,700 | \$54,700 |
| Millage Rate: | -n/a- | -n/a- | -n/a- | -n/a- | -n/a- |

SALES INFORMATION

| Deed Type | Sale Date | Rec Date | Price | Document # | Grantor |
|-------------------------|--------------------------|------------------------|-----------------|----------------------------|--------------------|
| BARGAIN & SALE | 03/22/2004 | 03/22/2004 | \$5,000 | Bk 2004/Pg 907 | PRINCE GEORGE PROP |
| Mortgage Amount: | \$5,000 | Mortgage Terms: | % / yrs | Document Book/Page: | / 908 |
| Lender: | PRINCE GEORGE PROPERTIES | Borrower: | GHOLSON CAROL F | | |

| | | | |
|-----|------------|-----|--------------------------------------|
| n/a | 07/1998 | \$1 | |
| n/a | 06/24/1997 | \$1 | WILSON NORWOOD W III & R W MCDONOUGH |
| n/a | 06/01/1997 | \$1 | |
| n/a | 07/02/1995 | \$0 | WILSON NORWOOD W JR |

BUILDING INFORMATION

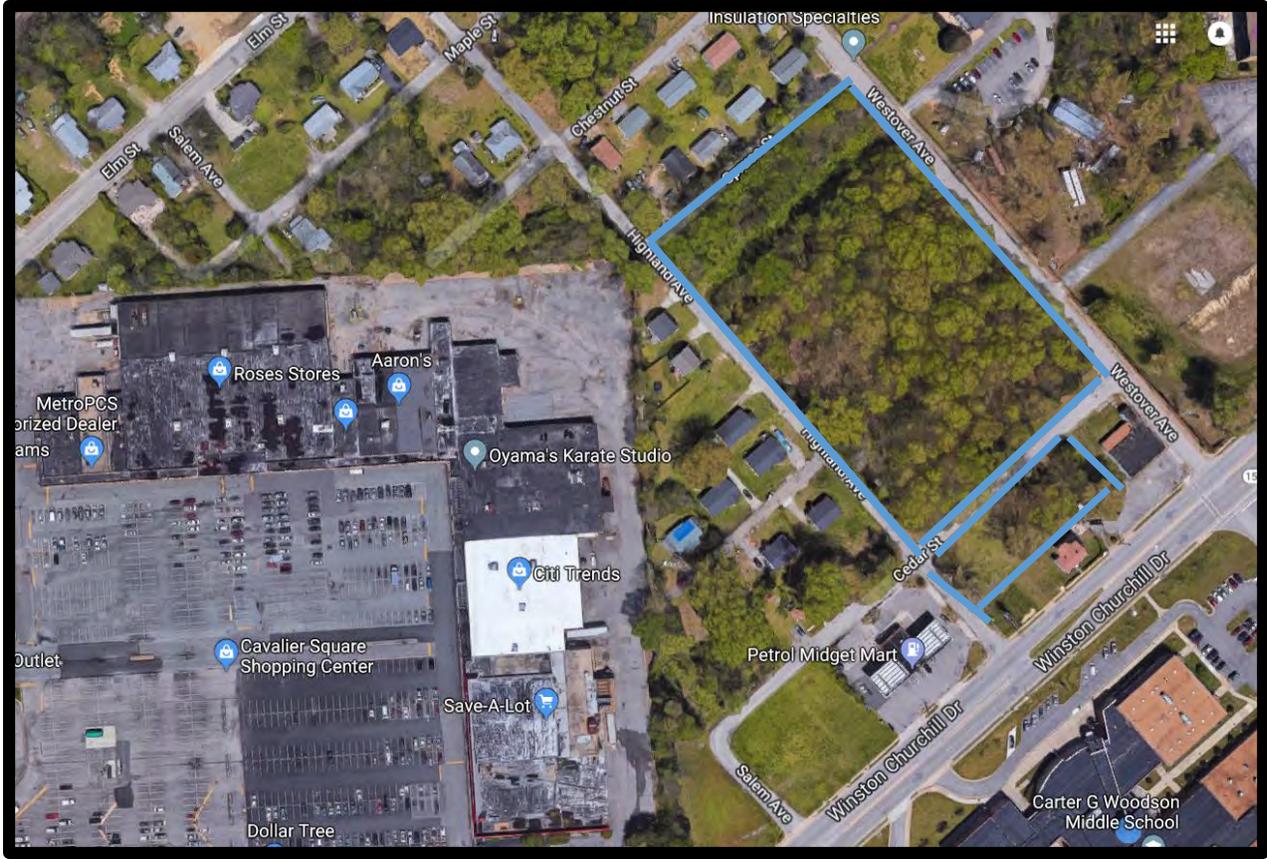
No buildings on this property or building information not available.

| | | | |
|-----|------------|-----|--------------------------------------|
| n/a | 06/24/1997 | \$1 | WILSON NORWOOD W III & R W MCDONOUGH |
| n/a | 06/01/1997 | \$1 | |
| n/a | 07/02/1995 | \$0 | WILSON NORWOOD W JR |

BUILDING INFORMATION

No buildings on this property or building information not available.

Aerial Map with Landmarks



Proposed property to rezone from R-3 and B-3 to R-4

**COMMUNICATIONS
FROM CITIZENS**

UB-1

Assistant Registrar - Salary Survey

| | Salary Range (\$) | # of Assistant Registrars |
|------------------|-------------------|---------------------------|
| Colonial Heights | 29,100 - 49,961 | 1 |
| Danville | 36,186.55 | 1 |
| Dinwiddie | 28,704 | 0* |
| Emporia | 24,024 | 2** |
| Lynchburg | 46,342 | 1 |
| Newport News | 65,437 | 1 |
| Norfolk | No Reponse | |
| Petersburg | No Reponse | |
| Richmond | 44,646 - 73,336 | 1 |
| Suffolk | 38,407 - 60,298 | 2 |
| Surry | | 0 |

NOTE:

* - 1 part-time Program Support Technican

** - positions are Part-Time

| | |
|-------|--------|
| 13.8 | 28,704 |
| 11.55 | 24,024 |
| 22.28 | 46,342 |

Voter Registrar

| | | |
|------------------------------------|----|------------------|
| FY 18 Budget | \$ | 192,735.57 |
| Less: | | |
| Actuals as of 6/19/18 | | 174,472.94 |
| Payroll through end of fiscal year | | <u>10,958.05</u> |
| Available balance | \$ | 7,304.58 |



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: General Registrar Request for Appropriation

ISSUE: The General Registrar has hired an Assistant Registrar at a salary higher than the budgeted salary (\$33,741.56) for that position. Pursuant to Virginia Code §24.2-112, City Council sets the rate of pay for the Assistant Registrar. The General Registrar is requesting an appropriation of an additional \$9,758.44 for FY18 and FY19 to bring the position salary to \$43,500.

RECOMMENDATION: City Staff recommends City Council take appropriate action. Should Council approve the increase, Staff recommends that it be retroactive to the date of hire

TIMING:

BACKGROUND: The General Registrar has requested the increase in salary based on the individual’s “35 years of experience as a Registrar assistant in Petersburg, Virginia, the benefits and offers provided to other employees of this locality and the needs of the Voter Registration Office for the City of Hopewell at this time.” Virginia Code §24.2-112 states “(t)he compensation of any assistant registrar, other than those who agree to serve without pay, or any other employee of the general registrar shall be fixed and paid the by the local governing body and shall be the equivalent of or exceed the minimum hourly wage established by federal law in 29 U.S.C. §206 (a) (1), as amended.” The current salary of \$33,341.56 (\$16.22/hr), which exceeds the Federal minimum hourly wage (\$7.25/hr), was “fixed” by City Council during the FY18 budget process. There is a projected FY18 fund balance in the General Registrar’s Office full-time salary line item of \$7,304.58 available.

FISCAL IMPACT: The requested action will increase the reduce fund balance by \$9,758.44.

ENCLOSED DOCUMENTS: Memorandum dated May 29, 2018; Salary Survey of Assistant Registrars; Salary History of Registrar’s Office; Available Fund Balance Worksheet for General Registrar’s Office

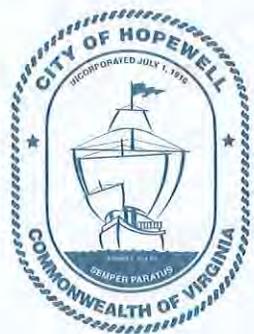
STAFF: Yolanda W. Stokes, General Registrar

Council action form 1-3-17

SUMMARY:

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

06-26-18



MEMORANDUM

To: Yolanda W. Stokes, General Registrar/Director of Elections

From: John M. Altman, Jr., City Manager *JMA*

Date: May 29, 2018

RE: Deputy Registrar Compensation

VIA Email to ystokes@hopewellva.gov

John M. Altman, Jr.
City Manager

maltman@hopewellva.gov
p: (804) 541-2243
f: (804) 541-2248

300 North Main Street
Suite 216
Hopewell, VA 23860

www.hopewellva.gov

Thank you for your email and the supporting documentation (Code of Virginia §24.2-108 and §§24.2-111 through 24.2-113) that you provided. I have reviewed the information. It is my understanding that you wish to pay the Deputy Registrar a salary of \$43,500, which is within the advertised salary range of \$33,097.87 – 49,170.30 for the position. You based your salary offer on the applicant's "35 years of experience as a Registrar assistant in Petersburg, Virginia, the benefits and offers provided to other employees of this locality and the needs of the Voter Registration Office for the City of Hopewell at this time."

I don't dispute the need for a qualified and experience person in your office given the fast approaching June primary and the November election. I do however have concern with the salary that you have offered \$43,500. The offer exceeds the amount that City Council approved in the in FY 18 budget for the position - \$33,741.56.

You cited Code of Virginia §24.2-111 in your email, which states that "(t)he governing body of the county or city of each general registrar shall pay compensation in accordance with the plan and be reimbursed annually..." The code section also states "(t)he governing body shall be required to provide benefits to the general and assistant registrars and staff as provided to other employees of the locality..." The City is providing benefits to the both you, the general registrar, and the assistant registrar. The code section does not mandate the compensation of the assistant or deputy registrar.

Regarding the compensation of assistant or deputy registrars, Code of Virginia §24.2-112 states "(t)he compensation of any assistant registrar, other than those who agree to serve without pay, or any other employee of the general registrar shall be fixed and paid the by the local governing body and shall be the equivalent of or exceed the minimum hourly wage established by federal law in 29 U.S.C. §206 (a) (1), as amended." The current salary of \$33,341.56 (\$16.22/hr), which exceeds the Federal minimum hourly wage (\$7.25/hr), was "fixed" by City Council during the budget process.

*Ms. Stokes, General Registrar/Director of Elections
Deputy Registrar Compensation
May 29, 2018
Page 2 of 2*

In order to increase the salary of the position, a request to the governing body, City Council, will need to be made and presented. I have not identified a statutory requirement for City Council to increase the salary of the assistant registrar beyond what has been “fixed” in the budget. City Council does have the option of providing additional funding, but it would be at their discretion.

The next City Council meeting is Tuesday, June 12, 2018. If you want to place a request on the City Council agenda, please let me know no later than Monday, June 4, 2018.

If you have any questions or wish to discuss the above, please do not hesitate to contact me.

§ 24.2-112. Assistants to general registrars; employees

The electoral board shall determine the number and set the term for assistant registrars; however, their terms shall not extend beyond the term set by law of the incumbent general registrar. The general registrar shall establish the duties of assistant registrars, appoint assistant registrars, and have authority to remove any assistant registrar who fails to discharge the duties of his office.

In Russell County, there shall be at least one full-time assistant registrar who shall serve in the office of the general registrar.

In any county or city whose population is over 15,500, there shall be at least one assistant registrar who shall serve at least one day each week in the office of the general registrar.

Any county or city whose population is 15,500 or less shall have at least one substitute registrar who is able to take over the duties of the general registrar in an emergency and who shall assist the general registrar when he requests.

All assistant registrars shall have the same limitations and qualifications and fulfill the same requirements as the general registrar except that (i) an assistant registrar may be an officer of election and (ii) an assistant registrar shall be a qualified voter of the Commonwealth but is not required to be a qualified voter of the county or city in which he serves as registrar. Candidates who are residents in the county or city for which they seek appointment may be given preference in hiring. Localities may mutually agree to share an assistant registrar among two or more localities. Assistant registrars who agree to serve without pay shall be supervised and trained by the general registrar.

All other employees shall be employed by the general registrar. The general registrar may hire additional temporary employees on a part-time basis as needed.

The compensation of any assistant registrar, other than those who agree to serve without pay, or any other employee of the general registrar shall be fixed and paid by the local governing body and shall be the equivalent of or exceed the minimum hourly wage established by federal law in 29 U.S.C. § 206 (a) (1), as amended.

The general registrar shall not appoint to the office of paid assistant registrar his spouse or any person, or the spouse of any person, who is his parent, grandparent, sibling, child, or grandchild.

Code 1950, § 24-58; 1970, c. 462, § 24.1-45; 1973, c. 30; 1974, c. 428; 1975, c. 515; 1982, c. 650; 1983, c. 470; 1984, c. 480; 1986, c. 558, § 24.1-45.3; 1993, c. 641; 1999, c. 115; 2001, cc. 637, 638, 642, 643; 2003, c. 232; 2007, c. 813.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

**Assistant and General Registrar Salaries
2010 - 2017**

| | DATE | HOURLY RATE | ANNUAL SALARY |
|---------------------|-------------|--------------------|----------------------|
| Assistant Registrar | 7/1/2010 | \$12.96 | \$26,956.80 |
| Assistant Registrar | 12/14/2011 | \$12.09 | \$25,147.20 |
| | 7/1/2012 | \$13.08 | \$27,206.40 |
| | 8/1/2013 | \$13.47 | \$28,017.60 |
| | 7/1/2014 | \$13.74 | \$28,579.20 |
| | 7/1/2015 | \$13.74 | \$28,579.20 |
| | 7/1/2016 | \$14.23 | \$29,598.40 |
| | 7/1/2017 | \$15.90 | \$33,079.90 |
| | 8/1/2017 | \$16.22 | \$33,741.55 |
| General Registrar | 7/1/2010 | \$21.81 | \$45,364.80 |
| | 7/1/2011 | \$21.81 | \$45,364.80 |
| | 7/1/2012 | \$23.59 | \$49,067.20 |
| | 8/1/2013 | \$24.30 | \$50,544.00 |
| | 7/1/2014 | \$24.79 | \$51,563.20 |
| | 7/1/2015 | \$24.79 | \$51,563.20 |
| | 7/1/2016 | \$25.28 | \$52,582.40 |
| | 7/1/2017 | \$25.53 | \$53,108.22 |
| | 8/1/2017 | \$26.04 | \$54,170.48 |

NOTE: There was a change in personnel in the Assistant Registrar position between 7/1/2010 and 12/14/2011

Assistant Registrar - Salary Survey

| | Salary Range (\$) | # of Assistant Registrars |
|------------------|-------------------|---------------------------|
| Colonial Heights | 29,100 - 49,961 | 1 |
| Danville | 36,186.55 | 1 |
| Dinwiddie | 28,704 | 0* |
| Emporia | 24,024 | 2** |
| Lynchburg | 46,342 | 1 |
| Newport News | 65,437 | 1 |
| Norfolk | No Reponse | |
| Petersburg | No Reponse | |
| Richmond | 44,646 - 73,336 | 1 |
| Suffolk | 38,407 - 60,298 | 2 |
| Surry | | 0 |

NOTE:

* - 1 part-time Program Support Technican

** - positions are Part-Time

Population information of surrounding localities- 2016

Colonial Heights-17,772

Danville-43,310

Petersburg- 31,882

Emporia- 5,305

Prince George- 37,845

Dinwiddie-28,144

Newport News- 181,825

Lynchburg-80,212

Norfolk- 245,115

Richmond-223,170

Suffolk-89,273

Surry- 6,544

**Assistant and General Registrar Salaries
2010 - 2017**

| | DATE | HOURLY RATE | ANNUAL SALARY |
|---------------------|-------------|--------------------|----------------------|
| Assistant Registrar | 7/1/2010 | \$12.96 | \$26,956.80 |
| Assistant Registrar | 12/14/2011 | \$12.09 | \$25,147.20 |
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NOTE: There was a change in personnel in the Assistant Registrar position between 7/1/2010 and 12/14/2011

UB-2

UB-3

UB-4



City Council Ward Improvement Fund Policy Effective July 10, 2018

Purpose:

The City Council Ward Improvement Fund is designed to assist Hopewell residents, businesses', community groups and city partners that are providing a contribution to moving Hopewell forward.

Authority:

Each member of City Council shall maintain oversight for his or her respective Ward Improvement Fund.

The City Clerk shall be the sole manager of each Ward Improvement Fund. The City Clerk will document and keep records for each Ward Improvement expenditures and will serve as the primary administrator to facilitate all fund requests.

Budget Appropriation:

Ward Improvement Fund is an annual appropriation within City Council's Operating Budget. The City of Hopewell's finance system shall listed individual ward allocations and serve as the primary tool to manage fund revenues and expenditures. All funds within the Ward Improvement Fund are only available for that respective fiscal year.

Council shall have the authority to provide additional appropriations to the Ward Improvement Fund by way of budget amendments. Additional appropriations shall be divided equally between all seven wards within the City of Hopewell.

Transfers from other City Council Operating Budget line items is prohibited.

Guidelines

City Council is only legally authorized to expend District Improvement Funds for requests that fall into one of the following five categories:

1. Public improvements to public land.
2. Purchase of property and equipment which the City will own.
3. Public events or programs sponsored by the City or by organizations to which the City has specific statutory authority to make donations.
4. Public school programs which the School Board has specific authority to support, or requests from Virginia public universities which the City is specifically authorized by law to fund.
5. Donations to organizations to which the City is specifically authorized to make donations by state statute.



City Council
Ward Improvement Fund Policy
Effective July 10, 2018

Requests:

Any member of the public, city staff or member of the Governing Body may submit a Ward Improvement Fund grant request.

City Council may contribute to the same cause or events as other members of City Council. Joint funding requests to multiple members of City Council on one application is permissible.

Procedure:

- 1) Eligible applicants submit the Ward Improvement Fund Application to the City Clerk's Office: 300 North Main Street. Hopewell, VA 23860.
- 2) The City Clerk logs and processes the Ward Improvement Fund Application. Processing must be completed within three to five business days. Processing includes assessing each application to ensure it meets eligibility criteria and determining if the Ward Improvement Fund has the required funding available.
- 3) In writing, the City Clerk forwards the submitted Ward Improvement Fund application, fund Actual Balance, and recommendation to both the respective City Councilor(s) and City Attorney for review. The City Attorney provides a legal review to determine if the request does violate city, state or federal law.
- 4) In writing, the respective City Councilor(s) provide the City Clerk with an 1) Approval 2) Denial for the respective Ward Improvement Fund Application within three to five business days.
- 5) The City Clerk drafts the responsive letter to the applicant to provide notification of the request approval or denial. The letter must be drafted using the set template on file for each member of City Council, unless requested at time of decision to use otherwise.
- 6) If the request is approved, the City Clerk will process the necessary Purchase Orders and other required documentation. The City Clerk will notify the respective member of City Council once the check is released to the applicant. If applicable, the City Clerk will notify the respective member of City Council when the check is ready for pick up for direct presentation to the applicant.

Members of City Council may contribute to the same cause or events as other members of City Council. Applicants are allowed to request a joint funding request from multiple members of City Council on one application.

LEGITIMATE CATEGORIES OF FUNDING WITH DISTRICT IMPROVEMENT FUNDS

Although the Board receives many requests for donations that seem worthy of funding, the Board is only legally authorized to expend District Improvement Funds for requests that fall into one of the following five categories:

1. Public improvements to public land.
2. Purchase of property and equipment which the County will own.
3. Public events or programs sponsored by the County or by organizations to which the County has specific statutory authority to make donations.
4. Public school programs which the School Board has specific authority to support, or requests from Virginia public universities which the County is specifically authorized by law to fund.
5. Donations to organizations to which the County is specifically authorized to make donations by state statute.



City of Hopewell, Virginia Ward Improvement Fund Funding Request Application

FY19 Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Ward: _____ Date Funds Needed: _____ Funding Amount: \$ _____

Have you ever worked for this city? YES NO If yes, when? _____

Do you have a relative that has worked for the city? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Organization Information

Although the City Council receives many requests for donations that seem worthy of funding, the City Councilor(s) are only legally authorized to expend District Improvement Funds for requests that fall into one of the following five categories:

1. Public improvements to public land.
2. Purchase of property and equipment which the City will own.
3. Public events or programs sponsored by the City or by organizations to which the City has specific statutory authority to make donations.
4. Public school programs which the School Board has specific authority to support, or requests from Virginia public universities which the City is specifically authorized by law to fund.
5. Donations to organizations to which the City is specifically authorized to make donations by state statute.

Organization: _____ Phone: _____

Address: _____ Mobile: _____

City: _____ State: _____ Zip Code: _____

Email: _____ W9 Attached: Yes: No:

Website: _____ Facebook: _____

Twitter: _____ Instagram: _____

Event Information

Event Name: _____ Date: _____

Address: _____ Supervisor: _____

City: _____ State: _____ Zip Code: _____

Event Purpose:: _____

If approved, would you like the check presented at the event? YES NO

Special Notes:

| |
|--|
| |
| |
| |
| |
| |
| |

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Written Name _____

Clerk – Internal Only

Date Received: _____ PO #: _____

Date Processed: _____

Application Status: **Approved:** **Denied:**

REGULAR BUSINESS

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: Riverside Regional Jail Authority Alternate Member

ISSUE: Appoint Mr. Charles E. Dane, Assistant City Manager, as the alternate member to attend meetings in John M. Altman, Jr., City Manager, absence.

RECOMMENDATION: Staff recommends approval of the resolution

TIMING: The request is not time sensitive

BACKGROUND: The Board of the Riverside Regional Jail Authority consists of the sheriff from each member jurisdiction and one additional member from the jurisdiction appointed by the governing body for a four year term, plus alternates for the sheriff or member appointed by the governing body. City Council appointed John M. Altman, Jr, City Manager, to the Authority Board at its February 13, 2018 meeting. Mr. Jerry Whitaker, former Director of Finance, is currently listed as Mr. Altman's alternate. Mr. Whitaker is no longer employed by the City.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: Resolution

STAFF: March Altman, City Manager

Council Action Form 2017

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 |

July 10, 2018

RESOLUTION

WHEREAS, Chapter 726 of the 1990 Acts of Assembly created the Riverside Regional Jail Authority (the “Authority”), which legislation was amended by Chapter 228 of the 1993 Acts of Assembly, Chapter 642 of the 1999 Acts of Assembly and Chapter 229 of the 2014 Acts of Assembly; and

WHEREAS, the Board of the Authority consists of the sheriff from each member jurisdiction and one additional member from the jurisdiction appointed by the governing body for a four year term, plus alternates for the sheriff or member appointed by the governing body; and

WHEREAS, the City Council of the City of Hopewell appointed John M. Altman, Jr., to represent the jurisdiction on February 13, 2018; and

WHEREAS, the Board has requested an alternate for the appointed member be appointed to attend and vote in Mr. Altman’s absence;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hopewell that Mr. Charles E. Dane is appointed as an alternate to the Board for the same term as Mr. Altman.

Adopted this 14th day of August 2018.

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: Request to establish two (2) full-time permanent Benefit Programs Specialist positions with the Hopewell Department of Social Services to help manage higher caseloads resulting from the 2018 General Assembly approval of Medicaid Expansion.

RECOMMENDATION: Approve.

TIMING: Immediate approval is requested to afford time to recruit, hire, and train new staff prior to November 2018 when the State will open the Medicaid program for new eligible applicants to apply for coverage.

BACKGROUND: Governor Northam signed Medicaid Expansion into law on June 7, 2018. Virginia joins 32 other states and the District of Columbia in expanding Medicaid coverage. The measure is scheduled to take effect January 1, 2019 with applications accepted starting in November 2018.

Virginia’s existing Medicaid program is one of the least generous in the nation. To be eligible, a disabled individual can make no more than \$9,700 a year. The cutoff for a family of three is \$6,900. Able-bodied, childless adults are not eligible, no matter of their income. When implemented, coverage under Medicaid Expansion will be accessible to persons with income up to 138 percent of the federal poverty level, which is \$16,750 for an individual; \$28,700 for an adult in a household of three.

Under the current program guidelines, eligibility is determined based on income and categorical requirements (aged, blind, disabled, expectant mothers, households

AuCouncil 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 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 | | | |

**August 14,
2018**

with minor children.) However under expanded coverage, eligibility will solely be based on income.

Currently there are 7,799 Hopewell residents receiving Medicaid coverage. Based on state data, there are approximately 1,000 additional City residents eligible under the new expansion program guidelines - a 12.8% increase.

The General Assembly's FY 2019-20 biennium budget includes administrative funding to assist with the increased volume of Medicaid applications. The State budget allocates funding for the equivalent of approximately 300 new local benefit programs specialist positions. The State realizing that localities have already approved their local FY 2019 budgets is providing this additional allocation without any local matching requirement for the current Fiscal Year. Hopewell City's FY 2019 allocation is \$93,150. This amount will fully fund the 2 requested Benefit Programs Specialist positions (salaries and fringe benefits).

FISCAL IMPACT: The two (2) requested positions are fully funded by the State for the remainder of FY2018-19; thereafter the locality will be subject to a 15.5% local match to supplement the funding of the positions. The State has added the additional amount of \$93,150 to the Department's base budget. Heretofore, the City has agreed to approve and provide local matching funds for any increases in funding from the State in support of the services and activities provided through Hopewell Social Services.

Services provided under Medicaid coverage not only improve and enhance the health and wellbeing of City residents but also help to fuel the local economy. During the State's prior Fiscal Year (2017), \$48.8 million in Medicaid benefits were provided to eligible Hopewell residents for physician care, hospital and emergency services; prescription drugs; laboratory and X-ray services; maternity and newborn care; home health services; behavioral health services rehabilitative services; family planning; transportation to appointments when not otherwise available; medical equipment and supplies; and preventive care, including annual wellness exams, immunizations, smoking cessation and nutritional counseling.

AuCouncil 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 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 | | | |

**August 14,
2018**

These requested positions are needed to help ensure that Hopewell Social Services is timely and accurately processing the higher caseloads resulting from the approval of Medicaid Expansion, in conformity with State guidelines.

ENCLOSED DOCUMENTS: State Additional Allocations Memo for Local Staff and Operations

STAFF: Ray Spicer, Director Social Services

AuCouncil Action Form 2017

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 |

| |
|----------------------------|
| August 14, 2018 |
|----------------------------|



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

MEMO

To: Local Department of Social Services

From: Michael Gump, Chief Financial Officer
Ida Witherspoon, Budget Director

Re: Additional Allocations for Local Staff and Operations

Date: June 8, 2018

On May 30, the Virginia General Assembly passed a FY 2019-2020 biennium budget that included Medicaid expansion. Additional administrative funding to assist with the increased volume of Medicaid applications was provided for the equivalent of approximately 300 new local benefit programs specialist positions. With local match, the total to be allocated is approximately \$21.5M.

Local allocations were determined using three equal factors:

- Distribution of current funding versus current workload for benefit programs specialists
- Projected increase in workload due to Medicaid expansion (minimum allocation of \$45,000)
- Historical staff and operations (budget lines 855 and 858) spending

Hopewell City's FY 2019 share of the total to be allocated is \$93,150.

In FY 2019, Medicaid expansion funding will be available in **budget line 849, Local Staff and Operations – No Local Match**, when LASER opens for June on July 18, 2018. As stated in the guidance memo dated May 2, 2018, **this funding will not require a local match for FY 2019 only.**

These funds are to be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. that would otherwise be reimbursable under budget line 855. This will allow localities time to increase staffing where needed prior to the implementation of Medicaid expansion and to request funding

for local match from their local boards for FY 2020. Medicaid expansion funding will become part of base budget line 855 allocations beginning in FY 2020 and will require a 15.5 percent local match.

If you have any questions, please contact Budget Analysts Kim Conner at kim.conner@dss.virginia.gov or 804-726-7262 or LaTonya Williams at latonya.williams@dss.virginia.gov or 804-726-7260.

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: Authority to enter into contracts for refuse and recycling services

ISSUE: The 5 year contracts for refuse and recycling will expire June 30, 2019. In order to assure a smooth transition of services on July 1, 2019 the contracts for services need to be renewed or rebid this summer.

RECOMMENDATION: City Staff recommends that Council authorize the City Manager and CVWMA to negotiate and award contracts for refuse and recycling collection and disposal services at a rate that will not impact the residential collection rate more than \$2.54 per household per month.

TIMING: This approval needs to be made as soon as possible to provide the maximum negotiating time for staff and allow for any start-up concerns by the contractors.

BACKGROUND: In 2013, the City of Hopewell authorized CVWMA to enter into a contract with CFS for refuse collection and disposal, and another contract with County Waste for recycling collection and material reuse. These 5-year contracts are going to expire July 1, 2019. CVWMA has received proposals from these contractors to renew the respective contracts for another 5-year period (2019-2024). Both of the proposals involve rate increases. CVWMA has asked the City if it would like to renew the existing contracts or advertise for new contracts. The best rates are expected to be with the current providers and staff is expecting to execute contract renewals with both providers.

FISCAL IMPACT: The total estimated cost increase for both programs is \$290,000 a year (FY 19/20). The new rate will be held at the same rate for the next 5 years.

ENCLOSED DOCUMENTS:

STAFF: Monique Robertson, Office Services Manager and CVWMA Board Member
Edward Watson, Director of Public Works

Council action form 1-3-17

SUMMARY:

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

**11-9-
2016**

Summary of New Contract Proposals for Refuse and Recycling Collections

CVWMA has received contract renewal proposals from both Container First Services (CFS) for trash collection and County Waste for recycling services for the City of Hopewell. Both proposals include significant rate increases that will go into effect July 1, 2019. The estimated total cost increase for both programs is \$290,000 a year (FY 19/20). The estimated impact on residential rates is an increase from \$20.65 to \$23.19 (\$2.54 or 12.3% increase) per month. This new cost will hold constant for the life of the 5-year contract.

Domestic Trash (CFS)

CFS has proposed a new rate of \$8.10 per household (HH) per month. This is a \$1.10 increase from the current rate of \$7.00/HH (15.7%). In addition, CFS has proposed 7% increase for new carts, 8% increase for hauling from the convenience center, a 24% increase for disposal of convenience center containers, and a 7% increase for Front-End Loader services. Based on the 8,672 households in the program, and the average volumes collected at the convenience center, the overall resulting increase in trash services would be approximately 16% or roughly \$140,000 per year for refuse collection.

Pricing information:

- A \$7.00/HH rate has been in place since the start of the contract executed July 2014
- Prior to July 2014, Hopewell was paying \$12.17 per HH per month
- The bids received for refuse collection in 2014 RFP were \$10.00/HH - County Waste; \$9.50/HH - Republic Services (incumbent); \$9.25/HH - Virginia Waste Services; \$9.62/HH - Waste Management and \$7.00/HH - CFS
- CFS owns and operates the closest refuse disposal facility: Tri-Cities Regional Landfill, located in the City of Petersburg. Therefore, transportation costs for other potential proposers will likely be higher.
- Pricing per HH in recent procurements in the area have all increased by 20% or greater. A recent procurement in the City of Colonial Heights resulted in a 51% increase in per HH cost (\$2.53/HH/month).

Recycling

County Waste has proposed a new rate of \$2.98 per HH per month. This is an increase of \$1.44/HH per month from the current rate of \$1.54/HH per month (93.5% increase). The overall resulting increase in recycling services would be approximately 94% or roughly \$150,000 per year for recycling.

Pricing information:

- The current commodity market pricing for mixed paper products in May 2018 is zero. Historically this number has averaged \$66 per ton. This has forced recycling collection companies to increase their pricing dramatically as 60% of the recycling stream is paper products.
- The market for mixed paper should recover in the next two to three years. China has been the major importer of mixed paper, in the last few months the Chinese Government has effectively stopped accepting US recycling materials. As a result, there is an extreme oversupply of post-consumer mixed paper generated by the US and other countries..
- Colonial Heights and Ashland are currently paying \$2.49 per HH, and the City of Richmond are paying \$2.93 HH. However, these costs are expected to go up because of the markets mentioned above.

See table below:

Residential Refuse Collection and Disposal

| Locality | Old Rate | New Rate | Percent Change |
|-------------------------|----------|----------|----------------|
| Colonial Heights | \$5.00 | \$7.53 | 51% (increase) |
| Petersburg | \$8.13 | \$8.94 | 10% (increase) |
| Ashland | \$10.16 | \$8.18 | 20% (decrease) |
| Chesterfield Tax Relief | \$12.00 | \$8.40 | 30% (decrease) |
| Hopewell | \$7.00 | \$8.10 | 16% (increase) |

- Hopewell cost from Republic prior to 2014 was \$12.17/ HH

Residential Recycling Collection and Reuse

| Locality | Old Rate | New Rate | Percent Change |
|-------------------------|----------|----------|-----------------|
| Colonial Heights | \$ 2.49 | \$2.55 | 2.4% (increase) |
| Petersburg | \$2.22 | \$2.33 | 5% (increase) |
| Ashland | \$2.49 | \$2.55 | 2.4% (increase) |
| Chesterfield Tax Relief | NA | NA | NA |
| Hopewell | \$1.54 | \$2.98 | 94% (increase) |

See table below:

Sec. 6-31.1. - Control of dangerous or vicious dogs.

- (a) As used in this section, *dangerous dog* means a canine or canine crossbreed that has bitten, attacked, or inflicted injury on a person or companion animal that is a dog or cat, or killed a companion animal that is a dog or cat; however, when a dog attacks or bites a companion animal that is a dog or cat, the attacking or biting dog shall not be deemed dangerous if (i) no serious physical injury as determined by a licensed veterinarian has occurred to the dog or cat as a result of the attack or bite, (ii) if both animals are owned by the same person, (iii) if such attack occurs on the property of the attacking or biting dog's owner or custodian, or (iv) for other good cause as determined by the court. No dog shall be found to be a dangerous dog as a result of biting, attacking or inflicting injury on a dog or cat while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog handling event. No dog that has bitten, attacked, or inflicted injury on a person shall be found to be a dangerous dog if the court determines, based on the totality of the evidence before it, that the dog is not dangerous or a threat to the community.

Vicious dog means a canine or canine crossbreed that has (i) killed a person; (ii) inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or (iii) continued to exhibit the behavior that resulted in a previous finding by a court or, on or before July 1, 2006, by an animal control officer that it is a dangerous dog, provided that its owner has been given notice of that finding.

- (b) Any law enforcement officer or animal control officer who has reason to believe that a canine or canine crossbreed within the city is a dangerous dog or vicious dog shall apply to a magistrate of the city for the issuance of a summons requiring the owner or custodian, if known, to appear before the general district court at a specified time. The summons shall advise the owner of the nature of the proceeding and the matters at issue. If a law enforcement officer successfully makes an application for the issuance of a summons, he shall contact the city animal control officer and inform him of the location of the dog and the relevant facts pertaining to his belief that the dog is dangerous or vicious. The animal control officer shall confine the animal until such time as evidence shall be heard and a verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian or harbinger of the animal to produce the animal. If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. If, after hearing the evidence, the court finds that the animal is a vicious dog, the court shall order the animal euthanized in accordance with the provisions of Code of Virginia, § 3.2-6562. The procedure for appeal and trial shall be the same as provided by law for misdemeanors. Trial by jury shall be as provided in Code of Virginia, Article 4 (§ 19.2-260 et seq.) of Chapter 15 of Title 19.2. The Commonwealth shall be required to prove its case beyond a reasonable doubt.
- (c) No canine or canine crossbreed shall be found to be a dangerous dog or vicious dog solely because it is a particular breed, nor is the ownership of a particular breed of canine or canine crossbreed prohibited. No animal shall be found to be a dangerous dog or vicious dog if the threat, injury or damage was sustained by a person who was (i) committing, at the time, a crime upon the premises occupied by the animal's owner or custodian, (ii) committing, at the time, a willful trespass upon the premises occupied by the animal's owner or custodian or (iii) provoking, tormenting, or physically abusing the animal, or can be shown to have repeatedly provoked, tormented, abused, or assaulted the animal at other times. No police dog that was engaged in the performance of its duties as such at the time of the acts complained of shall be found to be a dangerous dog or a vicious dog. No animal which, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, shall be found to be a dangerous dog or a vicious dog.
- (d) If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian shall be responsible for complying with all requirements of this section.

- (e) G. The owner of any animal found to be a dangerous dog shall, within 30 days of such finding, obtain a dangerous dog registration certificate from the local animal control officer or treasurer for a fee of \$150, in addition to other fees that may be authorized by law. The local animal control officer or treasurer shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all times. By January 31 of each year, until such time as the dangerous dog is deceased, all certificates obtained pursuant to this subsection shall be updated and renewed for a fee of \$85 and in the same manner as the initial certificate was obtained. The animal control officer shall post registration information on the Virginia Dangerous Dog Registry.

~~The owner of any animal found to be a dangerous dog shall, within ten (10) days of such finding, obtain a dangerous dog registration certificate from the treasurer for a fee of fifty dollars (\$50.00) in addition to other fees that may be authorized by law. The treasurer shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all times. All certificates obtained pursuant to this subsection shall be renewed annually for the same fee and in the same manner as the initial certificate was obtained. The animal control officer shall provide a copy of the dangerous dog registration certificate and verification of compliance to the state veterinarian.~~

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- (f) All dangerous dog registration certificates or renewal thereof required to be obtained under this section shall only be issued to persons eighteen (18) years of age or older who present satisfactory evidence (i) of the animal's current rabies vaccination; (ii) that the animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is constructed; (iii) that the animal has been neutered or spayed; and (iv) that the owner has liability insurance coverage, to the value of at least one hundred thousand dollars (\$100,000.00) per incident, that covers animal bites, or a bond in surety, in lieu of liability insurance, to the value of at least one hundred thousand dollars (\$100,000.00). In addition, owners who apply for certificates or renewals thereof under this section shall not be issued a certificate or renewal thereof unless they present satisfactory evidence that (i) the residence housing the dog is and will continue to be posted with clearly visible signs warning both minors and adults of the presence of a dangerous dog on the property and (ii) the animal has been permanently identified by means of a tattoo on the inside thigh or by electronic implantation.
- (g) While on the property of its owner, an animal found to be a dangerous dog shall be confined indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape and to prevent direct contact with or entry by minors, adults, or other animals. The structure shall be designed to provide the animal with shelter from the elements of nature. When off its owner's property, an animal found to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or another animal.
- (h) The owner of any dog found to be dangerous shall register the animal with the Commonwealth of Virginia Dangerous Dog Registry, as established under Code of Virginia, § 3.2-6542, within forty-five (45) days of such a finding by a court of competent jurisdiction. The owner shall also cause the city animal control officer to be promptly notified of (i) the names, addresses, and telephone numbers of all owners; (ii) all of the means necessary to locate the owner and the dog at any time; (iii) any complaints or incidents of attack by the dog upon any person or cat or dog; (iv) any claims made or lawsuits brought as a result of any attack; (v) tattoo or chip identification information or both; (vi) proof of insurance or surety bond; and (vii) the death of the dog.
- (i) After an animal has been found to be a dangerous dog, the animal's owner shall immediately, upon learning of same, cause the local animal control authority to be notified if the animal (i) is loose or unconfined; or (ii) bites a person or attacks another animal; or (iii) is sold, given away, or dies. Any owner of a dangerous dog who relocates to a new address shall, within ten (10) days of relocating, provide written notice to the appropriate local animal control authority for the old address from which the animal has moved and the new address to which the animal has been moved.
- (j) Any owner or custodian of a canine or canine crossbreed or other animal is guilty of a:

- (1) Class 2 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, attacks and injures or kills a cat or dog that is a companion animal belonging to another person.
- (2) Class 1 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, bites a human being or attacks a human being causing bodily injury.
- (3) Class 6 felony if any owner or custodian whose willful act or omission in the care, control, or containment of a canine, canine crossbreed, or other animal is so gross, wanton, and culpable as to show a reckless disregard for human life, and is the proximate cause of such dog or other animal attacking and causing serious bodily injury to any person.

The provisions of this subsection shall not apply to any animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, or when the animal is a police dog that is engaged in the performance of its duties at the time of the attack.

- (k) The owner of any animal that has been found to be a dangerous dog who willfully fails to comply with the requirements of this section shall be guilty of a Class 1 misdemeanor.
- (l) All fees collected pursuant to this section, less the costs incurred by the animal control authority in producing and distributing the certificates and tags required by this section, shall be paid into a special dedicated fund in the treasury of the city for the purpose of paying the expenses of any training course required under Code of Virginia, § 3.2-6556.

(Ord. No. 2009-20, 10-13-09)

State Law reference— Control of dangerous dogs, Code of Virginia, § 3.2-6540.

Whereas, the governing body of each county or city shall impose by ordinance a license tax on the ownership of dogs within its jurisdiction. The governing body of any locality that has adopted an ordinance pursuant to subsection B of § [3.2-6524 of the Code of Virginia](#) shall impose by ordinance a license tax on the ownership of cats within its jurisdiction.

Whereas, the governing body may establish different rates of taxation for ownership of female dogs, male dogs, spayed or neutered dogs, female cats, male cats, and spayed or neutered cats. The tax for each dog or cat shall not be more than \$10 for each year or \$50 for a lifetime license issued pursuant to subsection B of § [3.2-6530 of the Code of Virginia](#). If the dog or cat has been spayed, the tax shall not exceed the tax provided for a male dog or cat.

Whereas, no license tax shall be levied on any dog that is trained and serves as a guide dog for a blind person, that is trained and serves as a hearing dog for a deaf or hearing-impaired person, or that is trained and serves as a service dog for a mobility-impaired or otherwise disabled person. As used in this section, "hearing dog," "mobility-impaired person," "otherwise disabled person," and "service dog" have the same meanings.

Be it resolved, that the City of Hopewell animal license fees for spayed or neutered dogs or cats shall be \$3.00 per year and for non-spayed or non-neutered unfixed dogs or cats shall be \$8.00 per year. Animal owners shall also have the option of purchasing a lifetime animal license for their cat or dog at a rate of \$10.00 per year if the animal has been spayed or neutered or \$20.00 per year for non-spayed or non-neutered dogs or cats.

§ 3.2-6528. Amount of license tax

The governing body of each county or city shall impose by ordinance a license tax on the ownership of dogs within its jurisdiction. The governing body of any locality that has adopted an ordinance pursuant to subsection B of § 3.2-6524 shall impose by ordinance a license tax on the ownership of cats within its jurisdiction. The governing body may establish different rates of taxation for ownership of female dogs, male dogs, spayed or neutered dogs, female cats, male cats, and spayed or neutered cats. The tax for each dog or cat shall not be more than \$10 for each year or \$50 for a lifetime license issued pursuant to subsection B of § 3.2-6530. If the dog or cat has been spayed, the tax shall not exceed the tax provided for a male dog or cat. Any ordinance may provide for an annual license tax for kennels of 10, 20, 30, 40, or 50 dogs or cats not to exceed \$50 for any one such block of kennels.

No license tax shall be levied on any dog that is trained and serves as a guide dog for a blind person, that is trained and serves as a hearing dog for a deaf or hearing-impaired person, or that is trained and serves as a service dog for a mobility-impaired or otherwise disabled person.

As used in this section, "hearing dog," "mobility-impaired person," "otherwise disabled person," and "service dog" have the same meanings as assigned in § 51.5-40.1.

1984, cc. 248, 492, § 29-213.57; 1986, c. 169; 1987, c. 488, § 3.1-796.87; 1993, c. 817; 1994, c. 108; 2006, c. 836; 2008, c. 860; 2014, c. 616; 2017, cc. 559, 567.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

**REPORTS
OF THE
CITY
ATTORNEY**

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

These rules are authorized by the Hopewell Charter, Chapter IV, Section 4

CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY

- 101. Robert's Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved)]

Current . . .

102. **Roll Call** – The Mayor, or in his absence the Vice-Mayor, shall take the chair at the hour appointed for Council to meet and shall immediately call the members to order. The roll should then be called by the Clerk who shall enter in the minutes of the meeting the names of the members present and absent. In the absence of a quorum at the time appointed for a meeting, the members present by a majority vote take a recess or recesses and direct the Clerk to procure the attendance of absent members. A quorum exists when a majority of Council is present. (City Charter, Chapter 4, Section 4(c)).

Proposed changes (redlined) . . .

102. **Roll Call; Quorum** – The ~~Mayor, or in his absence the Vice-Mayor, shall take~~ presiding officer takes the chair at the ~~hour~~ appointed for Council to meet ~~meeting hour~~ and ~~shall~~ immediately ~~call the members~~ calls council to order. The ~~roll should~~ clerk then ~~be called~~ bycalls the ~~Clerk who shall enter~~ roll, and enters in the ~~meeting~~ minutes of the meeting the names of the ~~members~~ councilors as present ~~and/or~~ absent. In the absence of a quorum ~~at the time appointed for a meeting, the members present by a majority vote take a recess or recesses and direct the Clerk,~~ the clerk attempts to procure the attendance of absent ~~members~~ councilors. A quorum exists when a majority of ~~Council~~ all councilors is present. ~~(City Charter, Chapter IV.4, Section 4(e)).~~ .

Proposed (clean) . . .

102. **Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

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Current . . .

103. **Temporary Chairman** – In case of the absence of the Mayor and Vice Mayor, the Clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, Council shall proceed to elect by a majority of those present a chairman of the meeting to act until the Mayor or Vice Mayor appears.

Proposed changes (redlined) . . .

103. **Temporary Chairman** – In ~~ease of~~ the absence of the ~~Mayor~~ Mayor and ~~Vice Mayor~~ vice mayor, the ~~Clerk shall call the Council~~ clerk calls council to order, and ~~call~~ calls the roll ~~of the members~~. If a quorum ~~is found to be present~~, Council ~~shall proceed to elect~~ exists, council elects by a ~~majority~~ vote of those present ~~one of its members to be temporary~~ chairman ~~of the meeting to act~~ until the ~~Mayor~~ Mayor or ~~Vice Mayor~~ vice mayor appears.

Proposed (clean) . . .

103. **Temporary Chairman** – In the absence of the mayor and vice mayor, the clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chairman until the mayor or vice mayor appears.

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104. **Appeals from decision of the Chair** – The chair shall preserve decorum and decide all questions of order subject to appeal to Council. In case of an appeal from a ruling of the Chair, the question shall be put: “Shall the decision of the Chair stand as the decision of the Council?” If a member transgresses the rules of Council, the Chair shall call him to order, in which case, he shall be seated unless permitted to explain.

Proposed changes (redlined) . . .

104. ~~**Appeals from decision of the Chair** – The chair shall preserve decorum and decide all questions of order subject to appeal to Council. In case of an appeal from a ruling of the Chair, the question shall be put: “Shall the decision of the Chair stand as the decision of the Council?” If a member transgresses the rules of Council, the Chair shall call him to order, in which case, he shall be seated unless permitted to explain.~~

~~**Appeals** – See Rule 101.~~

Proposed (clean) . . .

104. **Appeals** – See Rule 101.

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Current . . .

105. **Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result. All other votes may be taken by “ayes” and “nays,” or by roll call, at the discretion of the Chair. It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

Proposed changes (as redlined as of 6/26/18 meeting) . . .

105. ~~**Voting** – All questions shall be stated and put by the Chair. All votes concerning the approval of any Ordinance or Resolution shall be by roll call by the Clerk, followed by immediate statement of result.~~ **Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call ~~by the Clerk, followed by immediate statement of result.~~ All other votes may be taken ~~are~~ by “ayes” and “nays,” or by ~~by~~ (Charter IV.8), unless the presiding officer requests a roll call, ~~at the discretion of the Chair.~~ It shall not be in order for members to explain their vote during the call of the roll. Silence shall be recorded as an affirmative vote.

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Proposed changes (redlined per comments at 6/26/18 meeting) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a councilor who abstains or otherwise fails to vote without having been excused under this rule or Rule 209 may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

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Proposed changes (clean) . . .

105. **Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a councilor who abstains or otherwise fails to vote without having been excused under this rule or Rule 209 may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

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Current . . .

106. **Presiding Officer – Leaving Chair** - The presiding officer at a meeting may call any other member to take his place in the chair for a single issue and in no instance shall ~~**Presiding Officer – Leaving Chair**~~ - The presiding officer at a meeting may call any other member to take his place in the chair for a single issue and in no instance shall substitution extend beyond adjournment. By Presiding Officer shall mean either the Mayor, Vice Mayor or Chairman of the meeting.

Proposed changes (redlined) . . .

106. ~~**Presiding Officer – Leaving Chair – Officer's Designee**~~ - The presiding officer ~~at a meeting may call any other member~~ designate another councilor to ~~take his place in the chair~~ preside for a single issue ~~and in no instance shall substitution extend beyond adjournment. By Presiding Officer shall mean either.~~ If the mayor is the Mayor, Vice Mayor or Chairman of presiding officer, the meeting vice mayor is designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

Proposed (clean) . . .

106. **Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

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Current . . .

204. **Method of Voting**

- A. Every member present when a question is put shall vote either “yes” (or “aye”) or “no” (or “nay”). No member shall be excused from voting except on matters involving the consideration of his official conduct, or where his financial or personal interests are involved. (City Charter §8) Application to be excused from voting must be made before the vote is called. The member having briefly stated the reason for his request, the decision shall be made without debate in accordance with City Charter and State Law.
- B. Roll call for voting on motions shall be chronological by ward numbers. At the first meeting in July, the roll call shall start with the Councilor from Ward 1 and proceed with Councilors through Ward 7. Each Council meeting thereafter, the roll call shall be rotated by beginning with the next chronological Ward and continue to rotate throughout the fiscal year. (See Minute Book No. 23, Page No. 348).

Proposed changes (redlined) . . .

204. **Method of Voting**

~~C. —~~ Every member present when a question is put shall vote either “yes” (or “aye”) or “no” (or “nay”). No member shall be excused from voting except on matters involving items that consider the consideration of his councilor's official conduct, or where his involve the councilor's financial or personal interests are involved. (City Charter §IV.8) Application to be excused from voting must be made before the vote is called. The member having briefly stated the reason for his request, the decision shall be made without debate in accordance with City Charter and State Law.

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~~D. —~~ Roll call for voting on motions shall be chronological is by ward numbers number. At the first meeting in July, the roll call shall start starts with the Councilor from Ward 1 and proceed with Councilors councilor, and proceeds numerically, through the Ward 7. Each Council councilor. At each meeting thereafter, the roll call shall be is rotated by beginning with the next chronological Ward and continue to rotate throughout2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the fiscal year. (See Minute Book No. 23, Page No. 348), process repeats.

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Proposed (clean) . . .

204. **Voting Order** – Roll call for voting is by ward number. At the first meeting in July, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

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Current . . .

209. **Excuse During Meeting** – Any member desiring to be excused while Council is in session shall obtain such permission from the presiding officer.

Proposed changes (redlined) . . .

209. **Excuse During Meeting** – Any ~~member desiring to~~councilor may be excused ~~while Council is in session shall obtain such~~during a meeting, with permission ~~from~~of the presiding officer.

Proposed (clean) . . .

209. **Excuse During Meeting** – Any councilor may be excused during a meeting, with permission of the presiding officer.

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REPORTS OF THE CITY COUNCIL

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

ADJOURN