

# AGENDA



## CITY OF HOPEWELL

Hopewell, Virginia 23860

### AGENDA

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### CITY COUNCIL

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

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

Date: April 23, 2019

MUNICIPAL BUILDING

Closed Meeting: 5:30 p.m.  
Regular Meeting: 7:30 p.m.

### OPEN MEETING

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

**SUGGESTED MOTION:** To go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion, consideration and interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (registrar); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters, requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively.

Roll Call

### 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

**SUGGESTED MOTION:** To amend/adopt agenda

Roll Call

### REGULAR MEETING

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

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

**Consent Agenda**

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

- C-1 Minutes:** March 5, March 19, March 21, March 26, and March 28, 2019
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** April 30, 2019 (budget work session); May 14, 2019 (two conditional use permits); May 28, 2019 (spot blight, amendment of Enterprise Zone ordinance)
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:** April 30, 2019 (Project Laguna); May 7, 2019 (FY2020 tax rate, FY2020 school division budget, FY2020 city budget); May 14, 2019 (school board candidates)
- C-8 Information for Council Review:** CPMT minutes – March 26, 2019; BZA August 1, 2018; DDRC minutes February 6, 2019 and March 6, 2019)
- C-9 Resolutions/Proclamations/Presentations:** Sexual Assault Awareness proclamation; Alcohol Awareness proclamation; ClearGov and Open Finance software presentations; NLC-Congressional Cities presentation
- C-10 Additional Announcements:**

**Public Hearings**

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

**PH-1 Amendment of FY19 Hopewell Public Schools Budget**

**ISSUE:** The FY19 budget needs to be amended to reflect current state and federal allocations, and additional grants received by the school division.

**MOTION:** \_\_\_\_\_

\_\_\_\_\_

**Communications from Citizens**

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

**Regular Business**

**Reports of City Manager:**

**R-1 The Local Choice (TLC) Annual Insurance Renewal**

**ISSUE:** It is time to renew employee health insurance, which requires council approval. Council is asked to review the information and approve the 2019-2020 The Local Choice (TLC) health care rates as proposed by OneDigital, the City’s benefit consultant.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**R-2 Downtown Refuse Collection**

**ISSUE:** Council is asked to review and approve a proposed new method of collecting refuse in the City’s downtown area.

**MOTION:** \_\_\_\_\_  
\_\_\_\_\_

**Roll Call**

**Reports of the City Attorney:** Council rules

**Reports of the City Clerk:** Boards, Committees, Commissions Vacancies

<b>Board, Commission, Committee</b>	<b>Current members</b>	<b>Vacancies</b>
Ashford Civic Plaza	1	6
Board of Building Code and Fire Prevention Code Appeals	2	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	7
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	6	4
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	11	4
Virginia Gateway Region	1	1

**Reports of City Council:**

**Committees**

**Individual Councilors**

Item No.	Councilor	Item Description
IR-1	Partin	<p><b>Semi-Annual/Quarterly "Employee Day to Serve"</b> - Prince George County does an Annual "Employee Day to Serve", where a group of county employees go out into different areas of the county to pick up trash in order to tackle the litter problem they are facing. For years, Hopewell has talked about this multi-decade long problem. This initiative will continue to show that the City of Hopewell is very serious about cleaning up the community. I am requesting that council allow the City Manager to look into having Semi-Annual or Quarterly Employee Days to Serve in order to further tackle the growing litter problem that our city faces</p>
IR-2	Gore	<p><b>Access to Munis/Budget Reporting</b> – Request for Staff to implement Council’s access to Munis. Last year signed the documents needed to have access to Munis through the shared drive. We need to continue next steps and have our accounts set up so that we can view the budget and other financial documents in real time. Request Finance Committee be set up immediately during this budget cycle.</p>
IR-3	Gore	<p><b>Rule 203 options</b> – Stefan Calos to provide options regarding request to limit discussion to ensure that the Council meetings are more efficient</p>
IR-4	Gore	<p><b>Hopewell B-Corp creation</b> - In 2018, I started the “Pillars” initiative in response to the Cities of Opportunity Grant award. Pillars calls on all “pillars of the community” to share what they provide as free or low cost resources to the City and its residents. The goal is to create a local database of services and resources to begin to fill in the gaps within the community. Request City Council to approve using a \$10,000 budget decrease from City Council’s budget to create a community incentive for business to become a “local” variation of B-Corps and to demonstrate that they are “Pillars of the Community”. Money to be provided in the form of a grant to any local organization that provides free services, supports community events, provides goods, manpower, leave for employees to support community initiatives/Big Brother’s Big Sisters, etc. Request that Mayor work with City Manager to develop a policy and guidelines for submission in anticipation of the FY20 budget adoption. I will be investing a portion of the Ward 4 Improvement to create “Pillar” decals to provide to businesses that are members. The goal is honor and display the “Pillars in the Community” during the “I ♥ Hopewell” festival by conducting a Community Awards program. Invite City Council participation to join efforts to co-host Community Call to Action and Awards Program.</p>
IR-5	Gore	<p><b>Beacon Theater Sunday use</b> - Last year, City Council supported adding an additional \$100,000 to the Beacon Theaters budget for community programs. Requesting Beacon Theater financial report to show expenditures from that amount and current plans for remaining community funding. Request City Council to approve FREE access to theater on Sundays after the Beacon Church service for community events. Request City Council develop an Ad-Hoc Committee to review submissions and recommended approval of programs to be offered at theater for the public. Request that the City Manager serve as the</p>

Chair of the Ad-Hoc since his role serves as the Chair of the Beacon Theater LLC.

IR-6            Gore            **Pending List** - Request City Manager and City Clerk meet to create list for the re-established pending list. City Council approved including the list in the City Council Agenda Packet. Since Feb, City Council has requested several Work Sessions and IR items. We need a list to visualize order of requests, action deadline and next steps. Request City Council approve list to be included in the next City Council Agenda Packet for initial approval and then to be updated by the City manager's Office and submitted to Clerk per agenda rules for inclusion in City Council's Agenda Packet.

IR-7            Denton            **2<sup>nd</sup> Floor Renovation**

**Citizen/Councilor Requests**

**Other Council Communications**

**Adjournment**

# **REGULAR MEETING**

# **CONSENT AGENDA**

# MINUTES

## MINUTES OF THE MARCH 5, 2019 CITY COUNCIL MEETING

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

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

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

### ROLL CALL

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

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:35 p.m.)
Councilor Randolph	-	absent (not on dais)
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

### WORK SESSION

Council partook of TIMS training in the Council Conference Room. The training was provided by the IT Department with assistance from Debbie Pershing.

Mayor Gore requested a roll call, which was taken as follows:

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

\*Councilor Pelham left after the TIMS training, announcing that she would be attending the Hopewell Girls Basketball team in support of her daughter and granddaughters. She said she would return at the end of the game. Mayor Gore allowed and excused this absence.

**DRAFT**  
**March 5, 2019**  
**Regular Meeting**

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**CLOSED MEETING**

At 6:36 p.m., Councilor Partin moved to go into closed meeting for discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion of specific appointees or employees of city council (city manager, city clerk, city attorney); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters, (Praxair, TJ Video) requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], and (8), respectively. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**RECONVENE OPEN MEETING**

Council returned to the dais at 7:39 p.m. and announced that they would not be coming out of closed meeting.

Mayor Gore requested a roll call, as follows:

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

**REGULAR MEETING**

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

Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Pamela Cooper of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Charles Dane, Assistant City Manager.

**DRAFT**  
**March 5, 2019**  
**Regular Meeting**

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**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:** Feb. 12, 2019 and Feb. 26, 2019
- C-2**    **Pending List:**
- C-3**    **Routine Approval of Work Sessions:** review of Budget Calendar
- C-4**    **Personnel Change Report & Financial Report:**
- C-5**    **Ordinances on Second & Final Reading:**
- C-6**    **Routine Grant Approval:**
- C-7**    **Public Hearing Announcement:** March 26, 2019 - Conditional Use Request and Zoning Ordinance Amendments
- C-8**    **Information for Council Review: Minutes:**
- C-9**    **Resolutions/Proclamations/Presentations:** Presentation by Hopewell Downtown Partnership by Executive Director Evan Kaufman; presentation on Riverwalk project by Aaron Reidmiller, Director of Parks & Recreation and Austin Anderson, Construction Manager; Cities of Opportunity Grant by Jasmine E. Gore, Mayor
- C-10**  **Additional Announcements:**

Mayor Gore read to the audience the items that were on the Consent Agenda. Evan Kaufman gave a presentation. He also recognized HDP members and volunteers and thanked them for their hard work. Austin Anderson, Construction Engineer, gave a presentation regarding the Riverwalk, including a video. Mayor Gore requested that the video be put on the City's YouTube page. Mayor Gore spoke on the Cities of Opportunity Grant, in conjunction with Charles Dane. Mr. Altman requested that the Cities of Opportunity videos also be included on the city's YouTube page.

Mr. Dane advised that he was contacted by public outreach TV. Lawrence Fishburne is providing a program whereby they run 3-5 minute snippets about Hopewell, airing in 50 states, and 5-6 minute corporate documentary that we can use, and that they will make available to 1 million viewers. A one-minute video will be aired 400 times regionally, which 84 million viewers will see. The cost for this is \$23,000, which funds are already available in the economic development fund. Mr. Altman spoke in support of the project, as did Councilor Denton, who asked as to the timeframe for the project. Mr. Dane replied that it would be about a 120-day process.

Councilor Partin moved to adopt the agenda with the exception of item C-1 under the Consent Agenda, and to have a work session on real estate assessment at the March 26, 2019 meeting. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**DRAFT**  
**March 5, 2019**  
**Regular Meeting**

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**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATIONS FROM CITIZENS**

Lisa Stables of Ward 1 came forward to voice her concerns about the last Council meeting. There were no other speakers.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Francisco Landing Project** – March Altman and Charlie Dane provided information about this item. Councilor Partin moved to approve the 90-day extension of the closing date for the agreement with Francisco Landing Holdings LLC. Vice Mayor Bennett seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**R-2 Appropriation of funds for Hummel Ross Road project** – Johnnie Butler, City Engineer, presented information to Council regarding this item, along with Jerry Byerly, Director of Hopewell Water Renewal. Vice Mayor Bennett moved to approve accepting the Hopewell Water Renewal Commission funding for the 50% local match of the Hummel Ross Road project per the Wastewater Renewal Capital Budget Improvement, of the total project cost \$146,000 from Hopewell Water Renewal and the remaining \$490,000 to be included in next year's budget. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**R-3 Approval of refund to Praxair Inc.** – Joan Gosier, Hopewell Treasurer, with assistance from Deborah Reason, Commissioner of Revenue, presented information to Council regarding the need for the refund. Councilor Partin moved to approve the issuance of \$425,431.86 for amended tax returns to Praxair Inc. Vice Mayor Bennett seconded his motion. Upon the roll call, the vote resulted:

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

**DRAFT**  
**March 5, 2019**  
**Regular Meeting**

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

**Motion passed 6-0**

**Reports of City Clerk:**

Board, Commission, Committee	Current members	Vacancies
Ashford Civic Plaza	1	6
Board of Building Cod and Fire Prevention Code Appeals	2	3
Board of Equalization	1	3
Board of Zoning Appeal	4	1
Central Virginia Waste Management Authority	1	1
Community Policy and Management Team	9	1
Dock Commission	0	5
Economic Development Authority	4	3
Historic Preservation Committee	5	2 (citizens)*
Friends of the Appomattox River	1	1
Keep Hopewell Beautiful	4	6
Planning Commission/Wetlands Board	4	1
Recreation Commission	4	3
Social Services Advisory Board	2	5
Transportation Safety Board	4	1
Youth Services Commission	7	8
Virginia Gateway Region	1	1

Councilor Partin stated that he thought there was an error in the Keep Hopewell Beautiful listing—that he believed it was reversed. The Clerk requested that he provide her with his list of members for comparison, and stated she would get back to him.

Councilor Pelham returned and announced that the Hopewell Girls Basketball Team had been victorious.

**Reports of the City Attorney:** Council rules – Stefan Calos of Sands Anderson PC, City Attorney presented Council with several revised rules. By consensus of Council, each Rule was voted on individually:

**Rule 405** – Councilor Partin moved to approve the Option 2 version of Rule 405 as the new rule. Councilor Denton seconded his motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**DRAFT**  
**March 5, 2019**  
**Regular Meeting**

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**Reports of City Council:**

**Committees**

Councilor Randolph noted that, earlier in the meeting, Mayor Gore had spoken about burial plots and that since she (Councilor Randolph) and Councilor Denton were on the Historical Preservation Committee and asked if they could be included in that.

**Establish and appoint members to the City Council Retreat Committee**

Councilor Randolph moved to postpone the “establish and appoint members to the City Council Retreat Committee until the March 5, 2019 meeting. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Individual Councilors**

- |      |        |  |
|------|--------|--|
| IR-1 | Gore   | Gun violence (return item) – <i>Discussion. No action taken on this item.</i>  |
| IR-2 | Gore   | Shooting Task Force (return item) – <i>Discussion. Council agreed by consensus for Mr. Altman to look into reestablishing the Citizen Review Board, which was comprised of one representative from every neighborhood watch in the City. Altman explained that this would go hand-in-hand with what the Police Chief, Kamran Afzal is working on. Altman to discuss with Police Chief and come back to Council with information and a recommendation.</i>  |
| IR-3 | Gore   | Letterhead- <i>Discussion. Council agreed by consensus that each would pick the style of letterhead they preferred by midnight the following Friday. Each councilor would have individual letterhead, and there would be letterhead for all of Council that could only be used by approval.</i>  |
| IR-5 | Denton | Proclamations and condolence certificates (return item) – <i>Discussion. Councilor Denton moved to approve the City of Hopewell Proclamation Guidelines with the following amendments: to include the Certificate of Recognition and the Condolence in the title and in the document, to amend the first bullet under “Other” to add “upon recommendation of the City Attorney,” and to delete the last bullet under “Other,” and for these changes to be reflected in the application form, as well. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:</i> |

**DRAFT**  
**March 5, 2019**  
**Regular Meeting**

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

**Motion passed 7-0**

- IR-6            Gore            Tyler (TIMS) training – Asking Council to set date(s) for Tyler (TIMS) training for itself and for the City Clerk. (return item) – *This item already DONE*
- IR-7            Gore            ClearGov – ClearGov is a budget app that assists cities with transparency and budgeting. I am asking Council to use a portion of its marketing budget to purchase this tool (return item). *Discussion. By consensus, City Manager to research this and other companies to verify best costs/options for the City and to bring information back to Council within 30 days.*

It being close to 10:30 p.m., Councilor Pelham moved to extend the meeting past 10:30 p.m. only to hear the IR items and remaining two closed session items. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion failed 4-3**

Mayor Gore advised Council of the many items that would have to be moved to the next agenda, and asked if they wanted to reconsider not staying past 10:30 p.m., but Council disagreed.

**ADJOURN**

The meeting ended at 10:31 p.m.

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

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

## MINUTES OF THE CITY COUNCIL MEETING HELD MARCH 19, 2019

A special "Town Hall" meeting of the Hopewell City Council was held Tuesday, March 19, 2019, at 6:00 PM at Carter G. Woodson Middle School, 1000 Winston Churchill Drive, Hopewell, Virginia.

PRESENT: Jasmine Gore, Mayor  
Patience Bennett, Vice Mayor  
Johnny Partin, Councilor  
Janice Denton, Councilor  
Brenda Pelham, Councilor  
Arlene Holloway, Councilor

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Ronnieye L. Arrington, City Clerk

ABSENT: Deborah Randolph, Councilor

OTHER STAFF MEMBERS PRESENT: Tevya Griffin, Director of Development  
Aaron Reidmiller, Director of Recreation and Parks  
Chris Ward, City Planner  
Tabitha R. Martinez, Special Events Supervisor

CITIZEN SIGN-UP SHEET: **SEE ATTACHED**

Mayor Gore opened the meeting at 6:05 PM. She thanked the attendees for coming, and thanked staff for attending and for their hard work. March Altman, City Manager, introduced himself and thanked the attendees and staff. Charles Dane, Assistant City Manager, then explained the process of the Town Hall meeting. He asked that everyone participating in the meeting sit at a numbered table.

The attending citizens then broke into the various numbered tables. Staff members went from table to table providing citizens with the City's current Strategic Plan vision statement for each defined goal. Participants at each table discussed what is needed to meet that statement and if other tasks could be completed to update that vision. The participants at each table listed ideas, tasks, goals, etc. on large post-it sheets and placed them on the wall. In total, ten topics were discussed.

Upon completion of the brainstorming sessions, citizens were asked to place a dot on any item (from their table or another) to denote items on which they would be interested in investing city funds.

Messrs. Dane and Altman then thanked the attendees and explained that their input, along with that given during the remaining town hall events, would be given to Council for discussion at its retreat.

**ADJOURN**

The meeting adjourned at 8:00 PM.

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Ronnieye Arrington, City Clerk

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Jasmine Gore, Mayor

DRAFT

**MINUTES OF THE CITY COUNCIL MEETING HELD MARCH 21, 2019**

A special "Town Hall" meeting of the Hopewell City Council was held Thursday, March 21, 2019, at 6:00 PM at Hopewell High School, 400 S Mesa Drive, Hopewell, Virginia.

PRESENT: Jasmine Gore, Mayor

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Ronnieye L. Arrington, City Clerk

ABSENT Patience Bennett, Vice Mayor  
Johnny Partin, Councilor  
Janice Denton, Councilor  
Brenda Pelham, Councilor  
Arlene Holloway, Councilor  
Deborah Randolph, Councilor

OTHER STAFF MEMBERS PRESENT: Tevya Griffin, Director of Development  
Aaron Reidmiller, Director of Recreation and Parks  
Austin Anderson, Construction Manager  
Tabitha R. Martinez, Special Events Supervisor

Assistant Manager, Charles Dane, opened the meeting at 6:10 PM. He thanked the attendees for coming, and thanked staff for attending and for their hard work. He then explained the process of the Town Hall meeting. He asked that everyone participating in the meeting come close and sit at a table.

Staff members spoke to the citizen, providing them with the City's current Strategic Plan vision statement for each defined goal. Participants discussed what is needed to meet that statement and if other tasks could be completed to update that vision. The participants listed ideas, tasks, goals, etc. on large post-it sheets and placed them on the wall. In total, ten topics were discussed.

Mayor Gore arrived late as she was traveling from out of town. Upon Mr. Dane's introduction, she welcomed the citizens and thanked them for coming.

Upon completion of the brainstorming sessions, citizens were asked to place a dot on any item to denote items on which they would be interested in investing city funds.

Mr. Dane and Mayor Gore thanked the attendees and explained that their input, along with that given during the remaining town hall events, would be given to Council for discussion at its retreat.

**ADJOURN**

The meeting adjourned at 8:30 p.m.

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Ronnieye Arrington, City Clerk

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Jasmine Gore, Mayor

**MINUTES OF THE CITY COUNCIL MEETING HELD MARCH 28, 2019**

A special "Town Hall" meeting of the Hopewell City Council was held Thursday, March 28, 2019, at 6:00 PM in the Gym of the Hopewell Community Center, 100 West City Point Road, Hopewell, Virginia.

PRESENT: Jasmine Gore, Mayor  
Johnny Partin, Councilor  
Brenda Pelham, Councilor  
Arlene Holloway, Councilor

John M. Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Ronnieye L. Arrington, City Clerk

ABSENT Patience Bennett, Vice Mayor  
Janice Denton, Councilor  
Deborah Randolph, Councilor

OTHER STAFF MEMBERS PRESENT: Tevya Griffin, Director of Development  
Aaron Reidmiller, Director of Recreation and Parks  
Austin Anderson, Construction Manager  
Johnnie Butler, City Engineer  
Chris Ward, City Planner  
Tabitha R. Martinez, Special Events Supervisor

Assistant Manager, Charles Dane, opened the meeting at 6:10 PM. He thanked the attendees for coming, and thanked staff for attending and for their hard work. He then explained the process of the Town Hall meeting. Mayor Gore also thanked the attendees. She asked the Clerk for a Roll Call of Council, the results of which were:

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

Staff members spoke to citizens, initially one-on-one, and then in groups. Each was provided the City's current Strategic Plan vision statement for each defined goal. Participants discussed what is needed to meet that statement and if other tasks could be completed to update that vision. The participants listed ideas, tasks, goals, etc. on large post-it sheets and placed them on the wall. In total, ten topics were discussed.

Upon completion of the brainstorming sessions, citizens were asked to place a dot on any item to denote items on which they would be interested in investing city funds.

Mr. Dane and Mayor Gore thanked the attendees and explained that their input, along with that given during the remaining town hall events, would be given to Council for discussion at its retreat.

**ADJOURN**

The meeting adjourned at 8:30 p.m.

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Ronnieye Arrington, City Clerk

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Jasmine Gore, Mayor

# **ROUTINE APPROVAL OF WORK SESSIONS**

**April 30, 2019 (budget work session);**

**May 14, 2019 (two conditional use permits);**

**May 28, 2019 (spot blight, amendment of Enterprise Zone ordinance)**

# **FINANCIAL REPORT**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**03.31.2019**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY20**
  
- **Internal Reporting**
  - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
  - **Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
03.31.2019**

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

City of Hopewell, VA March 31, 2019 External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements:</b> 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%	
<b>Communicate Implementation Plan:</b> to Stake Holders & Essential Participants such as... City Administration & Staff Schools Administration & Staff City Council Auditor- PBMares (PBM) Government & Regulatory Agencies	01.03.18	01.16.18	100%	Actual completion date 01.26.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
FY 2016 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
FY 2016 Audit & CAFR Preparation	01.03.18	03.31.18	100%	Overall estimated % of completion as of 09.30.18
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers (Fiscal Year Ended 6.30.2010 thru 6.30.2015)				Task completion 100% 02.01.18
Received concurrence from current auditor-PBM on the City's CAFR implementation plan approach & timetable				Task completion 100% 02.01.18
Obtained additional input from current auditor-PBM on items the City are to have available during the audit field work process				Task completion 100% 02.02.18
Requested departments to provide documents, schedules and other required information for FY16 CAFR preparation				Task completion 100% 01.19.18
Ongoing review of information received from departments and follow-up communications with departments including interviews, meetings emails etc.				Task completion 100% 05.31.18
<b>Schools:</b> Task completion pending Schools providing corrected fund statements information to auditor (PBM)				Task completion ( 100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
City Finance Director recommended to City Manager solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit. (08.21.2018)				City Manager requested Schools Superintendent to consider recommended solution approaches, if implemented immediately by Schools would prevent further delays in the completion of the CAFR and the Audit
				Schools communicated fund statements information to auditor (PBM) 9.26.18
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task completion ( 100%) (see % completion status & comments of the City CRAW implementation plan)
FY 2016 Audit	04.01.18	04.30.18		Task completion ( 80%)
FY 2016 CAFR Audited & Issued			100%	Actual Completion date 10.24.18
FY 2016 APA Report(s) Issued			100%	Actual Completion date 10.30.18
FY 2016 Single Audit Issued			85%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 03.31.19

FY 2017 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<b>FY 2017 Audit &amp; CAFR Preparation</b>	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 <b>(07.09.18 to 07.13.18 Field Work Period)</b>	06.14.18	06.29.18	100%	Task completion 06.25.18
Obtained input from auditor-PBM on items the City are to have available during the audit field work process & the departments that will be reviewed	06.14.18	06.18.18	100%	Task completion 06.18.18
Requested departments to provide documents, schedules and other required information for FY17 CAFR preparation	06.15.18	6.29.18	100%	Task completion 06.29.18
Auditor-PBM started preliminary internal control field work process for both City & Schools	07.09.18	07.20.18		Task completion at 07.31.18
			100%	City
			0%	Schools ( postpone to 08.06.18 )
			40%	Schools ( estimated as of 09.30.18 )
Received confirmation from auditor-PBM on date to start audit field work & testing process for both City & Schools <b>(08.06.18 to 08.17.18 Field Work Period)</b>	07.20.18	07.25.18	100%	Task completion 07.30.18
Received confirmation from auditor-PBM on <b>return date to continue</b> audit field work & testing process for both City & Schools <b>(09.10.18 to 09.14.18 Continued Field Work Period)</b>	09.04.18	09.05.18	100%	Task completed
Schools: <a href="#">To expedite the completion of the FY 2017 CAFR and the Audit the City Finance Director recommended to the City Manager the necessity to deploy City CAFR Team accounting support to Schools.</a>	1.24.19	2.28.19	3.29.19	Task work in process ( 100% ) Schools Superintendent welcomed the recommendation as advised by the City Manager. Schools Finance Staff is working closely with the City to complete the FY 2017 CAFR and the Audit.
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan			3.29.19	Task work in process ( 100% ) (see % completion status & comments of the City CRAW implementation plan)
<b>FY 2017 Audit</b>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued			25%	Review and finalization in process: (City, Schools & PBM)
FY 2017 APA Report(s) Issued			0%	Pending FY17 CAFR opinion issuance
FY 2017 Single Audit Issued			0%	Postponed until FY16 & FY17 audit completed and FY15 issues resolved.
FY 2018 Implementation Plan Activities	Date Start	Date Due	% Completion Status	Comment(s)
<b>FY 2018 Audit &amp; CAFR Preparation</b>	08.01.18	10.31.18		
<b>FY 2018 Audit</b>	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, Virginia							
Closing, Reporting and Audit Workflow (CRAW)							
				Date Start	Date Due	% Completion Status	Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%	
<b>Fiscal Year Ended June 30, 2016</b>				01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
<b>Phase:</b>							
Comprehensive Annual Financial Report (CAFR)							
Cash reconciliations						100%	Task completed
Beginning general ledger balance reconciliation						100%	Task completed
Year end closing process						100%	Task completed
Fund Balance classifications						100%	Task completed
Pension (GASB 68)						100%	Task completed
Other postemployment benefits (GASB 45)						100%	Task completed
Government Wide Reconciliations						100%	Task completed
Financial Statement Preparation						100%	Task completed
Auditor of Public Accounts (APA) Report						100%	Actual Completion date 10.30.18
Single Audit Report						85%	Task work in process 03.31.19
				Date Start	Date Due	% Completion Status	Comment(s)
<b>Project Planning</b>				12.01.17	12.31.17	100%	
<b>Fiscal Year Ended June 30, 2017</b>				05.01.18	08.31.18	100%	Overall estimated % of completion as of 03.29.19
<b>Phase:</b>							
Comprehensive Annual Financial Report (CAFR)							
Cash reconciliations						100%	Task Completed
Beginning general ledger balance reconciliation						100%	Task Completed
Year end closing process						100%	Task Completed
Fund Balance classifications						100%	Task Completed
Pension (GASB 68)						100%	Task Completed
Other postemployment benefits (GASB 45)						100%	Task Completed
Government Wide Reconciliations						100%	Task Completed
Financial Statement Preparation						100%	Task Completed
Auditor of Public Accounts (APA) Report						0%	
Single Audit Report						0%	

City of Hopewell, VA				
March 31, 2019				
Other				
FY 16, FY17 & FY18				
	Date	Date	% Completion	
	Start	Due	Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for 2018:</b>	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2018:</b>	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Notification &amp; Requests for Reporting</b>	07.01.18	06.30.19	95%	Overall estimated % of completion
State Compensation Board Reimbursement -- SCB				as of <b>03.31.19</b>
(July 2018)			100%	Actual completion date 08.21.18
(August 2018)			100%	Actual completion date 09.13.18
(September 2018)			100%	Actual completion date 10.15.18
(October 2018)			100%	Actual completion date 11.15.18
(November 2018)			100%	Actual completion date 12.12.18
(December 2018)			100%	Actual completion date 01.11.19
(January 2019)			100%	Actual completion date 02.12.19
(February 2019)			100%	Actual completion date <b>03.13.19</b>
Department of Criminal Justice System -- DCJS				
( FY18 4th Quarter)			100%	Actual completion date 07.25.18
Healthy Families Grant				
( FY18 4th Quarter)			100%	Actual completion date 07.16.18
Community Based Child Abuse Program (CBCAP) Grant				
( FY18 4rd Quarter)			100%	Actual completion date 07.16.18
Electronic Municipal Market Access -- EMMA				
(Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey				
(Due 03.15.18)			15%	Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey				
(Due 03.15.17)			15%	Inquiry of City submission in process
Rating Agency requested the City to provide written responses to	7.23.18	7.31.18	100%	Actual completion date 07.31.18
information inquiry.				
(Electronic Municipal Market Access (EMMA) Continuing Disclosure	8.3.18	8.17.18	100%	Actual completion date 08.15.18
Agreement "CDA" requirements -- rating withdrawal notification)				
Residential Sewer Rates Cost of Service Study				Task on hold pending CAFR project completion
Va. Dept of Emergency Mangement (VDEM) Grant Compliance	7.24.18	7.24.18	100%	Actual completion date 07.24.18
Monitoring Site Visit				
City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance	8.15.18	8.28.18	100%	Actual completion date 08.28.18
Staff and coordinating Maguire & Associates of Va. site visit )				

City of Hopewell, VA March 31, 2019				
External Reporting - APA, DEQ, Single Audit & FAC Issuance and/or Completion FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report) DEQ (Landfill Financial Assurance Report) Single Audit Report Federal Audit ClearingHouse (FAC) Reporting Other				
Implementation Plan: Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<u>APA Reports</u>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of <b>01.31.18</b> the City had not made such request for FY15 or FY14.  The City requested on <b>02.01.18</b> CBH and APA to consider the impact on the City's current CAFRs Implementation Plans (FY16, FY17 & FY18)  APA advised on <b>02.05.18</b> it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on <b>02.01.18</b> DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on <b>02.02.18</b> since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on <b>03.30.18</b> . Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH issuance of the FY15 single audit & corresponding FAC Reporting is reset for <b>04.30.19</b>

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
03.31.2019**

- **Budget Development FY20**

<b>City of Hopewell, VA</b> <b>March 31, 2019</b> <b>Budget Development</b> <b>FY 2019 - 2020</b>				
	<b>Date</b>	<b>Date</b>	<b>% Completion</b>	
	<b>Start</b>	<b>Due</b>	<b>Status</b>	<b>Comment(s)</b>
<b>Perform Assessment &amp; Planning Requirements</b>				
<b>for FY 2019 - 2020 Budget Development:</b>	<b>12.01.18</b>	<b>12.31.18</b>	<b>100%</b>	
<b>Annual Operating</b>				
<b>Capital Project</b>				
<b>Capital Improvement Plan (CIP)</b>				
<b>Draft Proposed City Budget Calendar for FY 2019 - 2020</b>	<b>01.15.19</b>	<b>01.31.19</b>	<b>100%</b>	<b>Task completion 01.31.19</b>
<b>City Manager</b>				
<b>City Attorney</b>				
<b>City Administration &amp; Staff</b>				
<b>School Administration &amp; Staff</b>				
<b>City Council</b>				
<b>School Board</b>				
<b>Communicate Draft to Stake Holders:</b>	<b>01.31.19</b>	<b>02.22.19</b>	<b>100%</b>	<b>Task completion 02.21.19</b>
<b>Finalize City Budget Calendar for FY 2019 - 2020</b>	<b>02.22.19</b>	<b>02.28.19</b>	<b>95%</b>	<b>Task work in process</b>
<b>Implement City Budget Calendar for FY 2019 - 2020</b>	<b>03.01.19</b>	<b>05.31.19</b>		
<b>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system ( MUNIS)</b>	<b>6.17.19</b>	<b>6.28.19</b>		
<b>Review &amp; verify the loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</b>	<b>6.24.19</b>	<b>6.28.19</b>		
<b>Confirm &amp; verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</b>	<b>6.27.19</b>	<b>6.28.19</b>		
<b>Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)</b>	<b>7.15.19</b>	<b>8.30.19</b>		

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**03.31.2019**

- **Internal Reporting**
  - Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
  - Reporting for the period of 12.31.2018 – 06.30.2019 will be limited in scope due to priority action given to External Reporting and Budget Development FY20 Implementation Plan

City Manager's Report on Transfers 07.01.2018 to 3.31.2019					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
08/1/2018	Contingency/Litigation Regional Med-Flight (Chesterfield County)	General Fund General Fund	\$ 300	\$ 300	Transfer for Med-Flight (invoice for \$1,000 only \$700 included in FY19 budget)
08/20/2018	Disaster Recovery Exchange Email Server	Capital Fund Capital Fund	\$ 70,000	\$ 70,000	Transfer for Email Server Upgrade
10/18/2018	Contingency/Litigation CSA Litigation/Repayment	General Fund General Fund	\$ 90,000	\$ 90,000	Transfer for CSA Repayment
10/22/2018	Contingency/Litigation IT Disaster Recovery	General Fund General Fund	\$ 70,000	\$ 70,000	Transfer for Disaster Recovery (offsite data storage)
12/26/2018	Police Full-time Salaries (salary savings) IT EDP Equipment-VOIP	General Fund General Fund	\$ 35,000	\$ 35,000	Transfer for VOIP (Phone System)-City Hall
1/23/2019	Police Full-time Salaries (salary savings) Council Add Furniture/Fixtures/Equip	General Fund General Fund	\$ 32,803	\$ 32,803	Transfer for Council Chambers Rehab-FY 19
1/29/2019	Police Full-time Salaries (salary savings) Police Management Consulting Services	General Fund General Fund	\$ 4,298	\$ 4,298	Transfer for VA Assoc of Chiefs of Police Consultation
1/29/2019	HR Full-time Salaries (salary savings) IT Management Info System	General Fund General Fund	\$ 16,639	\$ 16,639	Transfer for Tyler Training Costs
2/28/2019	City Point Rd Drainage Project-Construction HHS/Mathis Park Project-Design/Engineering City Point Rd Drainage Project-Design/Engineering	Stormwater Fund Stormwater Fund Stormwater Fund	\$ 55,000	\$ 30,000 \$ 25,000	Transfer for Design/Engineering Stormwater Projects
3/27/2019	Contingency/Litigation Retiree Health Insurance	General Fund General Fund	\$ 50,000	\$ 50,000	Transfer for Retiree Health Insurance

# **PUBLIC HEARING ANNOUNCEMENTS**

**April 30, 2019 (Project Laguna)**

**May 7, 2019 (FY2020 tax rate); FY2020 school division budget,  
FY2020 city budget)**

**May 14, 210-9 (school board candidates)**

**INFORMATION  
FOR COUNCIL  
REVIEW**



***Hopewell Community Policy & Management Team  
Minutes of the Meeting  
March 25, 2019***

**Present:** Diana Barnes, District 19; Joseph Bizzell, Treasurer’s Office; Janice Denton, City Council; Joan Gosier, Fiscal Agent; Jermaine Harris, Hopewell Public Schools; Raymond Spicer, Social Services Director

**Absent:** Woodrow Harris, Court Services; Chris Wright, Health Department

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

- I. **Call to Order** - Chairman Barnes called the meeting to order at 2:01 p.m.
- II. **Adoption of Agenda** – A motion was made by Joseph Bizzell and seconded by Ray Spicer to adopt the March 25, 2019 meeting agenda, with all members voting “aye.”
- III. **Public Comments** - None
- IV. **Approval of Minutes** – A motion was made by Jermaine Harris and seconded by Joseph Bizzell to approve the February 25, 2019 minutes as submitted, with all members voting “aye.”
- V. **Financial Report** – Wanda Brown reported that 9.6% of the FY19 budget was expended in February, 2019 and that 58.4% was expended July 1, 2018 – February 28, 2019.

Joseph Bizzell reviewed the CSA Financial Review and Update Report for July 1, 2018 thru February 28, 2019. He stated that the 2019 Actual Program Income for account 505712 was \$1,649,775.61, Program Expenses were \$1,713,754.05, CSA Refunds were \$20,988.56, and Administrative Expenses were \$65,996.65. Joan Gosier presented the Hopewell CSA-CPMT Fiscal Agent Year in Review document. She stated that her office developed this document because of an earlier request from Brookie Fowler to compare amounts spent from FY2016 thru FY2019. Mrs. Gosier explained that there was a big drop in expenditures; however, the program is still reaching the same number of clients and continuing to provide quality services. Mr. Bizzell stated that we are making an impact on Hopewell families, but still have work to do.

**VI. Old Business**

**A. Policy & Procedures** – Diana Barnes reported that she sent the rough draft of the Policy and Procedures to the City Manager. She stated that she has done as much as she can on the plan because she is not a CSA-CPMT expert and recommended a collaboration between all members. Mrs. Barnes asked Wanda Brown to send copies of the September 2018 draft policy to members. Janice Denton asked if they were going to use any information from Petersburg. Ms. Brown replied that information must be specific to Hopewell. Diana Barnes asked members if they preferred to look at areas of expertise individually or work in a group. Jermaine Harris stated that he could look at the section on IEPs and make recommendations. He asked if there was a timeline to complete the manual. Diana Barnes replied that she would like it completed by the end of June. Ray Spicer stated that he doesn't have the knowledge or confidence to say this is how the manual should be done and recommended having group discussions. Diana Barnes said that this is a good manual, but doesn't believe it really addresses what should be done when situations arise and how things should be written. Wanda Brown recommended following Petersburg's manual since it contains the basics as well as state information, but make it Hopewell specific.

Joan Gosier asked if the termination of contract for Mr. Ploude was discussed during the last meeting. Diana Barnes stated this was not discussed and thanked Mrs. Gosier for sharing the information.

After several discussions, Chairman Barnes and CPMT members unanimously agreed upon the following schedule:

- April 15, 2019 Petersburg/Hopewell CPMT Joint Training with OCS  
Hopewell DSS Multipurpose Room, 1:00 – 4:00 p.m.
- April 23, 2019 Regular Hopewell CPMT Meeting – 2:00 p.m.
- April 24, 2019 Hopewell CPMT Policy and Procedures Meeting/  
Writing Workshop, CSA Conference Room, 1:30 – 3:30 p.m.

Mrs. Barnes asked Ms. Brown to send to members policy and procedures information before the April 24<sup>th</sup> meeting.

**B. PSSF Grant** – Ray Spicer reviewed the application for the PSSF Grant. He explained that the grant, in the amount of \$25,316, is a community grant that Hopewell Department of Social Services puts together and requires the signature of the CPMT Chair. Mr. Spicer stated that the application for funding will be submitted for approval and dispensed under specific guidelines.

**CMPT Minutes  
March 25, 2019**

**VII. New Business – None**

**VIII. Closed Meeting** – Chairman Barnes declared at 3:08 p.m. to enter into a Closed Meeting, pursuant to §2.2-3711(A) of the Code of Virginia for the purpose of discussing or considering child-specific purchase order requests, which is authorized by §2.2-3711(A)(4) of the Code of Virginia.

**IX. Open Session**

Chairman Barnes reconvened the open session at 4:25 p.m.

**Certification of Closed Meeting**

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

**A. Approval of Purchase Order Request**

A motion was made by Joseph Bizzell, and seconded by Janice Denton to approve and authorize payment of the March 2019 total expenditures of \$248,275.01, as discussed in closed session. The motion passed, with Diana Barnes, Joseph Bizzell, Janice Denton, Joan Gosier, Jermaine Harris, and Ray Spicer, voting “aye.”

**X. Items of Interest**

Mrs. Barnes reminded members of the schedules that were discussed under Old Business.

**XI.** The next meeting is scheduled for April 23, 2019 @ 2:00 p.m.

**XII.** Chairman Barnes adjourned the meeting at 4:30 p.m.

**Approval of the March 25, 2019 Minutes**

**Motion by:**

**Seconded by:**

**All members voting**

**MINUTES OF THE AUGUST 1, 2018 MEETING  
OF THE BOARD OF ZONING APPEALS  
CITY OF HOPEWELL, VA**

A meeting of the Board of Zoning Appeals (BZA) for the City of Hopewell was held on Wednesday, August 1, 2018 at 6:00 p.m. in City Council Chambers, located at 300 North Main Street, Hopewell, Virginia.

Board of Zoning Appeals Members present:

Patricia Dostie, Chairman  
Ashley Epps  
Johnny Partin, Vice Chairman

Staff Members present:

Tevya W. Griffin, Director of Development

Chairman Dostie called the meeting to order at 6:00 p.m.

**MINUTES**

Meeting Minutes – June 20, 2018; motion to approve by Vice Chairman Partin, seconded by Ashley Epps. Motion carried 3-0.

**PUBLIC HEARINGS**

1. Request from Jason R. Benkendorf, an owner of 1009 Bland Avenue, for a Special Use Permit to allow the operation of a wood working shop in an out building in the Residential, Low Density District (R-1A).

A summary of the application was provided by Chairman Dostie. The public hearing opened by Chairman Dostie at 6:05 p.m. The applicant's name is Jason Benkendorf, he is a wood-turner – turns trees into wooden bowls; he built the shop eight years ago, it was used as a hobby and for gifts. In January, he decided to dedicate his craft as a business. He works in a 360 square foot building, a shed with no windows and one door. It is 50 feet from the back door of his home and inside a fenced area. A picture was provided to the BZA members. There is some noise, electric motor has a dust collector, vented from shop. He requested a business license on January 18<sup>th</sup>; wanted to change name and this is how we discovered he needed approval from the BZA. Customers do not come to the home, there is no foot traffic or retail traffic. There are online sales. He recently sold crafts in Arts in the Park in Richmond and at the Fort

Clifton Festival. Vice Chairman Partin made a motion to approve Jason Benkendorf for a Special Use Permit for wood turning at 1009 Bland Avenue. The motion was seconded by Mrs. Epps. The motion carried with a vote of 3-0.

2. Request from Riley Ingram and James Traylor, owners of 265 E Broadway to appeal the decision of the Zoning Administrator to allow a repair business for retro game consoles (arcade games) to operate in the Downtown Central Business District.

Chairman Dostie read the case aloud. Mr. Ingram stated he was not sure why he was here. Mr. Traylor, the co-owner of the property, and the business owner were unable to attend the meeting tonight. Mr. Ingram discussed the previous uses of the building. It was most recently a church but had been vacant for several years. He also mentioned that brown paper was placed in the windows so people could not see the machines in the building being refurbished by the business owner. There has been vandalism in the past with rocks thrown through the window. It is a good place for him to store the games. Don't know if it is illegal to store things in a building. If he has to have a permit he would run it as an antique shop. Other things need to be cleaned up, for example the city jail. City Council needs to close the gap. He should not be required to have a permit. The business owner used to have a video arcade in South Park Mall. He moved to Hopewell. Mr. Ingram would like to know why a permit is needed for equipment storage downtown.

Mrs. Griffin explained that equipment storage and repair was not an allowable use downtown. She added that an arcade, is also not an allowable use in the B-1 Zoning District. The business owner is not only storing games but repairing games in the building.

A motion was made by Mr. Partin to postpone the issue until October 2018. The public hearing was not closed but was extended.

The motion was seconded by Mrs. Epps. The motion was approved with a vote of 3-0.

## **REPORTS**

Report of Director of Development – next meeting date is October 17, 2018.

## **ADJOURN**

A motion to adjourn the meeting was made at 6:35 p.m. by Mr. Partin. The motion was seconded by Mrs. Epps. The motion passed with a vote of 3 to 0.

Submitted by,

---

Patricia Dostie, Chairman

---

Tevya W. Griffin, AICP  
Director of Development

**MINUTES OF THE FEBRUARY 6, 2019 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, February 6, 2019, at the Hopewell Municipal Building, in the City Council Chambers, located at 300 North Main Street at **5:30pm**.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Mary French Elder  
Irma C. Mahaney (arrived at 5:35)  
Daniel Jones

Absent:

Terry Ammons

Staff:

Chris Ward, Senior Planner

Visitors:

Evan Kaufman, Executive Director – Hopewell Downtown Partnership  
Pedro Ledesma III

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

**ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS**

Ms. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. Ms. Elder made a motion to add the review of a COA application for signage at 244 E. Broadway. Mr. Jones seconded. The motion carried 3-0. Ms. Mahaney arrived

Ms. Elder requested that the draft meeting minutes from January 19, 2019 be corrected to add comments from Debbie Randolph about the proposed demolition of a metal shed by Line-X. Mr. Ward noted that he would make the requested change. Mr. Jones made a motion to approve the minutes as amended from January 19, 2019. Ms. Elder seconded. The motion carried 4-0. Ms. Elder made a motion to approve the Consent Agenda. Mr. Jones seconded. The motion carried 4-0.

**CITIZEN COMMENTS**

Mr. Kaufman commented that there has been some confusion surrounding the designs being developed by Kathy Frazier for Line-X. Ms. Frazier has requested additional information from Line-X and cannot complete the designs until that information is furnished to her. Mr. Kaufman requested that all communications with Frazier and Associates go through him to minimize confusion. Ms. Joyner stated that she thought the façade designs were completed some time ago. Mr. Ward stated that he had seen designs for the Poythress side of the building but not the façade that is perpendicular to Poythress. Mr. Kaufman agreed that those are the designs that she is

currently working on. Ms. Joyner suggested that Mr. Kaufman reach out to Line-X to keep the process moving.

#### **CERTIFICATES OF APPROPRIATENESS (COAs)**

Mr. Ward explained that the COA application for 227 E. Broadway (Skrimp Shack) is for the installation of a black metal fence on a portion of the open area fronting Library Street. Mr. Ward noted that he asked Skrimp Shack to provide an image of the fence but since the owners have not selected a contractor yet, they do not know exactly how the fence will look. Ms. Joyner suggested that the application be tabled until such time that they can provide an image of the fence that will be installed. Ms. Mahaney made a motion to table the application. Ms. Elder seconded. The motion carried 4-0.

Mr. Ward moved on to the COA application for window signage at the new Paddy's Irish Pub located at 239 E. Broadway. Ms. Joyner asked whether the applicant should work with Kathy Frazier on a logo design. Mr. Kaufman replied that believes Kathy would likely produce something very similar to what the applicant has already developed. Mr. Jones made a motion to approve the window signage. Ms. Elder seconded. The motion carried 4-0.

Mr. Ward presented the next COA application for 244 E. Broadway regarding window signage. Mr. Ward suggested that Mr. Kaufman explain to the members what this new business will offer. Mr. Kaufman explained that Room ESC will offer customers an experience where they are 'locked' in a room and have to solve puzzles and find clues to find the secret way out of the room. They are quite popular around the country and Richmond has around 6 escape room businesses. Mr. Kaufman also noted that the business owner is testing out the market at this point with a six month lease. Ms. Elder made a motion to approve the application. Mr. Jones seconded. The motion carried 4-0.

#### **UNFINISHED BUSINESS**

Mr. Ward updated the members on the status of several buildings in the district. The Building Official did not think that 101 Main Street met the conditions to be cited and he is working with the inspector on the citation for 264 E. Broadway. Mr. Ward noted that cardboard in windows is not a zoning or code violation but that the business located 265 E. Broadway will be discussed at the BZA meeting scheduled for February 20<sup>th</sup>. Ms. Joyner asked if there was anything that could be done about the cardboard. Mr. Ward replied that letters to the Development Director regarding this business will be accepted and discussed at the BZA meeting.

Mr. Ward moved on to the next item – priority blighted structures list. He reminded the members that an outcome of the work session was the development of a priority list of properties that need to be addressed. Ms. Joyner asked what the definition of 'blight' is and Mr. Ward responded that it may mean different things according to different circumstances – there is physical blight and also economic blight. Mr. Ward asked if it would help if he provided definitions of blight and then the group could proceed with the list. The members agreed and noted that the list will be addressed at the next meeting.

Mr. Ward presented the draft Sidewalk Cafe dining policy and design guidelines. He noted that the Development Department is seeking comments from this group as well as from the Hopewell

Downtown Partnership before sending them forward to City Council. Ms. Joyner asked if there was a timeframe for comments and Mr. Ward responded that the new policy and guidelines will likely go to City Council in July and he would like to have all comments received in May. Mr. Kaufman suggested that leashed pets be addressed somehow in the guidelines. Mr. Jones inquired about the prohibition on music or live entertainment unless approved by City Council. Mr. Ward said he would look further into these items.

**NEW BUSINESS**

There was no new business.

**REPORTS FROM BOARD MEMBERS**

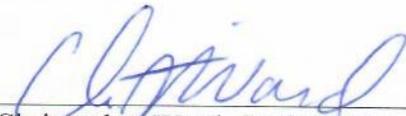
There were none.

The meeting adjourned at 6:54PM.

Submitted by,



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner



Date

**MINUTES OF THE MARCH 6, 2019 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, March 6, 2019, at the Hopewell Municipal Building, in the City Council Chambers, located at 300 North Main Street at **5:30pm**.

Downtown Design Review Committee Members present:

Rita E. Joyner  
Mary French Elder  
Irma C. Mahaney  
Daniel Jones

Absent:

Terry Ammons

Staff:

Chris Ward, Senior Planner

Visitors:

Pedro Ledesma III

Ms. Joyner called the meeting to order at 5:35 p.m. Mr. Ward conducted the roll call. A quorum was established.

**ADMINISTRATIVE MATTERS / CONSENT AGENDA ITEMS**

Ms. Joyner asked if there were requests for withdrawal, deferral or amendment to the agenda. Ms. Elder made a motion to add the review of a COA application for signage at 239 E. Broadway, Paddy's Irish Pub. Ms. Mahaney seconded. The motion carried 4-0.

Ms. Joyner requested that the draft meeting minutes from February 6, 2019 be tabled since they were not distributed to the members with the agenda packet. Mr. Ward apologized for the oversight. Ms. Elder made a motion to review and approve the February 2019 meeting minutes at the next meeting. Mr. Jones seconded. The motion carried 4-0.

**CITIZEN COMMENTS**

There were no citizen comments.

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Mr. Ward explained that the COA application for 239 E. Broadway (Paddy's Irish Pub) is for the installation of two projecting signs, one on the E. Broadway side and the other on the parking side. Ms. Joyner asked what type of material for the sign was being used. Mr. Ward replied that the applicant had not indicated the final material but that metal and composite were two materials under consideration. MS. Mahaney made a motion to approve the COA application for projecting signs at 239 E. Broadway. Ms. Elder seconded. The motion carried 4-0.

Ms. Joyner inquired about setting the work session with the Building Official. Mr. Ward asked the members if Tuesday, March 19<sup>th</sup> was acceptable. The members agreed and stated that 1PM at Gun Cotton would be the preferred time and place for the work session. Mr. Ward stated that he would confirm.

**UNFINISHED BUSINESS**

Mr. Ward updated the members on the status of several buildings in the district. The updates focused primarily on the new development that has either already arrived in the downtown area or is on the way.

Mr. Ward next explained to the members that he has provided the definition of ‘blight’ from the Code of Virginia, as requested, and also included a building conditions assessment rating scale that is generally accepted by the courts for identifying blight. He also included a table that they will use to identify and prioritize physically and economically blighted structures in the downtown. The members reviewed the information and requested that going through the exercise of rating and prioritizing buildings be scheduled for the next regular meeting.

**NEW BUSINESS**

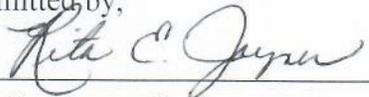
There was no new business.

**REPORTS FROM BOARD MEMBERS**

There were none.

The meeting adjourned at 6:16PM.

Submitted by,

  
\_\_\_\_\_

Rita E. Joyner, Chairperson

  
\_\_\_\_\_

Christopher Ward, Senior Planner

  
\_\_\_\_\_

Date

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

# Proclamation

OFFICE OF MAYOR JASMINE E. GORE

*City of Hopewell, Virginia*

April is  
Sexual Assault  
Awareness  
Month

NSVBC nsvrc.org/saam

*Whereas,* **Sexual Assault Awareness Month draws attention to the fact that sexual violence is widespread and is a violation of human rights and dignity; and**

*Whereas,* **there is a high prevalence of these crimes going unreported, oftentimes because the victims are afraid or fear they will not be believed; and**

*Whereas,* **in addition to the immediate physical and emotional effects, sexual assault can lead to short and long-term physical and mental health problems including anxiety, chronic pain, eating disorders, depression, and sexually transmitted diseases or infection; and**

*Whereas,* **it is imperative the citizens of the City of Hopewell, Virginia are aware of safety measures that can prevent sexual assaults and that victims are able to attain the support needed to overcome such a traumatic event; and**

*Whereas,* **with leadership, dedication, and community involvement, there is compelling evidence that we can be successful in reducing instances of sexual assault in Hopewell through education about healthy relationships and what constitutes sexual assault, public awareness, and holding offenders who commit acts of violence accountable for their actions; and**

***NOW, THEREFORE, I, Jasmine E. Gore, Mayor of the City of Hopewell do hereby join anti-sexual assault advocates and support services in the belief that all community members must be part of the solution to end sexual violence and proclaim April as Sexual Assault Awareness Month!***

***I*** ***N WITNESS WHEREOF,*** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 23rd day of April, 2019.

---

*Jasmine E. Gore*  
*Mayor of the City of Hopewell*

# Proclamation

OFFICE OF MAYOR JASMINE E. GORE

*City of Hopewell, Virginia*



**District 19**  
COMMUNITY SERVICES BOARD

## NATIONAL ALCOHOL AWARENESS MONTH

- Whereas,* alcohol is a primary factor in the four (4) leading causes of death for young persons ages 10-21; and,
- Whereas,* almost 100,000 persons die each year from alcohol-related causes; drinking and driving crashes, other accidents, falls, fires, alcohol-related homicides and suicides; and,
- Whereas,* approximately 15 million current drinkers in the United States are dependent on alcohol; and,
- Whereas,* adolescents use alcohol more than tobacco or illicit drugs; and,
- Whereas,* young people who begin drinking before age 15 are four times more likely to develop alcohol dependence than those who begin drinking at or after age 21; and,
- Whereas,* alcohol abuse is a major factor in unprotected sex, increasing risk of contracting HIV or other transmitted diseases; and,
- Whereas,* the typical American will see 100,000 beer commercials before he or she turns 18 (that is more than for sneakers, gum and jeans combined); and,

**NOW, THEREFORE,** I, Jasmine E. Gore, Mayor of the City of Hopewell, in conjunction with the Coalition Against Alcohol, Nicotine & Drug Under-Age Use (CAAN-DUU) and the District 19 Community Services Board, do hereby proclaim April 2019 as NATIONAL ALCOHOL AWARENESS MONTH, and urge the citizens of Hopewell to support efforts that will increase community awareness and support for individuals and families coping with alcohol addiction in our community.

**I**N WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 23rd day of April, 2019.

---

Jasmine E. Gore  
Mayor of the City of Hopewell



**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

## MEMORANDUM

To: The Honorable Mayor Gore and City Council  
cc: Charles E. Dane, Assistant City Manager  
Concetta Manker, Director of Information Technology  
Michael Terry, Director of Finance  
From: John M. Altman, Jr., City Manager *MAJ*  
Date: April 5, 2019  
Re: **Financial Transparency Software – Review and Recommendation**

At the March 5, 2019 City Council meeting, Council requested the City Manager review ClearGov and similar financial transparency software packages, and provide a report back within 30 days. This memorandum provides City Council with the review that was undertaken and a recommendation.

After the March 5<sup>th</sup> City Council meeting, I requested that Dr. Concetta Manker, Director of Information Technology, review the ClearGov software package, research similar software packages, and report back her findings. I have attached a copy of Dr. Manker's review for Council. Unfortunately, Michael Terry, Director of Finance, was not able to participate in the software review as he and his department are fully committed to completing the City's 2017 and 2018 CAFRs and preparing the FY20 City budget.

Dr. Manker reviewed three (3) vendor software packages (ClearGov, OpenGov, and OpenFinance) and provided advantages and disadvantages for each. Below is a summary of the software packages:

	<i>ClearGov</i>	<i>OpenGov</i>	<i>OpenFinance</i>
Budget	X	X	X
Reporting	X	X	X
Performance	X	X	X
Integration with MUNIS		X	X
One-Time Costs	\$6,000	\$9,793	\$4,800
Annual Costs	\$10,000	\$42,072	\$18,000

The City Administration understands the importance for local government to be transparent and communicate with our citizens in a format that is easy to access and understand. All three (3) software packages will display data in a format that citizens can read, understand, and digest. We believe that given OpenGov and OpenFinance integration with MUNIS, the City's financial management software system, that the focus should be limited to these products.

Based on the information provided by Dr. Manker and the cost involved, I would recommend that the City purchase OpenFinance. OpenFinance is a Tyler Technologies product, which is the same company that the City uses for its financial management system, MUNIS. Using OpenFinance will allow the City to continue to have one main system provider, making the integration of the software seamless and reduce conflicts.

The City has numerous information technology (IT) needs that are critical to our employees and their daily productivity. Over the past year, there have been improvements to our network, but many of our users still complain of slow computing processes. This is the result of the age of our desktop computers, which most are seven (7) or more years old, and are unable to capture the speeds that the new network provides.

Additionally, as of 2018, 60% of our users were using Office 2007, and there were compatibility issues when emailing documents to other users who had newer versions. The City is currently in its first year of a three (3) year finance agreement to bring all of our users to the Office 2016 software platform with approximately \$40,000 remaining to be paid on that agreement.

Another issue that we are addressing is the phone system in City Hall which has reached its end of life. IT staff are currently in the process of porting our phone numbers from Verizon to our new voice-over IP (VoIP) system and implementing that system in City Hall, which will provide us with a modern system that will provide technology improvements to assist staff and citizens.

Our IT staff spends a great deal of time each day trying to mend, repair, and keep old, end-of-life, and/or out of warranty equipment running. These are basic issues that directly affect how productive and efficient our employees are able to serve our citizens. We are actively working to develop plans to address these issues. Ultimately, addressing these issues and ensuring that employees have the tools necessary to be successful may be more value to the organization as a whole, in the short term, than the cost of implementing either of these two software systems.

Given the IT issues that staff are currently addressing and the full commitment of the Finance Department staff to the completion of the 2017 and 2018 CAFRs, which is the City's top priority, I would recommend that the purchase and implementation of the financial transparency software, OpenFinance, be delayed until next fiscal year. This will provide staff the opportunity to complete some critical projects prior to undertaking the implementation of the software.

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

/jmajr

# FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

**Purpose:** Technical evaluation of software for providing financial transparency to citizens.

**Overview:** Three financial transparency software vendors were selected to evaluate and compare products, scope and technical integration with the current enterprise financial system, Munis. The three software as a service systems were ClearGov, OpenGov and OpenFinance. Below are the results.

## I: ClearGov

ClearGov provides a full suite of turnkey solutions to help local officials drive transparency, streamline budgeting, and better engage residents

### **Advantages:**

1. **Transparency & Performance:** Build public trust and drive community support with an online, public-facing transparency profile. ClearGov helps you bring your budget to life with interactive infographics that anyone can understand, plus opportunities to add valuable context with commentary, benchmarking, and non-financial metrics.
2. **Benchmarking Intelligence:** Instantly compare any line item in your budget against a relevant set of peer communities to help drive better decisions and outcomes. ClearGov ingests key financial data for every city, town, and district and automatically standardizes the chart of accounts so you always know you're comparing apples to apples.
3. **Project Communications:** Make it easy for engaged citizens to stay informed. Shine a spotlight on community development with DIY project communications, template web pages that take only minutes to populate and allow you to share project timelines, budgets, and more in one centralized location
4. **Cost:** Onboarding costs: \$6,000: Annual Renewal: \$10,000

### **Disadvantages:**

1. No integration with Munis
2. Require Reports to be generated from and sent to ClearGov to update information
3. No real-time updating of information
4. Only 4 cities in Virginia utilizes ClearGov: Salem, VA; Woburn, MA; Arlington, MA; Lower Merion, PA

# FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

## II: OpenGov

OpenGov is a multi-tenant Software-as-a Service (SaaS) solution that connect stakeholders to the budget process, aligns budget dollars o performance goals

### Advantages

1. **Budget and Performance:** Leaders can streamline and transform their end-to-end budgeting process seamlessly tie budget dollars to key organizational initiatives and draw actionable insights that maximize performance outcomes
2. **Communications and Reporting:** Build trust with residents by gathering input on key initiative and aligning budget and the strategic plan to both performance objectives and public expectations
3. **Automated Data Loading:** OpenGov ERP Integration utilizes (ETL) technology to simplify and streamline the process of synchronizing data between your ERP system and the OpenGov Cloud
4. **Citizen Engagement:** Built into the software – No separate software like Polco
  - a. **Reduce intimidation and undue influence:** Civility monitoring and flexible registration option promote respectful interaction and encourage participation and help filter out distortion for the “usual suspects”.
  - b. **Broaden citizen engagement:** Supplement public hearing with online surveys and virtual town halls that are easy and convenient. Gather broader feedback from residents by reducing the barriers of involvement
  - c. **Achieve your communication objectives:** Bring data together in one place quickly create and publish content and easily incorporate feedback, inform and improve interaction with the community to strengthen public trust

### Disadvantages

1. **Heavy Technical Deployment:** integration come in two options
  - a. **ETL** – Load ETL integration agent technology directly on to Munis
  - b. **Server based** – Replicate data from Munis onto another server and create VPN tunnels to that data to retrieve the data.
2. **Loading Data:** Data specialist help you load your datasets into OpenGov, then the integration team helps set up a process for ongoing updates --- a lot of technical participation/involvement.
3. **Third Party Software:** OpenGov is a third party software
4. **Cost:** OpenGov Financials: \$22,858: Citizens Engagement: \$19,214: Professional Services: \$9793

## FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

### III. OpenFinance (Tyler Product)

**OpenFinance** provide unparalleled data access and analysis tools to help public sector entities implement principles of transparency, participation, and collaboration. It gives citizens 24/7 access to real-time data, engaging analytics that are easy to understand, while reducing the number of Freedom of Information Act (FIOA) requests your staff must handle.

#### Advantages:

1. **Financial Insights:** Develop transparency and accountability both inside and with citizens. Every feature is designed to support a self-service citizen experience and improve overall accountability.
2. **Operational Intelligence:** Spot trends and see the patterns in your data. The Operational Intelligence Cloud helps project teams ask the right questions, take corrective actions and reduce decision - making time
3. **Performance Optimization:** Evaluate and monitor the effectiveness of your programs internally while also helping residents stay informed through public dashboard
4. **Integration:** Data is access via Socrata, now Tyler owned company – software similar to GovOpen.

#### Disadvantages:

1. **Citizens Engagement/Polling:** Requires a 3<sup>rd</sup> vendor such as POLCO
2. **Development:** Most modules with Tyler are custom and requires lengthy development and deployment
3. **Additional features:** To achieve overall requirement, features such as Capital Projects; Open Data Citizen Connect and Energov require additional cost and they are often depended upon an upgrade of current module

**Cost:** Annual Cost \$18,000; Professional Services: \$4800.00

# FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

## Comparison Chart

	<u>ClearGov</u>	<u>OpenGov</u>	<u>OpenFinance</u>
Budget	X	X	X
Reporting	X	X	X
Performance	X	X	X
Engagement/Polling		X	X
Integration with Munis		X	X
<b>One-time cost</b>	<b>\$6,000</b>	<b>\$9,793</b>	<b>\$4,800</b>
<b>Annual Cost</b>	<b>\$10,000</b>	<b>OpenGov Cloud: \$22,858 Citizen Engagement: \$19,214</b>	<b>\$18,000</b>

## Recommendation

ClearGov does not integrate with Munis, therefore, it's not a good option for the City of Hopewell. ClearGov requires reports to be generated and sent to them to upload into their system. This does not allow for real time updating and requires additional labor hours to generate all the different reports regularly to ensure the information is up to date.

OpenGov has a robust platform that will support our needs. It also include citizen's engagement polling requirement. Other nearby cities including, Richmond, VA; Newport News, VA, Norfolk, VA; Fairfax, VA and Charlottesville, VA are all served by OpenGov. I feel confident in their ability to provide a solution to the City of Hopewell.

Lastly, OpenFinance, which is a Tyler product, would provide the most seamless integration and it will meet the needs of council requirements. This product does not include the citizen's engagement polling and company does not offer a solution for this requirement. However, Tyler representatives shared other cities that use 3<sup>rd</sup> party polling applications embedded into OpenFinance which they support.

I believe that OpenGov has a more dynamic product with more features and capabilities than we require, however, I recommend Tyler's OpenFinance because it meet the requirements, and lack integration of servers and/or integration agents placed on our servers. Lastly, the overall cost including the 3<sup>rd</sup> party polling software is less costly than OpenGov.

**Concetta Manker**  
**Director of Information Technology**

# **PUBLIC HEARINGS**

**PH-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**      **Amendment of FY19 Hopewell Public Schools Budget**

**ISSUE:** The FY19 budget needs to be amended to reflect the current State and Federal allocations, and additional grants received by the Hopewell Public School system.

**RECOMMENDATION:** Staff recommends that City Council approved the request to amend the FY19 Hopewell Public Schools budget, as presented.

**TIMING:** A public hearing was advertised to consider this matter on April 23, 2019.

**BACKGROUND:** The Hopewell Public School Division’s FY19 budget was approved by City Council based on the FY18 budget allocation prior to the adoption of the FY19 State Budget by the General Assembly. When the budget was approved City Council recognized that an amendment to the budget would be required once the General Assembly passed the State budget.

**FISCAL IMPACT:** NO local funds are involved in the budget amendment.

**ENCLOSED DOCUMENTS:**

**STAFF:** Dr. Melody D. Hackney, Superintendent of Schools  
Janel F. English, Director of Finance, Hopewell Public Schools

**SUMMARY:**

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





# HOPEWELL CITY PUBLIC SCHOOLS

103 North 12th Avenue, Hopewell, Virginia 23860  
(804) 541-6400 Fax (804) 541-6401

## SCHOOL BOARD

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

Dr. Melody D. Hackney  
Superintendent

January 31, 2019

Mr. March Altman, City Manager  
City of Hopewell  
300 North Main Street  
Hopewell, Virginia 23860

Dear Mr. Altman,

The purpose of this correspondence is to confirm our conversation of late last week regarding updating our current budget. As you know, the City moved forward on the school division's FY19 budget based on original FY18 figures. This budget was approved prior to the final state budget being available for FY19. Because of time constraints, we agreed to come back to the City later to request an approval of an adjustment to bring the budget to the appropriate level for with accurate information for FY19. Because we now have accurate figures; to include additional federal, grant and carryover funds, we are formally requesting these changes be made.

Included with this letter is a spreadsheet and supporting documents that show all additional amounts that we are requesting to be added to our budget. Please keep in mind that all of these funds are state or federal. The school division is not requesting any additional local funds in this request. Also included is the Council Agenda Form that was requested we complete.

Please let me know if there is anything further that you require from the school division in order to bring our FY19 budget to current and actual figures. As always, we so appreciate our working partnership and the flexibility you provide us given the typical time constraints both of our organizations face during this process.

Sincerely,

Melody D. Hackney, Ed.D.  
Superintendent of Schools

cc: Mrs. Janel English, HPS Finance Director  
Mr. Michael Terry, City Finance Director

## Hopewell City School Board FY2019 Budget

Fund	Original Budget Approved by City Council 6/12/2018	Original Budget Approved by Schools 3/15/2018	FY19 Actual Budget	Difference to be Approved by City Council	Supplemental Appropriation #1 Approved 6/21/2018	Supplemental Appropriation #2 Approved 9/20/2018	Supplemental Appropriation #3 Approved 9/20/2018	Supplemental Appropriation #4 Approved 10/25/2018	Total of Supplemental Appropriations That Need City Approval	FY2019 Revised School Board Budget
14	\$48,119,129	\$51,997,255	\$54,284,901	\$6,165,772	\$203,714.00	\$17,058.34	\$695,718.01	\$82,684.00	\$7,147,888.01	\$55,267,017.01
63	\$1,354,679	\$2,377,447	\$1,120,217	(\$234,462)					(\$217,403.66)	\$1,137,275.34
56	\$650,000	\$650,000	\$650,000	\$0					\$0.00	\$650,000.00
57	\$3,142,912	\$3,269,351	\$3,289,881	\$146,969					\$146,969.00	\$3,289,881.00
	<b>Total Budget</b>	<b>\$58,294,053</b>	<b>\$59,344,999</b>	<b>\$6,078,279</b>	<b>\$203,714.00</b>	<b>\$17,058.34</b>	<b>\$695,718.01</b>	<b>\$82,684.00</b>	<b>\$7,077,453.35</b>	<b>\$60,344,173.35</b>
		FY18 Levels	FY19 Budget		Balance of State Funding	Carry Over Funds for HHS Track & Merit Field	21CCLC Title IV Part A Title I Title III Title VI Part B Vision Screening	State Security Equipment Grant		

**COMMUNICATIONS  
FROM CITIZENS**

**REPORTS  
OF THE  
CITY  
MANAGER**

**R-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**      **The Local Choice (TLC) Annual Insurance Renewal**

**ISSUE:** Council to approve the 2019-2020 The Local Choice (TLC) health care rates as proposed by OneDigital, the City’s benefit consultant, during the April 23, 2019 meeting.

**RECOMMENDATION:** City Administration recommends approving OneDigital’s recommendation to keep employee premiums the same for the 2019-2020 plan year.

**TIMING:** Action is required at this meeting to meet TLC’s May 1, 2019 renewal submission deadline, and to move forward with our annual open enrollment period.

**BACKGROUND:** Last year, our annual TLC renewal reflected a slight increase. In an effort to keep employees from experiencing a decrease in their income through an increase in insurance premiums, the City fully absorbed the increase in their share of the premium and the employee share remained flat. This year, our annual TLC renewal reflects a slight decrease. In an effort to recover some of the increase fully absorbed by the City last year, and to continue with stable/flat rates for our employees, the City would like to fully absorb the overall decrease of 2%.

**FISCAL IMPACT:** Overall percentage adjustment of -2% (approx. \$88,668 decrease for the City Share)

**ENCLOSED DOCUMENTS:** Current and recommended rate comparison document.

**STAFF:**            Jennifer Sears, Human Resources Director

**SUMMARY:**

- | Y                        | N                        |                                    |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Johnny Partin, Ward #3   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jasmine Gore, Ward #4        |

- | Y                        | N                        |                                      |
|--------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6     |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice-Mayor Patience Bennett, Ward #7 |



### Current TLC Rates for PY 18-19

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.26	\$392.74	\$464.00
Employee + Spouse	\$100.95	\$201.90	\$656.10	\$858.00
Employee + Child	\$83.40	\$166.80	\$691.20	\$858.00
Employee + Children	\$83.46	\$166.92	\$1,086.08	\$1,253.00
Employee + Family	\$166.80	\$333.60	\$919.40	\$1,253.00
<b>Key Advantage 250</b>	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$545.00	\$646.00
Employee + Spouse	\$151.31	\$302.62	\$892.38	\$1,195.00
Employee + Child	\$121.04	\$242.08	\$952.92	\$1,195.00
Employee + Children	\$120.98	\$241.96	\$1,502.04	\$1,744.00
Employee + Family	\$256.11	\$512.22	\$1,231.78	\$1,744.00
<b>Key Advantage Expanded</b>	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$79.00	\$158.00	\$546.00	\$704.00
Employee + Spouse	\$204.31	\$408.62	\$893.38	\$1,302.00
Employee + Child	\$174.04	\$348.08	\$953.92	\$1,302.00
Employee + Children	\$197.98	\$395.96	\$1,505.04	\$1,901.00
Employee + Family	\$333.11	\$666.22	\$1,234.78	\$1,901.00

### Recommended TLC Rates for PY 19-20

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$391.73	\$463.00
Employee + Spouse	\$100.95	\$201.89	\$655.11	\$857.00
Employee + Child	\$83.40	\$166.80	\$690.20	\$857.00
Employee + Children	\$83.46	\$166.93	\$1,083.07	\$1,250.00
Employee + Family	\$166.80	\$333.59	\$916.41	\$1,250.00
<b>Key Advantage 250</b>	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$533.00	\$634.00
Employee + Spouse	\$151.31	\$302.62	\$870.38	\$1,173.00
Employee + Child	\$121.04	\$242.08	\$930.92	\$1,173.00
Employee + Children	\$120.98	\$241.95	\$1,470.05	\$1,712.00
Employee + Family	\$256.11	\$512.22	\$1,199.78	\$1,712.00
<b>Key Advantage Expanded</b>	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$79.00	\$158.00	\$527.00	\$685.00
Employee + Spouse	\$204.31	\$408.62	\$858.38	\$1,267.00
Employee + Child	\$174.04	\$348.08	\$918.92	\$1,267.00
Employee + Children	\$197.98	\$395.95	\$1,454.05	\$1,850.00
Employee + Family	\$333.11	\$666.22	\$1,183.78	\$1,850.00

**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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: Downtown Refuse Collection**

**ISSUE:** We have long been seeking a means to eliminate the presence of rolling trash containers (Toters) in our downtown area. They are very unsightly as they sit out on the sidewalk awaiting collection. Many businesses do not have the capacity to store them out of sight which leads to the containers being on the sidewalk all the time. They present odor issues, potential rodent issues, and continually lead to litter problems in the downtown. Staff has been working with the downtown businesses in finding a solution to this by creating centralized dumpster locations around the downtown area for businesses to dispose of their waste in an enclosed structure eliminating many of the issues we currently experience.

Staff held a meeting to discuss these options with downtown businesses on April 15<sup>th</sup> at 2:30 PM in Guncotton Coffee. We distributed fliers (Copy Attached) to every business the week prior, of which approximately 75% actually received the flier in hand and said they would be in attendance while the remaining 25% had fliers left in their mailboxes. Only one of the businesses actually showed for the meeting. We have further distributed a letter of intent to the businesses asking for them to share their concerns prior to the City Council Meeting on April 23<sup>rd</sup>.

Staff has designed dumpster enclosures for these installs, which were approved by the DDRC. We intend to build these enclosures to assure the sites are not unsightly. We will continue to charge the businesses the same fee they currently pay and use those combined funds to cover dumpster expenses. We will build the enclosures, pending City Council approval, out of refuse fund reserve funds. We hope to implement these changes in the May to June timeframe.

**RECOMMENDATION:** City Council approve the proposed change to the downtown Refuse Collection System.

**SUMMARY:**

Y N

- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor Johnny Partin, Ward #3
- Mayor Jasmine Gore, Ward #4

Y N

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Vice-Mayor Patience Bennett, Ward #7



**TIMING: May-June Timeframe**

**BACKGROUND: Ongoing issues with trash and containers in the downtown has become a regular complaint form visitors and businesses and must be addressed before the current situation creates adverse impacts.**

**FISCAL IMPACT: Cost of Enclosures to be determined once put out to bid, but the item will return to City Council for appropriation and approval. Cost of service will hopefully be neutral but will be determined by usage and may eventually require fee adjustments for the downtown area. This will be monitored and analyzed over the first year.**

**ENCLOSED DOCUMENTS: Yes**

**STAFF:** Charles Dane, Asst. City Manager  
Tevya Griffin, Director of Development  
Ed Watson, Public Works Director  
Monique Robertson, Business Manager Public Works  
Stacey English, Economic Development Intern  
Chris Ward, City Planner

---

**SUMMARY:**

**Y N**  
  Councilor Debbie Randolph, Ward #1  
  Councilor Arlene Holloway, Ward #2  
  Councilor Johnny Partin, Ward #3  
  Mayor Jasmine Gore, Ward #4

**Y N**  
  Councilor Janice Denton, Ward #5  
  Councilor Brenda Pelham, Ward #6  
  Vice-Mayor Patience Bennett, Ward #7





April 16, 2019

RE: Downtown Hopewell Trash Collection Meeting

Dear Business Owner,

As you probably know, the City of Hopewell's Economic Development, Planning and Public Works Departments hosted a Trash Collection meeting on Monday, April 15<sup>th</sup>, 2019. This meeting was held at 2:30pm at Guncotton Coffee and Gallery. The purpose of this meeting was to discuss with business owners along East Broadway Avenue the plans to change your trash collection methods.

The city is proposing to remove all "toter" trash receptacles, and business owners will instead use allocated dumpsters for trash dumping. The dumpsters will be centrally located and the refuse fee you currently pay will offset the cost of these containers. Please refer to the map attached for the location of these dumpsters. The city has received numerous complaints about having these "toter" trash receptacles around the Downtown from citizens as well as business owners, because they are unsightly and create potential problems with odor, rodents and litter. This proposed solution is to help sustain and increase visitors to our Downtown district.

The Economic Development office is proposing this change to City Council and we hope to implement the changes in May. You will receive an official notice of service change and the date of this change before the change occurs.

We are issuing this notice to give all business owners the chance to voice their opinion on this matter. If you have any concerns about this change, please contact our office **on or before Monday, April 22<sup>nd</sup>, 2019:**

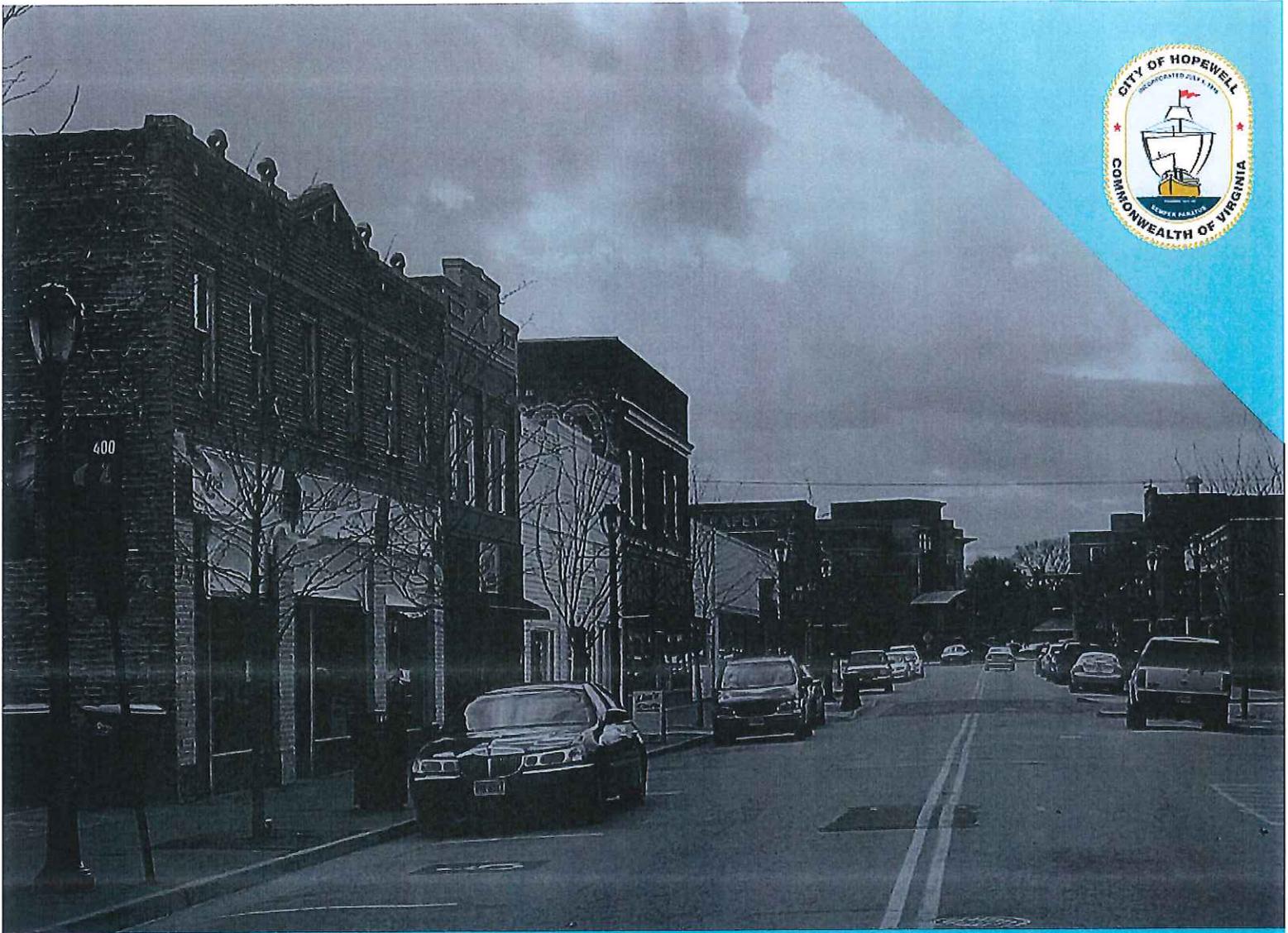
Stacey English  
*Economic Development Assistant*  
(804) 541-6008  
[Senglish@hopewellva.gov](mailto:Senglish@hopewellva.gov)

We appreciate your assistance with this issue.

Sincerely,



Charles E. Dane  
Assistant City Manager



MEET WITH CITY OFFICIALS

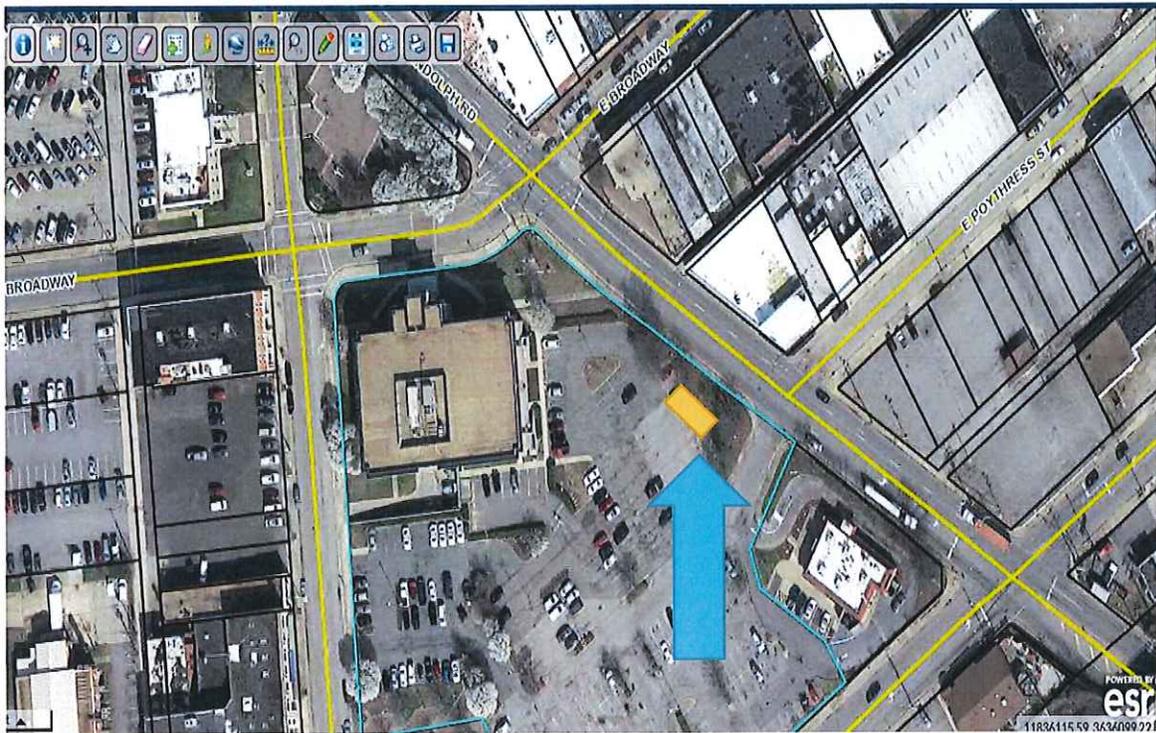
# DOWNTOWN TRASH COLLECTION DISCUSSION

*Monday April 15th, 2019 at 2:30PM  
Guncotton Coffee and Gallery*

Discuss the best method of trash collection for the Downtown District.  
Please contact Stacey English (804) 541-6008 with any questions or concerns prior to event.



Proposed Dumpster Sites



**REPORTS  
OF THE  
CITY  
ATTORNEY**

## Ronnieye Arrington

---

**From:** Calos, Stefan M. <scalos@sandsanderson.com>  
**Sent:** Thursday, April 18, 2019 9:31 AM  
**To:** Ronnieye Arrington  
**Cc:** John M. Altman; Debbie Pershing; Charles E. Dane; Michelle Hicks  
**Subject:** RE: Council rules  
**Attachments:** Rules of Procedure, City Council, clean, approved through 4.9.19 (to be adopted after all rules approved), by smc as of 4.18.19.pdf; Rules of Procedure, City Council, Rule 203, approved and options, clean and blacklined, per councilor request, by smc 4.18.19.pdf

Ronnieye, in follow up to the April 9, 2019 city council meeting, I attach an updated draft of all rules approved through that date. It remains four numbered pages. Please keep them together, as one document. The document now includes:

- Rule 422 (*Proclamation, Certificate, and Letterhead Guidelines*), which was approved as proposed and with the addition that the documents are "approved and signed by the mayor," per the approval boxes you had added to the guidelines as directed by council.

I also attach options to the previously-approved Rule 203 (*Discussion Limitation*).

Please include this explanatory email in the April 23 agenda packet for the open meeting, along with the attached documents, in the order presented here. Thank you,

**Stefan M. Calos**

*Attorney*

**Sands Anderson PC**

1111 East Main Street, Suite 2400 | P.O. Box 1998 | Richmond, VA 23218-1998

(804) 783-7215 Direct | (804) 648-1636 Main | (804) 783-7291 Fax

www.SandsAnderson.com | scalos@sandsanderson.com | Bio | vCard

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## 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 chair (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved); for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city 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 city clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).

- 103. Temporary Chair** – In the absence of the mayor and vice mayor, the city 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 chair until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102 - 104 approved 9.11.18; addition of "city" before "clerk" per 1.22.19 council meeting; for consistency and gender-neutrality, "chairman" subsequently changed to "chair"]

- 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 (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

- 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.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—  
MEMBERS OF COUNCIL**

- 201. Seating** – Councilors are seated at the council chamber dais as follows. Mayor: center; vice mayor: immediate left of mayor; most-recent past mayor, if any: immediate right of mayor; remainder of members: in increasing numerical order by ward, starting at the far left of the mayor and the immediate right of the city manager. If the vice mayor is the most-recent past mayor, then the next-most-recent past mayor sits to the right of the mayor. The remaining seats are occupied, from the far left, by the city attorney, the city manager, the city clerk, and the assistant city clerk, respectively.

**Sample Seating Chart**

Asst. City Clerk	City Clerk	Councilor Ward 5	Councilor Ward 3	Most- Recent Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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[podium]

[Approved 2.26.19]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager."

[Approved 10.9.18]

- 203. Discussion Limitation** – No member speaks for longer than ten minutes on any item or more than twice on any item (*Robert's Rules*), and not until every other councilor has had an opportunity to speak.

[Approved 1.22.19]

- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, 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.

[Approved 9.11.18]

- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).

[Approved 1.22.19]

**206. RESERVED**

[Approved 1.22.19, with this notation: No changes proposed at this time. Council would continue to reserve this number for a future rule. The familiar numbering of current rules would remain.]

**207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

**208. Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.

[Rules 207 and 208 approved 1.22.19]

**209. Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

[Approved 10.9.18]

**REGULAR AND SPECIAL MEETINGS; AGENDA**

**301. Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).

**302. Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).

[Rules 301 and 302 approved 2.26.19]

**403. Minutes; Recordings** – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.

[Approved 2.12.19]

**405. Communications from Citizens and Others** – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.

[Approved 3.5.19]

**406. Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.

[Approved 10.9.18]

**422. Proclamation, Certificate, and Letterhead Guidelines** – Council as a body issues proclamations, certificates of recognition or condolence, and congratulatory letters, in conformance with the attached guidelines. Such proclamations, certificates, and letters are approved and signed by the mayor or, in the absence or disability of the mayor, the vice mayor (Charter IV.5). For personal communications or statements, an individual councilor may use letterhead incorporating the city logo and indicating they are "from the desk of" the councilor. No communication or statement issued by an individual councilor is or may be deemed an official act of the council, the city of Hopewell, or its agencies.

[Approved 4.9.19]

*Approved 1.22.19 (up to two turns and ten minutes total) . . .*

203. **Discussion Limitation** – No member speaks for longer than ten minutes on any item or more than twice on any item (*Robert's Rules*), and not until every other councilor has had an opportunity to speak.

*Option (up to two turns and five minutes total) . . .*

**Discussion Limitation** – No ~~member~~ councilor speaks for longer than ~~ten~~ five minutes on any item or more than twice on any item (~~*Robert's Rules*~~), and not until every other councilor has had an opportunity to speak.

*Option (unlimited turns up to ten minutes total) . . .*

**Discussion Limitation** – No ~~member~~ councilor speaks for longer than ten minutes total on any item. If a councilor speaks for less than ten minutes initially, more than twice on any item (~~*Robert's Rules*~~), and not the councilor may speak a second time until once every other councilor has had an opportunity to speak, and a third or subsequent time once every other councilor has had equal and alternating opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total.

*Option (unlimited turns up to five minutes total) . . .*

**Discussion Limitation** – No ~~member~~ councilor speaks for longer than ~~ten~~ five minutes total on any item. If a councilor speaks for less than five minutes initially, more than twice on any item (~~*Robert's Rules*~~), and not the councilor may speak a second time until once every other councilor has had an opportunity to speak, and a third or subsequent time once every other councilor has had equal and alternating opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to five minutes total.

**REPORTS  
OF THE  
CITY CLERK**

# **REPORTS OF THE CITY COUNCIL**

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

**IR-1**

**IR-2**

**IR-3**

**IR-4**

## The B Economy

People don't believe the existing economic system is working for them. They're angry, and they're right. That's why we're working to build a B Economy that works for everyone, for the long term.

In the B Economy, businesses compete to be best for the world, the people living in it, and the natural environment on which our quality of life depends.

To build a B Economy, we need a new kind of business that balances purpose and profit. B Corporations are businesses that are legally required to consider the impact of their decisions on their workers, customers, community, and environment. Certified B Corporations have met the highest standards of verified performance and transparency.

The B Economy is bigger than B Corps. B Lab collaborates with leaders across all sectors of society to build a broader global movement of people using business as a force for good.

The B Economy is built by everyone who works for, buys from, invests in, learns or teaches about, or supports businesses striving to create a shared and durable prosperity for all. Join us.



## A Global Movement

We are at the early stages of one of the most important trends of our lifetime: the growing global movement of people using business as a force for good. This movement is everywhere and has many leaders throughout the world. Some are small businesses; some are multinationals. Some use business to reduce poverty; some to restore the environment. All are creating meaningful work with dignity and purpose.

B Corps and others in the B Economy are standing on the shoulders of giants, and collaborating with many actors in our global economic system doing important work. Our work depends on the work of others and will continue long after we are gone or, ideally, irrelevant.

Our ultimate vision is that one day there will be no B Economy—just a global economy that aligns its activities toward achieving our common purpose of a shared and durable prosperity for all.



### Meet Some of Our Partners

**THE B TEAM** (<http://www.bteam.org/>)

**INCLUSIVE CAPITALISM** (<https://www.incap.com/>)

**CONSCIOUS CAPITALISM** (<https://www.consciouscapitalism.org/>)

**AND** (<http://www.andeglobal.org/>)

**SOCAP** (<http://socialcapitalmarkets.net/>)

**UN GLOBAL COMPACT** (<https://www.unglobalcompact.org/>)

**SB SUSTAINABLE BRANDS** (<http://www.sustainablebrands.com/>)

**BALLE** (<https://bealocalist.org/>)

**ASHOKA** (<https://www.ashoka.org>)

**SVN** (<http://svn.org/>)

**YPO** (<https://www.ypo.org/>)

**FBN International** (<http://www.fbn-i.org/>)

## B Impact Management



The business world needs comprehensive, credible, comparable impact standards to support a systems change. The B Impact Assessment is the most credible tool a company can use to measure its impact on its workers, community, and environment, and customers. More than 50,000 businesses have used the B Impact Assessment as a free management tool.

## Explore the B Impact Assessment

GET STARTED



Major institutions are helping the companies in their network measure and manage their positive impact through B Impact Management Partnerships. B Lab's robust data analysis software and supportive programs, featuring the world's largest dataset of private company impact data, lets investors, fund managers, non-profits, and large corporations accelerate change in the markets and encourage change in their business communities.

## Find out more about B Analytics

LEARN MORE

# Benefit Corporation Governance

B Lab promotes mission-aligned legal structures like the benefit corporation that join the interests of business with those of society. These new corporate forms give entrepreneurs the freedom to define success beyond profit for their businesses and protect their mission through changes in ownership and leadership. B Lab collaborates with businesses, the capital markets, and policy makers to drive adoption of these structures around the world.

## What is a Benefit Corporation?

LEARN MORE

**KICKSTARTER** (<https://www.kickstarter.com/>)

**LAUREATE**  
INTERNATIONAL  
UNIVERSITIES (<https://www.laureate.net/>)

**ALL good** (<http://www.allgoodproducts.com/>)

**exponent partners** (<http://www.exponentpartners.com/>)

**Radical Health** (<http://www.radical-health.com/>)

**This American Life** (<https://www.thisamericanlife.org/>)



# Certified B Corporations

For the business world to embrace a new vision of success, credible leaders have to show the way. B Lab administers B Corp Certification, which identifies and celebrates companies with exceptional positive social and environmental impact. Individually, B Corps meet the highest standards of verified performance, public transparency, and legal accountability. Collectively, B Corps lead the growing global movement of people using business as a force for good.

## Explore How to Get Certified

LEARN MORE

**Animikii** (<https://bcorporation.net/directory/animikii>)

**CASCADE**  
engineering (<https://bcorporation.net/directory/cascade-engineering>)

**GREYSTON**  
bakery-inc (<https://bcorporation.net/directory/greyston-bakery-inc>)

**natura** (<https://bcorporation.net/directory/natura-cosm%C3%A9uticos-sa>)

**روشن ROSHAN** (<https://bcorporation.net/directory/telecom-development-company-afghanistan-ltd-roshan>)

**NEW BELGIUM**  
belgium-brewing-co-inc (<https://bcorporation.net/directory/new-belgium-brewing-co-inc>)



## A Global Partner Network

The B Economy is supported by an integrated network of interdependent regional organizations operating around the world in partnership with B Lab. The network of networks is designed to deliver robust and consistent global standards via local execution, acknowledging that each region is unique. Through its global expansion strategy, B Lab Global chooses to partner with visionary entrepreneurs and movement builders on the ground in each region. This approach allows for the movement to evolve with regional priorities as guiding factors, rather than a catchall approach.

### Meet Our Global Partners

LEARN MORE



Follow the community of Certified B Corporations



(<https://www.facebook.com/bcorporation/>)(<http://www.twitter.com/bcorporation/>)(<https://bthechange.com/>)(<http://instagram.com/bcorp>)

Serving a global community  
of people using businesses

as a force for good



## Newsletter Sign Up

For the latest news and events about the community of  
Certified B Corporations

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