

CITY OF HOPEWELL \* 300 N. MAIN ST. \* HOPEWELL, VA 23860

# MEETING NOTICE

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## Hopewell City Council Regular Meeting\*

**Wednesday, December 19, 2018**

**6:30 P.M. – Closed Meeting**

**7:30 P.M. – Regular Meeting**

**COUNCIL CHAMBERS  
300 N MAIN STREET  
HOPEWELL, VA 23860**

*\*Continued from December 11, 2018*

Ronniece L. Arrington, City Clerk

**Inquiries: 541-2249**

# AGENDA



## CITY OF HOPEWELL

Hopewell, Virginia 23860

### AGENDA

PHONE: 541-2249

FAX: 541-2248

e-mail: [info@hopewellva.gov](mailto:info@hopewellva.gov)  
[www.hopewellva.gov](http://www.hopewellva.gov)  
[rarrington@hopewellva.gov](mailto:rarrington@hopewellva.gov)

### CITY COUNCIL

Jackie M. Shornak, Mayor, Ward #7  
Jasmine E. Gore, Vice Mayor, Ward #4  
Christina J. Luman-Bailey, Councilor, Ward #1  
Arlene Holloway, Councilor, Ward #2  
Anthony J. Zevgolis, 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: December 19, 2018**  
*Continuation of  
December 11, 2018  
Regular Meeting*

**MUNICIPAL BUILDING**

**Closed Meeting: 6:30 p.m.**  
**Regular Meeting: 7:30 p.m.**

### OPEN MEETING

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

**PROPOSED MOTION:** To go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards and commissions); (2) discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of city council (Evergreen Motel); (3) discussion and consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the city would be adversely affected (Cube Smart facility, industrial economic incentive grant); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation (employment matter), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council; (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (independent contractor agreement) requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1), (3), (6), (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**

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

**Roll Call**

**REGULAR MEETING**

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

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

**Consent Agenda**

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

- C-1 Minutes:** All minutes not yet approved by Council
- C-2 Pending List:** Provided 11-27-18
- C-3 Routine Approval of Work Sessions:**
- C-4 Personnel Change Report & Financial Report:** Financial Report
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:**
- C-8 Information for Council Review:** Minutes: Architectural Review Board-October 22, 2018; Appomattox Regional Library-December 4, 2018; HRHA September 10, 2018; Downtown Design Review Committee November 8, 2018
- C-9 Resolutions/Proclamations/Presentations:** NLC, VML and Neighborhood Revitalization presentation by Councilor Luman-Bailey; Cities of Opportunity Grant presentation by Vice Mayor Gore; City Website presentation by Dr. Concetta Manker; DMV Select Award presentation by Commissioner Debra Reason; presentation to outgoing Councilors
- C-10 Additional Announcements:** City Council Reorganizational Meeting- January 2, 2019

**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 Riverview Inn and Suites**

**ISSUE:** A request for the potential acquisition of the former Evergreen Motel (now Riverview Inn and Suites), located at 711 West Randolph Road, and further identified as parcel #066-0875.

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

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**Roll Call**

**PH-2 Amendment to Sec. 4 of Chapter IV of the City’s Charter**

**ISSUE:** In anticipation of the 2019 General Assembly Session, Administration presented Council with the City’s Annual Legislative Priorities, including certain proposed Charter amendments. Council approved the Legislative Priorities and proposed Charter amendment, and is holding a public hearing as required by state law prior to adoption of a resolution.

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

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**Roll Call**

**Communications from Citizens**

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

**Unfinished Business**

**UB-1 Hopewell Redevelopment & Housing Authority (HRHA)**

**ISSUE:** The City received a request from the Hopewell Redevelopment & Housing Authority (HRHA) to rezone property identified as parcels 042-0095, 042-0195, and 042-0252, from R-3 Residential Medium Density District and B-3, Corridor Development District to R-4, Residential.

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

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**Roll Call**

**Regular Business**

**Reports of City Manager:**

**R-1 VCU Performance Review Contract**

**ISSUE:** City Council approved an appropriation to compete an Efficiency & Technology Review Study in the FY19 Budget. The Performance Management Group has submitted a proposal to conduct a pilot efficiency and technology study for the City of Hopewell.

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

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**Roll Call**

**R-2 Amend portions of Chapter 6 (Animals and Fowl) of the City Code**

**ISSUE:** Chapter 6 (Animals & Fowl) of the City Code is outdated and not in compliance with the Code of Virginia, and needs to be amended.

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

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**Roll Call**

**R-3 Appropriation of DMV Select Funds**

**ISSUE:** Pursuant to Virginia Code § 46.2-205, both the Treasurer and the Commissioner of Revenue are due certain funds from the Department of Motor Vehicles. They are seeking to appropriate 80% (40% each) of DMV Select funding (\$6,767.25 each for 2017 and \$6,843.46 each for 2018).

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

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**Roll Call**

**R-4 Virginia First Cities 2019 Legislative Program**

**ISSUE:** On November 27, 2018, Council approved the proposed 2019 Legislative Program, which included the draft 2019 Virginia First Cities Legislative Program. Virginia First Cities has since updated and finalized its 2019 Legislative Program.

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

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**Roll Call**

**R-5 Hopewell Water Renewal Capital Budget**

**ISSUE:** The City of Hopewell Water Renewal Department is using funds appropriated in the FY19 capital budget to replace the Return Activated Sludge line. Outside Treatment Revenues for the first quarter of FY19 were \$1,423,489. Staff is seeking to use \$1,100,000 from Outside Treatment Revenue to fund the Return Activated Sludge Motor Control Center project.

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

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**Roll Call**

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

**Reports of the City Clerk:**

**Reports of City Council:**

**Individual Councilors**

**Citizen/Councilor Requests**

CCR-1	Gore	Participatory Budgeting
CCR-2	Gore	Community Policing and Shooting Taskforce

**Other Council Communications**

**Adjournment**

# **REGULAR MEETING**

# **CONSENT AGENDA**

# **FINANCIAL REPORT**

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
11.30.2018**

**Implementation Plan**

- **External Reporting**
  - **City of Hopewell, VA Notification to APA**
  - **APA Response to the City of Hopewell, VA**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (New – FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY19**
  
- **Internal Reporting (reporting for the period of 01.03.2018 – 11.30.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**11.30.2018**

- **External Reporting**
  - **City of Hopewell, VA Notification to APA**
  - **APA Response to the City of Hopewell, VA**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (New – FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**

**City of Hopewell, VA**  
**Notification to the Auditor of Public Accounts**  
**of**  
**Delayed Submission**  
**Audited CAFR & Transmittal Data Form**  
**November 29, 2018**

**The Auditor of Public Accounts (APA) has requested the City of Hopewell, VA to provide notification regarding the delay of the City's Fiscal Year 2018 audited Comprehensive Annual Financial Report (CAFR) and transmittal data form to the APA.**

**The City previously responded that delays in submission for Fiscal Year 2016 and Fiscal Year 2017 were due to post implementation system issues and Finance Department staff turnover and transition. The City prepared a CAFR Compliance Implementation Plan and Audit Work Flow Plan. The purpose of the corrective action plans are to guide the City in a systematic approach to bring current submission requirements for both the CAFR and the transmittal data form for Fiscal Year 2016 and Fiscal Year 2017. Also, the plans set forth an approach to submit the Fiscal Year 2018 by the November 30 deadline.**

**Completion of each fiscal year CAFR and transmittal data form submission were expected to be completed on a four (4) month cycle:**

- Fiscal Year 2016: January 03 – April 30, 2018**
- Fiscal Year 2017: May 01 – August 31, 2018**
- Fiscal Year 2018: August 01 – November 30, 2018**

**Fiscal Year 2016**

**The Fiscal Year 2016 CAFR was completed and audited, with an opinion issuance date of October 24, 2018. On October 30, 2018 both the audited Fiscal Year 2016 CAFR and transmittal data form were forwarded to APA, with the City receiving confirmation of receipt from APA.**

**City of Hopewell, VA**  
**Notification to the Auditor of Public Accounts**  
**of**  
**Delayed Submission**  
**Audited CAFR & Transmittal Data Form**  
**November 29, 2018**  
**(continued)**

**During the implementation plan process for Fiscal Year 2016 the City and its Auditor experienced unanticipated accounting adjustments, audit adjustments and restatements. Resulting in additional time and resources to complete the CAFR and transmittal data form for Fiscal Year 2016.**

**Fiscal Year 2017 and 2018**

**Since the submission of the Fiscal Year 2016 the City has continued with its implementation plan process for Fiscal Year 2017 and 2018. Fiscal Year 2017 is approximately 55% complete with an expected submission of the required information to APA by January 2019 and Fiscal Year 2018 submission by February 2019.**

## Michael Terry

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**From:** Rachel Reamy <rachel.reamy@apa.virginia.gov>  
**Sent:** Friday, November 30, 2018 2:15 PM  
**To:** John M. Altman  
**Cc:** Michael Terry; Martha Mavredes  
**Subject:** RE: City of Hopewell VA - Notification to APA

Good afternoon Mr. Altman,

Thank you, the APA confirms receipt of the City's notification for delay in submitting its FY18 reporting.

We appreciate you keeping our office updated on the City's progress for both FY17 and FY18.

Best regards,  
Rachel

### **Rachel N. Reamy, CGFM**

Local Government Audit Manager  
Auditor of Public Accounts | Commonwealth of Virginia  
101 North 14<sup>th</sup> Street, 8<sup>th</sup> Floor | Richmond, VA 23219  
(804) 225-3350 ext. 360 | [rachel.reamy@apa.virginia.gov](mailto:rachel.reamy@apa.virginia.gov)

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**From:** John M. Altman [mailto:maltman@hopewellva.gov]  
**Sent:** Friday, November 30, 2018 2:08 PM  
**To:** Martha Mavredes <martha.mavredes@apa.virginia.gov>; Rachel Reamy <rachel.reamy@apa.virginia.gov>  
**Cc:** Michael Terry <mterry@hopewellva.gov>  
**Subject:** City of Hopewell VA - Notification to APA

Ms. Mavredes and Ms. Reamy,

Good afternoon. In accordance with the "2018 APA Comparative Transmittal Update and FY18 Reminders" email to localities, the attached written notification to APA has been prepared for submission to the Auditor of Public Accounts (APA) by the November 30, 2018 submission deadline.

I would ask that you responds to this email provided confirmation of receipt. Should you have any questions or comments, please do not hesitate to contact me or Mr. Michael Terry ([mterry@hopewellva.gov](mailto:mterry@hopewellva.gov)).

Thank you for your consideration,  
March Altman



**March Altman**  
City Manager  
City of Hopewell  
300 N. Main Street  
Hopewell, VA 23860  
  
(804) 541-2243  
(804) 541-2248 fax

*"Times and conditions change so rapidly that we must keep our aim focused constantly on the FUTURE."* - Walt Disney

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City of Hopewell, VA November 30, 2018				
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).
<b>FY 2016 Implementation Plan Activities</b>	Date Start	Date Due	% Completion Status	Comment(s)
<b>FY 2016 Audit &amp; CAFR Preparation</b>	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> <u>Task completion pending Schools providing corrected fund statements information to auditor (PBM)</u>				Task completion ( 100%) City Manager requested Schools Superintendent to ensure Schools staff prioritize & complete required task.
<u>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.</u> (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
<b>City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan</b>				Task completion ( 100%) (see % completion status & comments of the City CRAW implementation plan)
<b>FY 2016 Audit</b>	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			40%	FY16 CAFR audit completed. Preparation of federal schedule(s) in process and prior FY15 issues resolution in process 11.30.18

FY 2017				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<u>FY 2017 Audit &amp; CAFR Preparation</u>	04.01.18	07.31.18		
Received confirmation from auditor-PBM on date to start preliminary internal control field work process for both City & Schools	06.14.18	06.29.18	100%	Task completion 06.25.18
(07.09.18 to 07.13.18 Field Work Period)				
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	07.20.18	07.25.18	100%	Task completion 07.30.18
(08.06.18 to 08.17.18 Field Work Period)				
Received confirmation from auditor-PBM on return date to continue audit field work & testing process for both City & Schools	09.04.18	09.05.18	100%	Task completed
(09.10.18 to 09.14.18 Continued Field Work Period)				
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work In process ( 55% ) (see % completion status & comments of the City CRAW implementation plan)
<u>FY 2017 Audit</u>	08.01.18	08.31.18		
FY 2017 CAFR Audited & Issued				
FY 2017 APA Report(s) Issued				
FY 2017 Single Audit Issued				
FY 2018				
Implementation Plan	Date	Date	% Completion	
Activities	Start	Due	Status	Comment(s)
<u>FY 2018 Audit &amp; CAFR Preparation</u>	08.01.18	10.31.18		
<u>FY 2018 Audit</u>	11.01.18	11.30.18		
FY 2018 CAFR Audited & Issued				
FY 2018 APA Report(s) Issued				
FY 2018 Single Audit Issued				



City of Hopewell, VA November 30, 2018				
Other				
FY 16, FY17 & FY18				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements</b>	12.01.17	12.31.17	100%	
<b>Anticipated and Prep for:</b>				
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Notification &amp; Requests for Reporting</b>	01.03.18	03.31.18	95%	Overall estimated % of completion as of <b>11.30.18</b>
<b>Not Anticipated:</b>				
<b>State Compensation Board Reimbursement -- SCB</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 <b>11.15.18</b>
<b>Department of Criminal Justice System -- DCJS</b>				
( FY18 4th Quarter)			100%	Actual completion date 07.25.18
<b>Healthy Families Grant</b>				
( FY18 4th Quarter)			100%	Actual completion date 07.16.18
<b>Community Based Child Abuse Program (CBCAP) Grant</b>				
( FY18 4rd Quarter)			100%	Actual completion date 07.16.18
<b>Electronic Municipal Market Access -- EMMA</b>				
(Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
<b>VDOT/Weldon Cooper Center 2017 Highway Finance Survey</b>				
(Due 03.15.18)			15%	Inquiry of City submission in process
<b>VDOT/Weldon Cooper Center 2016 Highway Finance Survey</b>				
(Due 03.15.17)			15%	Inquiry of City submission in process
<b>FY18 Reimbursement Filing-General Registrar &amp; Electoral Board</b>				
(Due 05.11.18)			100%	Actual completion date 05.29.18
<b>APA 01.31.18 requirement to submit the reason(s) for the City's non submission of the FY17 comparative transmittal on 11.30.17</b>				
			100%	Actual completion date 01.30.18
<b>FOIA Request (City Attorney &amp; City Clerk Confidential)</b>				
			100%	Actual completion date 02.26.18
<b>Healthy Families Grant Compliance Monitoring Site Visit</b>				
(Postpone FY16 & FY17 ---Required to occur by 03.31.18)			100%	Actual completion date 03.29.18
<b>Rating Agency Monitoring Call ( 02.23.18)</b>				
			100%	Actual completion date 02.23.18
<b>Rating Agency requested the City to provide written responses to information inquiry.</b>	7.23.18	7.31.18	100%	Actual completion date 07.31.18
<b>(Electronic Municipal Market Access (EMMA) Continuing Disclosure Agreement "CDA" requirements -- rating withdrawal notification)</b>	8.3.18	8.17.18	100%	Actual completion date 08.15.18
<b>Residential Sewer Rates Cost of Service Study</b>				Task on hold pending CAFR project completion
<b>Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit preparation by Finance Staff (site visit 07.24.18)</b>	6.25.18	6.30.18	100%	Actual completion date 06.30.18
<b>Va. Dept of Emergency Mangement (VDEM) Grant Compliance Monitoring Site Visit</b>	7.24.18	7.24.18	100%	Actual completion date 07.24.18
<b>City of Hopewell Cost Allocation Plan FY 2017 (preparation by Finance Staff and coordinating Maguire &amp; Associates of Va. site visit )</b>	8.15.18	8.28.18	100%	Actual completion date 08.28.18

City of Hopewell, VA November 30, 2018				
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				
<b>Implementation Plan:</b>				
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 01.31.18 the City had not made such request for FY15 or FY14.  The City requested on 02.01.18 CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18)  APA advised on 02.05.18 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 02.01.18 DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on 02.02.18 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 (12.31.18)
Single Audit Report FAC Reporting	01.03.18	01.31.18	85%	CBH provided the City with a draft FY15 report on 03.30.18.  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 12.31.18

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
11.30.2018**

- **Budget Development FY19**

City of Hopewell, VA				
November 30, 2018				
Budget Development				
FY 2018 - 2019				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Planning Requirements for FY 2018 - 2019 Budget Development:	12.01.17	12.31.17	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
Draft Proposed City Budget Calendar for FY 2018 - 2019 (Received input from Key Stake Holders)	01.03.18	01.31.18	100%	Actual completion date 02.21.18 Lapse in achieving due date: City closings -- Inclement weather, holidays. Calendar availability of stake holders & essential participants (prescheduled commitments).
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
				The City received notification from APA regarding the required submission due date of 01.31.18 pertaining to the reason for non submission of the FY17 comparative transmittal on 11.30.17. (Note: On 01.31.18 APA confirmed receiving the City response.)
				Transition, orientation and prioritization joint discussion with the new City and the former Interim City Manager.
Communicate Draft to Stake Holders:	02.15.18	02.23.18	100%	Task completion 100% 02.23.18
Finalize City Budget Calendar for FY 2018 - 2019	02.23.18	02.28.18	100%	Task completion 100% 03.27.18
Implement City Budget Calendar for FY 2018 - 2019	03.01.18	05.31.18	100%	Actual completion date 06.12.18
Prepare the approved FY19 City Budget for loading to the City's accounting administrative system (MUNIS)	6.18.18	6.30.18	100%	Task completion 100% 06.29.18
Review & verify the loaded approved FY19 City Budget to the City's accounting administrative system (MUNIS)	6.25.18	6.30.18	100%	Task completion 100% 06.29.18
Confirm & verify City departments having access to their loaded approved FY19 City Budget to the City's accounting administrative system (MUNIS)	6.29.18	6.30.18	100%	Task completion 100% 07.02.18
Finance Department preparing DRAFT FY 2018-2019 Financial Plan (i.e. City budgetary document) -- September 2018	7.16.18	8.31.18	100%	Task completion 100% 10.31.18
Web-site posting: FY 2018-2019 Financial Plan (i.e. City budgetary document)			100%	Task completion 100% 11.30.18

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
11.30.2018**

- **Internal Reporting (reporting for the period of 01.03.2018 – 11.30.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**INFORMATION  
FOR COUNCIL  
REVIEW**

**MINUTES OF THE OCTOBER 22, 2018 MEETING  
OF THE ARCHITECTURAL REVIEW BOARD  
City of Hopewell**

A meeting of the Architectural Review Board for the City of Hopewell was held on Monday, October 22, 2018, at the Hopewell Municipal Building, in the City Council Conference Room, located at 300 North Main Street at 6:00pm.

Architectural Review Board Members present:

Rita E. Joyner, Chairman  
Joseph Bailey, Vice Chairman  
Mary Calos  
Edith Holsopple

Absent:

Kathleen Vincent

Staff:

Chris Ward, Senior Planner

Citizens Present:

None

The meeting was called to order at 6:03 p.m. by Mrs. Joyner. Mr. Ward conducted the roll call. A quorum was established.

**ADMINISTRATIVE MATTERS / CONSENT ITEMS**

Ms. Joyner asked if there were any requested changes to the agenda. There were none. Ms. Joyner asked if there were any corrections to the minutes. There were none. Mr. Bailey made the motion to accept the meeting minutes from September 2018. Ms. Calos seconded. The motion passed 4-0.

Mr. Bailey made a motion to approve the consent agenda. Ms. Holsopple seconded. The motion passed 4-0.

**CITIZEN COMMENTS**

There were no citizens present.

**CERTIFICATES OF APPROPRIATENESS (COAs)**

Mr. Ward presented the COA application for the painted front door and shutters at 506 Cedar Lane. Mr. Ward informed the members that he drafted a letter to the property owner reminding her that door and shutter paint falls under COA requirements. Ms. Joyner stated that she reviewed the letter before it was sent. Ms. Calos requested that the letter be shared with the other members. Mr. Ward stated that he would send the letter out to everyone. He also noted that the property owner responded immediately with a completed COA application and followed up with him to make sure he received it. Ms. Calos made a motion to approve the COA for the front door and shutter paint colors at 506 Cedar Lane. Mr. Bailey seconded. The motion carried 4-0.

## VIOLATIONS & PROPERTY UPDATES

Mr. Ward began with an update on the property located at 101 Pelham. He stated that this property is one of several properties that are being handled by Sands Anderson. The Treasurer is in the process of collecting all information from the attorneys and will meet with the City Manager, Director of Development and others to develop a strategy to deal with properties in tax arrears. Ms. Joyner asked if the ARB should submit a letter stressing the strategic importance of the property located at 1010 Pelham to the overall City Point historic district. The members generally agreed that this was a good idea. Mr. Bailey made a motion to draft a letter addressed to the Director of Development stressing the strategic importance to City Point of dealing with 1010 Pelham in a manner that supports the district goals. Ms. Calos seconded the motion. The motion carried 4-0.

Mr. Ward moved on to the property located at 613 Prince Henry. He stated that the zoning inspector went to this property the day after the last ARB meeting and cited the owner for two inoperable vehicles, totes stored improperly, parking on the grass, and installation of a fence without a permit. The owner approached the inspector when she was onsite and questioned the citations. The inspector requested the owner to start the car with the antique tags and he refused. Ms. Calos asked if the police could force him to start the vehicle. Mr. Ward replied that he did not know that answer but would check. The owner came to the Development office approximately one hour later with documentation that the antique plates were valid. Mr. Ward asked the owner about the fence and the shed and he stated that he was replacing the same with same (i.e. fence for fence and shed for shed). Mr. Ward stated that he did not need a COA for the fence (replacing same for same) > Ms. Calos agreed that a fence had been in that location. Mr. Ward noted that, although a COA was not needed for the fence, a permit was required. The opposite was true for the shed (no permit needed but COA required). The property owner was given a fence permit and the COA application for the shed. He has until October 27, 2018 to submit the paperwork.

Ms. Calos noted that rear porch and balcony are in severely deteriorated condition and appear unsafe. She also stated that the windows are in very poor condition. In addition, Ms. Calos noted that the structure is a single-family house and the owners may be using the property as a boarding house. Ms. Holsopple made a motion to request a Protective Maintenance inspection of the rear porch, balcony, and windows of 613 Prince Henry. Mr. Bailey seconded. The motion carried 4-0.

Mr. Ward updated the members about 505 Prince Henry and that the Development Director had narrowed down the proposed meeting with the property owner to either October 21<sup>st</sup> or the first week of November. The two parties have been having a difficult time finding a date where all could be present (Director, property owner, and property owner's daughter).

Mr. Ward moved on to the property located at 608 Prince Henry. He noted that citing the property under protective maintenance was likely not going to work but that we could potentially cite it under property maintenance. Ms. Joyner stated that the property should be cited under whichever ordinance that applies. Mr. Ward stated that he would request that the Building Official reassess the property. He also noted that this house should be on the Vacant Building Registry and is not but the department is seeking compliance.

Mr. Ward next updated the members about 600 Prince Henry. He reminded the members that he and Ms. Griffin met with the contractor for the property management company back in September and developed a long list of items that needed to be addressed. Ms. Joyner noted that she had recently seen people working at the property. Mr. Ward noted that he has been by the property and that the grass has been cut and the shutters removed and stored but the debris and trash remains in the yard. This property should also be registered on the Vacant Building Registry and is being pursued. Mr. Ward noted that the owners of record have completely walked away from the property (certified mail goes unclaimed). He also stated that he would continue to coordinate with the property management company.

**OLD BUSINESS**

Mr. Ward next updated the members about the Cost Share Grant. Blake McDonald has communicated that the Department of Historic Resources has selected the top contractor for the survey of the historic district and they are currently in negotiations. The contractor's proposed fee is less than the budget so DHR is proposing expanding the survey area to include A Village. If DHR is unsuccessful with the top contractor and have to move to the second ranked contractor, the project area expansion will not be a part of the negotiation.

**NEW BUSINESS**

Mr. Bailey noted that the James House is for sale. Mr. Ward commented that the 'for sale' sign was tacked to the utility pole but the zoning inspector had the sign removed. Ms. Calos inquired about having a list of 'for sale' properties on the city website. Mr. Ward noted that the ARB does not have a webpage on the city website but that he thought the website was being revised. Ms. Joyner stated that she would contact the City Clerk to request that the ARB have a webpage.

**REPORTS OF BOARD MEMBERS**

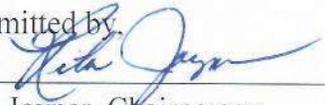
Ms. Calos submitted written comments about having Dominion Power place the overhead lines placed underground. Mr. Ward noted that he has familiarity with this program since Dominion is implementing it around his neighborhood. The program is run by Dominion in neighborhoods selected by Dominion based on the frequency of outages. Ms. Joyner also noted that the city engineer looked into this during the development of the Prince Henry Avenue improvement project and that the City would have to cover the cost of the undergrounding. Mr. Ward stated that he would ask the city engineer to provide a recap of that explanation. Ms. Calos asked why the engineer did not attend the meeting to provide an update and Mr. Ward stated that he didn't think there were any updates to provide at this time but would ask the engineer to attend next month.

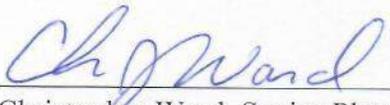
Mr. Ward showed the members a photograph of the entrance sign to the historic district that reads "City Point Historic District. For Information Call Board of Architectural Review. 541-2269." Members noted that the sign is in very poor condition. Mr. Ward asked if the members wanted to have the sign removed along with a second one that is located on Cedar Lane. Ms. Holsopple noted that she saw this sign when moving to the area and was excited to know their proximity to the historic district. Mr. Ward noted that this directly speaks to the importance of signage. After some discussion, the members agreed to have the signs removed and request that new signs be erected. Mr. Bailey requested that the sign locations be recorded in the minutes: Sign #1 – Cedar Lane in front of St. John's Church, and; Sign #2 – Water Street and Church Street. Mr. Ward stated that he would bring more information about the City's signage plan to the next meeting.

Lastly, Mr. Ward showed the members a photograph of the newly installed cedar tree on Cedar Lane. He noted that the tree was installed right before the hurricane and it now leans. He has notified Public Works about fixing the tree. Mr. Bailey inquired about trimming up the smaller cedars in front of the church. Mr. Ward noted that he would ask Public Works to address the trees.

Mr. Bailey made a motion to adjourn. Ms. Holsopple seconded. The motion carried 4-0. The meeting adjourned at 7:37 PM.

Submitted by:

  
\_\_\_\_\_  
Rita Joyner, Chairperson

  
\_\_\_\_\_  
Christopher Ward, Senior Planner

DATE: 11-26-18

**APPOMATTOX REGIONAL LIBRARY  
SYSTEM**

**BOARD OF TRUSTEES**

**December 4, 2018**

**Carson Library  
1:00 p.m.**

**ARLS Board of Trustees – Minutes**

**October 16, 2018**

**Burrowsville Library**

The ARLS regular monthly meeting was called to order by Chair Lillian Boyd on October 16, 2018 at 1:02 PM at the Burrowsville Library.

**Trustees present:** Lillian Boyd, Chair (PG), William Thomas (PG), Juanita Thorne (PG), Mary Benjamin (D), Martha Sykes (D), Libbie Dragoo (H), Fran Halupka (H), Ann Williams (H)

**Trustees absent:** Carly Baskerville (D)

**Trustee positions vacant:** None

**Staff present:** Brian Manning, Chris Wiegard, and Nicole Coleman

**Approval of Agenda:** Mrs. Sykes moved to approve the agenda and Mrs. Williams seconded the motion. The motion to approve the agenda passed unanimously.

**Consent Agenda:** After review of the documents, Mrs. Dragoo moved to approve the consent agenda, including the minutes from the September 18, 2018 meeting and Mrs. Benjamin seconded the motion.

- Mr. Thomas requested clarification on the Carry Over, Endowment and E-Rate amounts listed on the monthly revenue/expense statement. Mr. Manning explained the \$20,000 listed as Carry Over represented an expected balance in the budget in revenue from year to year that is kept in savings as a contingency. The library also maintains the savings account listed as Reserve available for each budget year to cover unexpected costs.
- The John Randolph Foundation manages the library's endowment fund. Each year the library receives its third quarter statement in or around November, with the fund operating on a calendar year. Based on the projected final income to be calculated in January, the director estimates the return will receive and the amount that will be dispersed in July of the coming year. The actual return and amount due may vary slightly with the budget calculations due to changes in the market during the final quarter of the year.
- E-Rate is a program created by the federal government in an effort to provide universal access to internet and communication services to every community. The program allows libraries and schools to seek reimbursement for up to 90% of costs associated with the institutions providing public access to the technology. The reimbursements relate to both internet services and the equipment needed to provide access to the service. The program

has changed over the years since its creation. For example, the original program allowed for recovery of costs associated with phone service but has been eliminated in recent years. The federal government funds the program from fees assessed on the telecommunication companies. Companies are not required to participate in the program. Most of the library's vendors of internet services and equipment do participate. The library has to periodically post notices through the program for bids on the services. However, limited number of vendors in the library's market area means the library only receives bids from its current vendors. Multiple bids require the library to weigh the cost/benefits of each bid with lowest cost being given the higher weight. The amount changes as costs from the previous year goes up or down. Mr. Manning makes the best calculation possible for each year based on expected investments and costs.

After further review and discussion of the consent agenda documents, Ms. Williams moved and Ms. Benjamin seconded approving the consent agenda. The motion passed unanimously.

**Communications:** None

**Citizen Comment:** None

**Closed Session:** At 1:23 p.m. Ms. Sykes moved and Ms. Benjamin seconded the board going into closed session to discuss a personnel matter. The motion passed unanimously. At 1:42 p.m. Ms. Benjamin moved and Ms. Williams seconded the board coming out of closed session. The motion passed unanimously.

**Report of the Library Director:**

**R1. Staff Update:** Mr. Manning reported that the library was still in the process of hiring a new part time Youth Services Assistant. Otherwise, the library is fully staffed.

**R2. Board of Trustees Vacancies:** With the end of terms for Ms. Dragoo, Ms. Halupka and Ms. Benjamin, the library is seeking two new board members from Hopewell and one from Dinwiddie County. Mr. Manning reported that as of the October board meeting neither jurisdiction had received applications. Mr. Manning is pursuing several suggestions from other community members. Mr. Manning hopes to fill the positions in time for the December board meeting.

**R3. Board training:** Mr. Manning is working to schedule Ms. Kim Armentrout of the Library of Virginia to provide a session on the responsibilities of a library board member. Mr. Manning is trying to schedule the training for the January 2019 meeting.

**R4. Hopewell Technology Update.** All of the equipment for the improvement of the public computer labs has been purchased. The library expects installation by the end of November or beginning of December.

**R5. Changes to databases/FindIt Virginia.** The Library of Virginia provides research databases available to all of the public libraries through its FindIt Virginia service. FindIt Virginia is the principle online research tool for ARLS patrons. The Library of Virginia has entered into a contract with a new database provider and now offers more resources than the previous service. The library plans to highlight the new services in its Explore, to the schools, and in its programming.

**R6. Strategic Plan-Patron Surveys/Comment Cards.** The library continues to collect and record responses to the online patron surveys and comment cards. The library has also started its survey of Prince George patrons on hours of operations.

**R7.** The board reviewed the director's activities in the community.

**Committee Reports:** None.

**New Business:** None

**Unfinished Business:**

- The board determined to not consider any changes to the library's meeting room policies including any exceptions for community groups in the area.

**Announcements:** The next ARLS Board of Trustees Meeting will be at the Carson Library on December 4, 2018 at 1:00 p.m.

**Adjournment:** Mrs. Benjamin moved to adjourn; Mr. Thomas moved to second it. Meeting adjourned at 2:19

Appomattox Regional Library System  
 Revenue and Expenses  
 July 1, 2018 - June 30, 2019

Funer#	Revenue 06/30/19	FY2019 Proposed	Prev. Total Receipts	Monthly Receipts	Total Receipts	Percentage Received	Balance Due
100	Carry Over	\$20,000	\$0	\$0	\$0	0.0%	\$20,000
101	Reserve	\$100,000	\$0	\$0	\$0	0.0%	\$100,000
102	Hopewell	\$606,264	\$303,132	\$0	\$303,132	50.0%	\$303,132
103	Dinwiddie	\$276,330	\$69,083	\$69,083	\$138,165	50.0%	\$138,165
104	Prince George	\$598,146	\$149,537	\$149,537	\$299,073	50.0%	\$299,073
105	State Funds	\$393,480	\$98,883	\$98,883	\$197,765	50.3%	\$195,715
106	Fines/Fees/Last	\$22,700	\$5,582	\$1,835	\$7,417	32.7%	\$15,283
107	Copying Receipts	\$20,200	\$4,106	\$1,415	\$5,521	27.3%	\$14,679
108	Endowment Funds	\$20,050	\$20,910	\$0	\$20,910	104.3%	(\$860)
109	E-Rate Refunds	\$50,000	\$0	\$43,051	\$43,051	86.1%	\$6,949
110	Gifts/Donations	\$7,000	\$550	\$0	\$550	7.9%	\$6,450
111	Grants	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
112	Other	\$24,000	\$6,095	\$1,938	\$8,033	33.5%	\$15,967
<b>TOTALS</b>		<b>\$2,143,170</b>	<b>\$657,877</b>	<b>\$965,741</b>	<b>\$1,023,618</b>	<b>47.8%</b>	<b>\$1,119,552</b>

Fund#	EXPENSES 10/31/18	FY19 Projected Expenditures	TOTAL SPENT TO PREVIOUS MONTH	MONTHLY EXPENSES 10/31/18	TOTAL EXPENSES	PERCENTAGE SPENT	BALANCE
<b>Personnel</b>							
200	MIS Salaries & Wages	\$476,247	\$114,005	\$34,812	\$148,817	31.2%	\$327,430
201	Non-MIS Salary & Wages	\$598,898	\$154,335	\$45,407	\$199,742	33.4%	\$399,156
202	Benefits for Staff/Retirees	\$280,000	\$82,144	\$25,632	\$107,776	38.5%	\$172,224
<b>Total Personnel</b>		<b>\$1,355,145</b>	<b>\$350,484</b>	<b>\$105,852</b>	<b>\$456,336</b>	<b>33.7%</b>	<b>\$898,809</b>
<b>Books &amp; Materials</b>							
300	Books	\$70,700	\$11,741	\$9,607	\$21,348	30.2%	\$49,352
301	Leased Materials	\$27,000	\$0	\$0	\$0	0.0%	\$27,000
302	Standing Order Books	\$36,400	\$7,795	\$4,163	\$11,958	32.9%	\$24,442
303	Print News & Periodicals	\$12,276	\$1,824	\$616	\$2,440	19.9%	\$9,836
304	Audiovisual Materials	\$26,000	\$3,236	\$2,633	\$5,869	22.6%	\$20,131
305	Electronic Materials	\$4,500	\$1,764	\$0	\$1,764	39.2%	\$2,736
306	Microforms	\$1,133	\$0	\$0	\$0	0.0%	\$1,133
307	Binding/Repair	\$0	\$0	\$0	\$0	0.0%	\$0
308	Restricted - Donation/Grant	\$0	\$0	\$0	\$0	0.0%	\$0
309	Family Resource Books	\$1,010	\$0	\$0	\$0	0.0%	\$1,010
310	Econtent	\$35,600	\$10,800	\$0	\$10,800	30.3%	\$24,800
<b>Total Books &amp; Materials</b>		<b>\$219,619</b>	<b>\$37,160</b>	<b>\$17,020</b>	<b>\$54,130</b>	<b>25.2%</b>	<b>\$160,489</b>
<b>Capital Expenditures</b>							
400	Library Non-Computer Equip.	\$25,000	\$1,298	\$3,126	\$4,424	17.7%	\$20,576
401	Computer Hardware	\$52,650	\$59,793	\$0	\$59,793	113.6%	(\$7,143)
<b>Total Capital Expenditures</b>		<b>\$77,650</b>	<b>\$61,091</b>	<b>\$3,126</b>	<b>\$64,217</b>	<b>82.7%</b>	<b>\$13,433</b>
<b>Contractual</b>							
500	Lyrasis ILL Services	\$2,000	\$0	\$0	\$0	0.0%	\$2,000
501	Software Licensing Contracts	\$30,000	\$12,381	\$20	\$12,401	41.3%	\$17,599
502	Audit	\$18,000	\$7,950	\$0	\$7,950	44.2%	\$10,050
503	Cataloging MARC Records	\$3,605	\$549	\$185	\$734	20.4%	\$2,871
504	Unique Management	\$7,000	\$1,378	\$349	\$1,727	24.7%	\$5,273
505	Computer Support Service Calls	\$25,000	\$29,622	\$0	\$29,622	118.5%	(\$4,622)

506 Other Computer Software Serv.	\$20,000	\$812	\$6,369	\$7,181	35.9%	\$12,819
507 Telecomm Internet Line Charges	\$22,000	\$6,978	\$1,663	\$8,641	39.3%	\$13,359
508 Printing and Publications	\$9,500	\$0	\$3,015	\$3,015	31.7%	\$6,485
509 Security Guard Service	\$26,500	\$6,629	\$2,154	\$8,782	33.1%	\$17,718
<b>Total Contractual</b>	<b>\$163,605</b>	<b>\$66,299</b>	<b>\$13,755</b>	<b>\$80,053</b>	<b>48.9%</b>	<b>\$83,552</b>
<b>Facilities/Maint./Operations</b>						
600 Equip. Repair & Maintenance	\$5,000	\$1,622	\$1,088	\$2,710	54.2%	\$2,290
601 TLC Maintenance Contract	\$19,500	\$0	\$0	\$0	0.0%	\$19,500
602 Facilities and Rent	\$76,650	\$18,900	\$6,300	\$25,200	32.9%	\$51,450
603 Supplies	\$32,000	\$4,589	\$1,070	\$5,659	17.7%	\$26,341
604 Travel / Workshops /Conf. Fees	\$9,000	\$3,501	\$1,559	\$5,060	56.2%	\$3,941
605 Training / Education	\$4,500	\$0	\$0	\$0	0.0%	\$4,500
606 Utilities	\$6,000	\$987	\$331	\$1,318	22.0%	\$4,682
607 Telephone (Voice)	\$13,000	\$3,542	\$1,135	\$4,677	36.0%	\$8,323
608 Insurance	\$12,937	\$0	\$0	\$0	0.0%	\$12,937
609 Vehicle Maintenance & Fuel	\$4,500	\$469	\$2,141	\$2,610	58.0%	\$1,890
610 Job & Contracting Advertising	\$2,500	\$263	\$100	\$363	14.5%	\$2,137
611 Promotional Advertising	\$2,000	\$740	\$55	\$795	39.8%	\$1,205
612 Organization/Association Dues	\$3,500	\$334	\$0	\$334	9.5%	\$3,166
613 Postage	\$4,500	\$1,357	\$951	\$2,308	51.3%	\$2,192
614 Janitorial	\$64,500	\$15,125	\$4,909	\$20,034	31.1%	\$44,466
615 Other Building Maintenance	\$12,500	\$3,485	\$405	\$3,890	31.1%	\$8,610
<b>Total</b>	<b>\$272,587</b>	<b>\$54,914</b>	<b>\$20,044</b>	<b>\$74,958</b>	<b>27.5%</b>	<b>\$197,629</b>
<b>Facilities/Maint./Operations</b>						
<b>Programs/Activities/Other</b>						
700 YS Summer Reading Program	\$7,000	\$1,103	\$32	\$1,135	16.2%	\$5,865
701 YS Programming & Supplies	\$4,864	\$589	\$226	\$815	16.8%	\$4,049
702 Adult Programming	\$2,200	\$964	\$445	\$1,409	64.0%	\$791
703 Adult Programming Supplies	\$5,000	\$45	\$0	\$45	0.9%	\$4,955
704 Funds for Local History Collection	\$5,000	\$0	\$0	\$0	0.0%	\$5,000
705 Reserve	\$7,000	\$0	\$0	\$0	0.0%	\$7,000
706 McKenny Library	\$0	\$0	\$0	\$0	0.0%	\$0

707 Hopewell Project	\$9,000	\$0	\$0	\$0	0.0%	\$9,000
708 Prince George Project	\$0	\$0	\$0	\$0	0.0%	\$0
709 Misc. Professional Serv. & Other	\$16,000	\$5,244	\$1,273	\$6,517	40.7%	\$9,483
710 Endowment	\$3,500	\$0	\$0	\$0	0.0%	3500
Total Programs/Agny/Other	\$39,564	\$7,945	\$1,915	\$9,921	16.7%	\$49,643
GRAND TOTALS	\$2,143,170	\$577,893	\$161,772	\$739,665	34.5%	\$1,403,505

REGULAR MEETING OF September 10, 2018

\*\*\* MINUTES \*\*\*

Minutes of Regular Meeting of the Board of Commissioners of the Hopewell Redevelopment and Housing Authority of the City of Hopewell, Virginia, held Monday, September 10, 2018 at 5:15 p.m.

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

Present: Sheila Flowers, Chairman – arrived at 5:26 p.m.  
Johnny Jones, Vice-Chairman  
Sherman Cross, Commissioner  
Rogers Henry, Commissioner – arrived at 5:34 p.m.  
Ruth Johnson, Commissioner  
John Tunstall, Commissioner  
Wendy Gant, Commissioner

Absent: None

Also Present: Steven A. Benham, Executive Director  
Sherry Henderson, Executive Secretary  
Madelyn Peay, Deputy Executive Director  
Michelle Coleman, Director of Finance and Administration  
Craig Wise, Housing Manager  
Aretha Jackson, Housing Manager  
Shamika Lewis, Concerned Citizen  
Brenda Pelham, City Councilor

CONSENT AGENDA

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

Upon roll call, the vote resulted:

Vice-Chairman Jones - Yes  
Commissioner Cross - Yes  
Commissioner Johnson - Yes  
Commissioner Gant - Yes  
Commissioner Tunstall - Yes

5 Yes; Motion Passed

COMMUNICATIONS FROM CITIZENS: None

REGULAR AGENDA

R-1 Surveillance Camera Demonstration by Craig Wise, Housing Manager for Piper Square.

Craig Wise presented the Board of Commissioners with surveillance camera demonstration of the properties.

R-2 Discussion of Pending List.

Mr. Benham informed the Board of Commissioners that a report will be available during the next Board of Commissioners meeting regarding the pending list item.

R-3 Financial Statement Review

Mr. Benham and Ms. Coleman presented the financial statement to the Board of Commissioners for review and answered questions the Board members had regarding the statement.

R-4 Request approval of Resolution No. 851, approve Executive Director to be authorized to award up to \$20,000 (annual affect) in wage increases as merit raises as allowed by current personnel policy.

Upon motion made by Commissioner Johnson and seconded by Vice-Chairman Jones with all Commissioners present responding, the Board of Commissioners approved Resolution No. 851, approve Executive Director to be authorized to award up to \$20,000 (annual affect) in wage increases as merit raises as allowed by current personnel policy.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice- Chairman Jones - Yes
- Commissioner Henry - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes
- Commissioner Tunstall - Yes
- Commissioner Gant - Yes

7 Yes; Motion Passed

R-5 Request approval of Resolution No. 852, the Local Initiatives Support Corporation (LISC) predevelopment loan in the amount of \$400,000.

Upon motion made by Vice-Chairman Jones and seconded by Commissioner Cross with all Commissioners present responding, the Board of Commissioners approved Resolution No. 852, the Local Initiatives Support Corporation (LISC) predevelopment loan in the amount of \$400,000. Vice-Chairman Jones requested the Executive Director clarify this was an unsecured loan with interest accrued on a monthly basis. Executive Director confirmed that it is an unsecured loan and that interest on the loan in paid monthly until the loan is paid off, which is expected to be in February 2019.

Upon roll call, the vote resulted:

- Chairman Flowers - Yes
- Vice- Chairman Jones - Yes
- Commissioner Henry - Yes
- Commissioner Cross - Yes
- Commissioner Johnson - Yes
- Commissioner Tunstall - Yes
- Commissioner Gant - Yes

7 Yes; Motion Passed

R-6 Other matters.

Mr. Benham informed the Board of Commissioners the next two Board of Commissioners meetings will need to be rescheduled due to holiday conflicts. The October Board meeting will be held on October 15 and the November meeting will be held on November 19.

EXECUTIVE SESSION

E-1 The Board of Commissioners adjourned into Executive Session at 6:46 p.m. for the purpose of discussing personnel and other matters in accordance with 2.2-3711 (A) (1) (3) (4) (7) of the Code of Virginia as amended.

RETURN TO REGULAR SESSION

Upon return from Executive Session at 7:08 p.m., the following motion was made by Commissioner Gant and seconded by Commissioner Henry with all Commissioners present responding affirmatively:

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

840

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

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

Upon motion made Commissioner Gant and seconded by Commissioner Henry with all Commissioners present responding, approved the Executive Director to receive a 2.5% annual salary increase, to be effective October 1, 2018.

Upon roll call, the vote resulted:

Chairman Flowers	- Yes
Vice-Chairman Jones	- Yes
Commissioner Henry	- Yes
Commissioner Cross	- Yes
Commissioner Johnson	- Yes
Commissioner Tunstall	- Yes
Commissioner Gant	- Yes

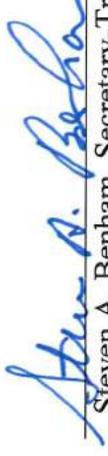
7 Yes; Motion Passed

**ADJOURNMENT**

Upon motion made Vice-Chairman Jones seconded by Commissioner Henry with all Commissioners present responding affirmatively, the meeting was adjourned at 7:12 p.m.



Sheila Flowers, Chairman



Steven A. Benham, Secretary-Treasurer

**MINUTES OF THE NOVEMBER 7, 2018 MEETING  
OF THE DOWNTOWN DESIGN REVIEW COMMITTEE  
City of Hopewell**

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

Downtown Design Review Committee Members present:

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

Absent:

Terry Ammons

Staff:

Chris Ward, Senior Planner

Guests:

Debbie Randolph, EDA Chairman

The meeting was called to order at 5:31 p.m. by Ms. Joyner. She welcomed Daniel Jones to his first meeting as an official member of the DDRC. 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 requested that Unfinished Business item #3 (Update on Property Violations and Development) and New Business item #1 (Discussion with Debbie Randolph, Chairman of the Hopewell EDA) be moved to the end of the agenda to allow for Ms. Randolph to arrive. All members agreed.

Ms. Mahany made a motion to approve the minutes. Ms. Elder seconded. The motion carried 4-0. Mr. Jones made a motion to approve the Consent Agenda. Ms. Elder seconded. The motion carried 4-0.

**CITIZEN COMMENTS**

There were no citizens present.

**CERTIFICATES OF APPROPRIATENESS**

There were no Certificates of Appropriateness for consideration.

### UNFINISHED BUSINESS

Mr. Ward noted that the by-laws being presented tonight are the same as the red-lined by-laws that were presented last month but with the red-lined changes accepted. Ms. Joyner asked if now was the time to change the name of the group from Downtown Design Review Committee to Downtown Design Review Board. Mr. Ward suggested that since the name is established in the ordinance, the name change should occur as a zoning amendment. After that, the by-laws can then be updated to reflect the official change. He reminded the members that approving the by-laws was a necessary step for Certified Local Government status and is one of the final steps needed to complete the CLG application. Mr. Jones noted a typographical error in the first sentence of Article 2. Ms. Elder made a motion to approve the by-laws with the correction noted. Ms. Mahaney seconded. The motion carried 4-0.

Ms. Joyner stated that the members needed to schedule a Blight Fighting Techniques work session in the near future so that everyone is up-to-date on all the tools that are available to the City to address blighted structures. She noted that these tools are relevant to downtown but also the city as a whole. Mr. Ward noted that city staff is also meeting to discuss the various legal tools available to the city to combat blight. Ms. Joyner noted that their work session should occur after the city has its meeting. Mr. Ward asked if others should be invited and the members agreed that the City Attorney and the Treasurer should be invited. The members decided to schedule the meeting for Wednesday, January 9, 2019 at Gun Cotton Coffee from 9AM to 11AM. Mr. Ward stated that he would again send out the matrix of blight fighting tools.

Ms. Joyner moved on to the next agenda item of revising the sidewalk café dining policy. She noted that the current policy is from 1992. Mr. Ward explained that he provided examples of policies from Harrisonburg, Salem, and Richmond and that they are much more comprehensive than Hopewell's current policy. Ms. Joyner asked Mr. Ward if there was a particular role being asked of DDRC members in the policy revision process. Mr. Ward answered that no particular process had been established but that if members agreed, the Development department could put together the revised policy and share it with the members at that time. The members agreed that this was the best way forward.

Ms. Mahaney and Ms. Joyner asked about the trashcans that stay out on the sidewalk at the building located at E. Randolph Road and E. Broadway. Mr. Ward answered that the Zoning Inspector can assess the situation if an address is provided to her. Ms. Joyner stated that she would call tomorrow with an address.

Ms. Joyner informed the members that workers were replacing the roof on the Skrimp Shack building. Mr. Ward stated that they were replacing the cedar shake shingles with what appeared to be asphalt architectural shingles. Ms. Joyner commented that this work was being done without a COA. Ms. Mahaney made a motion to send a violation notice to the owners. Ms. Elder seconded. The motion carried 4-0.

Ms. Debbie Reynolds, EDA Chairman, joined the meeting.

Mr. Ward next informed the members that he spoke with Heike Polumbo, Zoning Inspector, about the feral cat problem in downtown since she used to be the City's Animal Control Officer. Ms. Polumbo reached out to Amanda Hoak, the City's current Animal Control Officer. Mr. Ward was

told the city couldn't do anything about the cats for three reasons: 1) there is no leash law for cats, 2) some of the cats are pets of the apartment tenants, and 3) the animal shelter is not currently accepting any cats due to an outbreak of ringworm.

Ms. Joyner welcomed Ms. Randolph to the meeting and congratulated her on her election win to City Council. Mr. Ward asked if Ms. Randolph would like to update the members on the various EDA projects in the downtown area. Ms. Randolph stated that the painting at the Broyhill Building is progressing and nearing completion. The members inquired if the second story would be painted since it is viewable from E. Broadway. Ms. Randolph said she would check on that. Ms. Joyner asked about what could be done with the fenced area and the section that is to be converted to parking. Ms. Randolph replied that once some legal issues are resolved and a new plat is developed, the EDA can move forward. She also stated that there are liability issues with using the parking lot across the street. Ms. Randolph next informed the members that the Luna's Building (208 E. Cawson) is being sold to a local builder. She noted that a current issue with the location of dumpsters is being worked on and that the Skrimp Shack has to be involved since the location of the dumpster at the rear of 208 E. Cawson was in the contract with them. Mr. Dane is working on identifying a solution that will satisfy everyone. Ms. Joyner reiterated that the EDA should be more mindful of the conditions of its buildings. Ms. Randolph replied that she will notify the EDA members since she will be leaving the board. Ms. Randolph and DDRC members agreed that better communication between the two groups is needed.

Ms. Randolph invited Mr. Ward to the next EDA meeting scheduled for Monday, November 19, 2018 to meet with the EDA members and share with them the expectations of the DDRC and the Development Department. Mr. Ward accepted the invitation.

The meeting adjourned at 7:11PM.

Submitted by:



Rita E. Joyner, Chairperson



Christopher Ward, Senior Planner

12-5-18

Date

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**



# **PUBLIC HEARINGS**

**PH-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

- X 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:** Public Hearing to consider citizen comments regarding a request for the potential acquisition of the former Evergreen Motel (now Riverview Inn and Suites), located at 711 West Randolph Rd, and further identified as Sub-parcel ID #066-0875, in order to control the property while the City continues negotiations with private sector developers for the redevelopment of the site.

**RECOMMENDATION:** Administration recommends City Council consider citizen comments regarding the matter and vote regarding the purchase of this property and to authorize the City Manager to sign all necessary documents for this purchase.

**TIMING:** City Council is requested to hold the Public Hearing on December 11, 2018 and then take action on the request to purchase the property.

**BACKGROUND:** The City of Hopewell’s Staff has been working with the owners of this property for a couple of years. We have negotiated the purchase price from an original asking price of \$2,500,000 down to a current asking price of \$1,100,000. Further we have been working with multiple developers in an attempt to create new development on the site.

This property has been an issue to the public for many years. Staff is frequently asked by citizens and outsiders as well “when will the City get rid of the Evergreen Motel?” This site has also been a real burden to our Public Safety Agencies as there have been 877 calls for service over the past five years to the Hopewell Police Department. These calls

Council Action Form 2017

**SUMMARY:**

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

**Insert  
Date of  
Meeting**

have included 217 building checks, 156 Warrant Services, 120 Directed patrols, 40 vehicle stops, 39 disturbances, 30 assisting other agencies, 22 suspicious persons, 16 civil matters, 12 vehicle accidents, 21 investigations, 14 larcenies, 3 shots fired, 7 assaults, 10 Domestic calls, and a multitude of other type calls. Repurposing the use of this facility has become a primary focus for staff as we attempt to revitalize for the Economic Prosperity of the community, the waterfront and downtown areas of this part of the City.

The current owners have another buyer prepared to purchase the facility and continue to operate it in its current condition. This may be the City’s last opportunity to redirect the use of this facility for many years to come. Staff firmly believes that the current use is a detriment to the City and is certainly not the highest and best use for this incredible piece of property.

Staff requests that the City Council authorize the purchase of this property so that the City will control the site long term. We could purchase the property and raze the building and seek redevelopment, but this would entail an additional estimated \$100,000 in demolition costs or a total of \$1,200,000 in costs. This would also require us to pay the total debt until retired through the payment of the mortgage or generated through the eventual sale of the property to a developer.

The option that staff recommends is to purchase the property, and lease it back to the current owner for 12 months with 6 month renewals after the first year. The lease payment would help the city offset the mortgage debt for almost 50% of the cost, while seeking a longer term solution through a private sector developer. Debt payments under this scenario would be approximately \$8563/month, offset by a lease back payment of \$3750 per month, for an actual realized payment of \$4823/month until resold to a developer.

If at any point this City Council or a future City Council decides that they no longer wish to own and control the property and instead wish to divest the property, it could be sold on the open market.

If the purchase is approved staff will continue to work with developers and potential buyers to find a permanent solution to this property.

**FISCAL IMPACT:** An estimated net cost of \$57,756 maximum per year until a permanent solution is found.

Council Action Form 2017

**SUMMARY:**

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

<p><b>Insert Date of Meeting</b></p>
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**ENCLOSED DOCUMENTS:** Tax Parcel Information Sheet, Crime Statistics Data Sheet

**STAFF:** Charles Dane, Assistant City Manager  
March Altman, City Manager  
Stefan Calos, City Attorney  
Tevya Griffin, Director of Zoning and Planning

Council Action Form 2017

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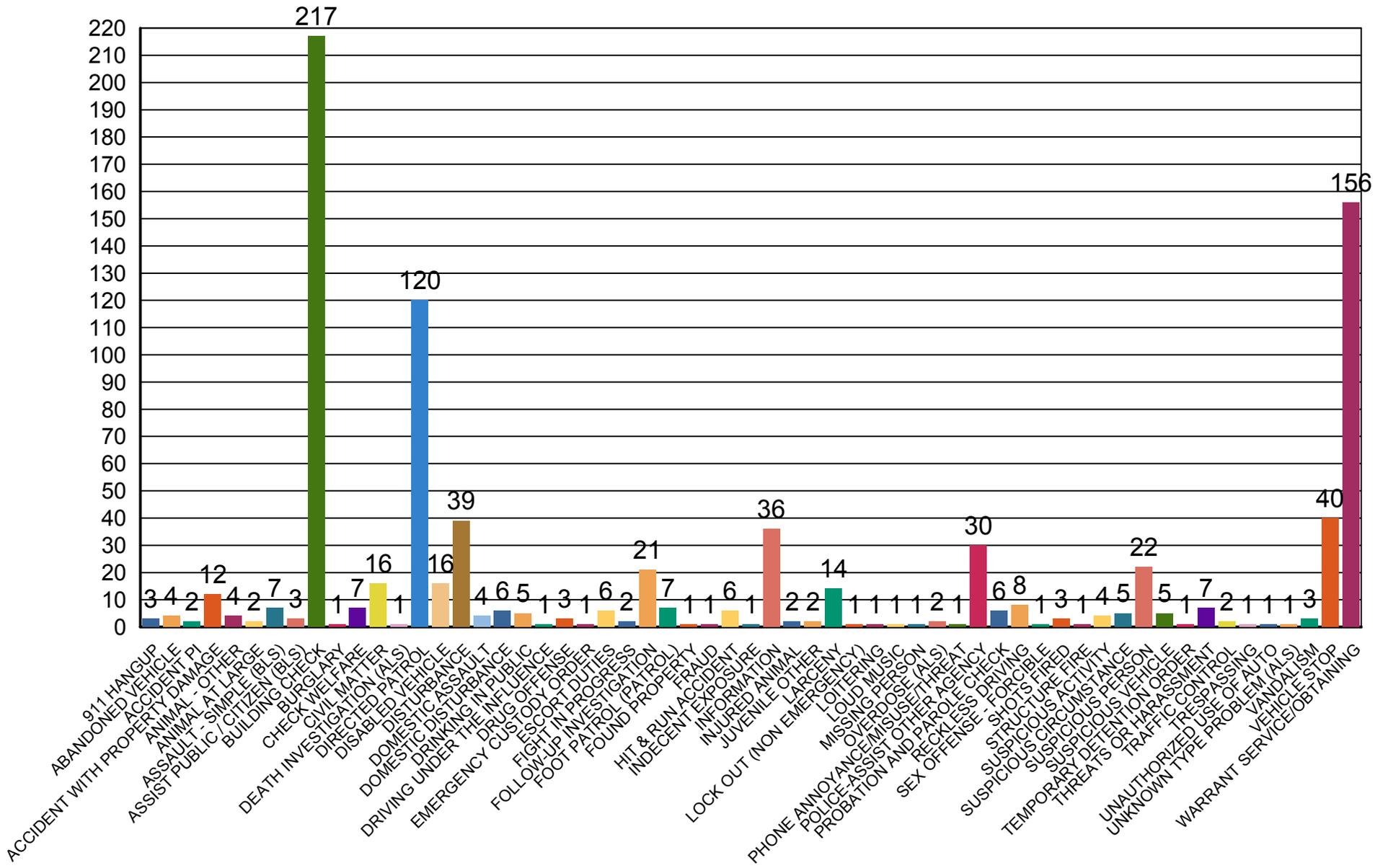
**SUMMARY:**

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Tony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #4

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7

<p><b>Insert Date of Meeting</b></p>
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**HOPEWELL POLICE DEPARTMENT**  
**CALLS FOR SERVICE for 711 W Randolph Rd**  
**1/1/2013 - 11/28/2018**



Total Calls For Service: 877

Call Date & Time	CAD ID	Nature	Report #	Incident Address
1/1/2013 19:03:51	2013000148	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
1/3/2013 1:55:18	2013000547	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/7/2013 14:58:34	2013001669	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/7/2013 15:27:16	2013001671	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/8/2013 13:57:44	2013001947	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/10/2013 23:30:15	2013002605	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/11/2013 14:31:45	2013002786	LARCENY	2013000142	711 W RANDOLPH RD
1/14/2013 0:03:51	2013003424	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/15/2013 23:53:07	2013003942	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/16/2013 4:56:17	2013004023	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/16/2013 18:27:37	2013004153	CIVIL MATTER	No Report	711 W RANDOLPH RD
1/19/2013 0:29:22	2013004873	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/21/2013 1:47:21	2013005641	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/21/2013 2:05:21	2013005648	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/21/2013 21:41:13	2013005890	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/23/2013 2:00:21	2013006223	LARCENY	No Report	711 W RANDOLPH RD
1/24/2013 19:40:08	2013006644	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/24/2013 20:29:36	2013006655	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/24/2013 21:26:08	2013006668	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
1/25/2013 16:53:15	2013006876	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
1/26/2013 1:08:13	2013006962	SUSPICIOUS VEHICLE	No Report	711 W RANDOLPH RD
1/26/2013 1:18:29	2013006964	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/27/2013 4:15:10	2013007249	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/27/2013 18:27:34	2013007393	CIVIL MATTER	No Report	711 W RANDOLPH RD
1/28/2013 8:32:52	2013007536	THREATS OR HARASSMENT	No Report	711 W RANDOLPH RD
1/29/2013 11:25:37	2013007844	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
1/29/2013 22:49:58	2013007986	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/30/2013 7:42:20	2013008124	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/1/2013 6:55:18	2013008697	VEHICLE STOP	No Report	711 W RANDOLPH RD
2/1/2013 15:25:58	2013008799	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/1/2013 23:55:32	2013008949	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/2/2013 21:09:58	2013009248	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/5/2013 1:45:33	2013009909	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/6/2013 22:21:28	2013010315	OVERDOSE (ALS)	No Report	711 W RANDOLPH RD
2/7/2013 4:59:15	2013010446	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/8/2013 2:16:16	2013010686	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/8/2013 6:34:24	2013010734	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
2/8/2013 19:07:22	2013010893	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
2/9/2013 2:49:45	2013011000	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/9/2013 20:54:35	2013011315	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/10/2013 2:11:45	2013011406	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
2/10/2013 15:42:08	2013011609	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
2/10/2013 16:30:11	2013011620	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/10/2013 21:49:36	2013011703	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/11/2013 11:40:14	2013011835	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
2/11/2013 20:09:36	2013011925	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/12/2013 21:41:22	2013012236	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/12/2013 22:03:27	2013012244	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/14/2013 21:53:39	2013012827	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/15/2013 23:31:15	2013013113	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/16/2013 18:16:16	2013013297	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/16/2013 22:22:16	2013013425	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/17/2013 20:47:24	2013013770	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/19/2013 16:15:48	2013014387	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
2/19/2013 19:31:18	2013014438	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/19/2013 22:52:54	2013014475	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/20/2013 21:26:20	2013014740	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/20/2013 22:33:30	2013014757	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/22/2013 0:09:05	2013015147	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/22/2013 15:25:32	2013015395	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/22/2013 21:04:54	2013015470	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/23/2013 3:33:48	2013015561	DRINKING IN PUBLIC	2013000616	711 W RANDOLPH RD
2/23/2013 9:45:33	2013015641	TRAFFIC CONTROL	No Report	711 W RANDOLPH RD
2/25/2013 10:22:28	2013016204	INFORMATION	2013000643	711 W RANDOLPH RD
2/25/2013 19:07:37	2013016313	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/26/2013 7:17:04	2013016505	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/26/2013 21:34:22	2013016668	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/27/2013 19:30:20	2013017026	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/28/2013 5:07:14	2013017145	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/28/2013 22:02:45	2013017351	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/2/2013 1:07:46	2013017707	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/2/2013 15:20:33	2013017904	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/2/2013 17:38:59	2013017942	DISTURBANCE	No Report	711 W RANDOLPH RD
3/6/2013 8:31:27	2013019060	HIT & RUN ACCIDENT	2013000778	711 W RANDOLPH RD
3/7/2013 11:39:46	2013019412	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/9/2013 11:10:31	2013019941	DISTURBANCE	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
3/11/2013 22:23:50	2013020592	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/12/2013 23:31:00	2013020888	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/14/2013 4:30:49	2013021280	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/14/2013 23:03:15	2013021500	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
3/15/2013 21:32:33	2013021747	FIGHT IN PROGRESS	No Report	711 W RANDOLPH RD
3/16/2013 21:05:23	2013022100	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/17/2013 19:36:32	2013022354	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/17/2013 22:49:04	2013022428	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/21/2013 3:38:03	2013023350	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/21/2013 19:43:57	2013023490	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/21/2013 22:37:53	2013023530	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/25/2013 12:30:35	2013024475	CIVIL MATTER	No Report	711 W RANDOLPH RD
3/26/2013 1:30:34	2013024749	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/26/2013 1:49:28	2013024756	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/26/2013 20:51:11	2013025001	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
3/26/2013 23:30:16	2013025051	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/28/2013 20:02:41	2013025659	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/29/2013 20:34:17	2013025936	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/30/2013 3:44:53	2013026086	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/30/2013 21:53:58	2013026320	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/30/2013 22:49:57	2013026348	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
3/30/2013 23:01:17	2013026354	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/2/2013 0:16:18	2013027054	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/3/2013 4:28:18	2013027470	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/3/2013 4:49:17	2013027472	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/3/2013 21:48:56	2013027664	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/9/2013 20:36:19	2013029384	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/14/2013 1:05:25	2013030764	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/16/2013 18:58:45	2013031609	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/16/2013 19:24:34	2013031613	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/19/2013 0:19:12	2013032210	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/20/2013 19:21:25	2013032858	INFORMATION	No Report	711 W RANDOLPH RD
4/23/2013 7:32:15	2013033675	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/24/2013 1:08:29	2013033851	SUSPICIOUS VEHICLE	No Report	711 W RANDOLPH RD
4/24/2013 1:35:53	2013033858	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/24/2013 6:21:01	2013033926	INFORMATION	No Report	711 W RANDOLPH RD
4/24/2013 9:31:26	2013033996	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/24/2013 15:18:47	2013034089	ASSAULT - SIMPLE (BLS)	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
4/24/2013 16:54:09	2013034134	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
4/24/2013 21:04:00	2013034176	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/26/2013 16:08:26	2013034628	ASSAULT - SIMPLE (BLS)	No Report	711 W RANDOLPH RD
4/29/2013 22:49:07	2013035570	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/30/2013 8:22:35	2013035644	DOMESTIC DISTURBANCE	No Report	711 W RANDOLPH RD
4/30/2013 11:50:22	2013035707	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/1/2013 20:29:03	2013036068	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/6/2013 17:54:18	2013037547	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/7/2013 5:01:44	2013037700	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/7/2013 22:42:59	2013037903	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/7/2013 22:58:00	2013037908	CHECK WELFARE	No Report	711 W RANDOLPH RD
5/8/2013 8:22:37	2013038018	911 HANGUP	No Report	711 W RANDOLPH RD
5/9/2013 17:04:54	2013038280	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
5/9/2013 20:58:23	2013038329	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/10/2013 0:12:52	2013038389	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/10/2013 11:47:42	2013038504	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/10/2013 22:47:38	2013038655	SUSPICIOUS ACTIVITY	No Report	711 W RANDOLPH RD
5/11/2013 18:48:23	2013038854	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/14/2013 15:23:13	2013039741	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/16/2013 0:25:29	2013040074	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/18/2013 11:06:14	2013040744	INDECENT EXPOSURE	No Report	711 W RANDOLPH RD
5/21/2013 4:51:07	2013041435	TEMPORARY DETENTION ORDER	2013001925	711 W RANDOLPH RD
5/22/2013 1:55:13	2013041647	DRINKING IN PUBLIC	No Report	711 W RANDOLPH RD
5/24/2013 4:51:10	2013042160	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/24/2013 5:51:44	2013042164	INFORMATION	No Report	711 W RANDOLPH RD
5/24/2013 17:04:13	2013042250	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/24/2013 21:53:05	2013042320	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/25/2013 8:59:09	2013042440	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
5/26/2013 11:36:15	2013042800	LARCENY	2013002002	711 W RANDOLPH RD
5/27/2013 19:54:58	2013043206	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/28/2013 2:53:58	2013043287	INFORMATION	No Report	711 W RANDOLPH RD
5/28/2013 3:20:22	2013043296	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/29/2013 10:28:17	2013043619	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/29/2013 21:30:06	2013043760	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/30/2013 22:20:14	2013044014	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/3/2013 21:26:58	2013045132	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/4/2013 3:08:07	2013045195	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/4/2013 14:25:31	2013045306	THREATS OR HARASSMENT	2013002173	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
6/5/2013 8:47:47	2013045501	THREATS OR HARASSMENT	No Report	711 W RANDOLPH RD
6/7/2013 13:47:02	2013045948	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
6/10/2013 1:08:45	2013046615	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/11/2013 8:39:41	2013046919	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/11/2013 21:50:12	2013047070	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/13/2013 20:16:51	2013047509	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/14/2013 0:43:09	2013047592	CIVIL MATTER	No Report	711 W RANDOLPH RD
6/15/2013 12:04:12	2013048002	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
6/22/2013 21:18:21	2013050202	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/23/2013 0:19:34	2013050260	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/26/2013 16:50:31	2013051472	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
7/2/2013 0:06:51	2013053322	DISTURBANCE	No Report	711 W RANDOLPH RD
7/5/2013 21:52:50	2013054433	VEHICLE STOP	No Report	711 W RANDOLPH RD
7/7/2013 0:36:58	2013054808	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/8/2013 16:26:02	2013055359	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
7/11/2013 6:03:23	2013056180	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
7/12/2013 2:39:41	2013056432	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/12/2013 7:08:58	2013056508	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/14/2013 17:05:47	2013057252	CHECK WELFARE	No Report	711 W RANDOLPH RD
7/14/2013 17:53:02	2013057257	DISTURBANCE	No Report	711 W RANDOLPH RD
7/14/2013 23:03:00	2013057327	DISTURBANCE	No Report	711 W RANDOLPH RD
7/16/2013 16:47:11	2013057901	VEHICLE STOP	No Report	711 W RANDOLPH RD
7/20/2013 4:56:46	2013058986	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
7/22/2013 17:14:11	2013059684	THREATS OR HARASSMENT	No Report	711 W RANDOLPH RD
7/23/2013 5:47:06	2013059839	VEHICLE STOP	No Report	711 W RANDOLPH RD
7/25/2013 21:25:26	2013060581	PHONE ANNOYANCE/MISUSE/THREAT	No Report	711 W RANDOLPH RD
7/27/2013 2:38:09	2013060958	SUSPICIOUS CIRCUMSTANCE	No Report	711 W RANDOLPH RD
7/27/2013 3:17:31	2013060961	DISTURBANCE	No Report	711 W RANDOLPH RD
7/30/2013 12:53:03	2013062046	CIVIL MATTER	No Report	711 W RANDOLPH RD
7/31/2013 4:17:54	2013062221	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/1/2013 4:19:50	2013062489	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/1/2013 21:04:31	2013062721	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/5/2013 3:59:17	2013063591	VEHICLE STOP	No Report	711 W RANDOLPH RD
8/7/2013 5:06:16	2013064170	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/13/2013 9:47:43	2013066041	ASSIST PUBLIC / CITIZEN (BLS)	No Report	711 W RANDOLPH RD
8/15/2013 22:41:45	2013066969	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
8/27/2013 11:59:05	2013070463	POLICE-ASSIST OTHER AGENCY	2013003712	711 W RANDOLPH RD
8/28/2013 1:53:03	2013070732	DISTURBANCE	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
8/30/2013 21:17:09	2013071655	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/31/2013 22:58:05	2013072086	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
8/31/2013 22:58:09	2013072087	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/5/2013 16:03:51	2013073573	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
9/6/2013 11:09:50	2013073831	DRUG OFFENSE	2013003868	711 W RANDOLPH RD
9/6/2013 15:41:19	2013073899	DRINKING IN PUBLIC	No Report	711 W RANDOLPH RD
9/7/2013 19:28:36	2013074257	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
9/14/2013 0:06:13	2013076273	CHECK WELFARE	No Report	711 W RANDOLPH RD
9/18/2013 21:15:12	2013077779	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/22/2013 6:02:10	2013078858	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
9/29/2013 17:10:41	2013081160	VANDALISM	No Report	711 W RANDOLPH RD
9/29/2013 17:25:20	2013081164	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/1/2013 9:43:05	2013081726	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
10/2/2013 14:49:16	2013082017	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
10/4/2013 6:51:06	2013082447	INFORMATION	No Report	711 W RANDOLPH RD
10/7/2013 7:45:43	2013083337	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/8/2013 15:15:35	2013083689	INFORMATION	No Report	711 W RANDOLPH RD
10/10/2013 8:07:41	2013084225	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
10/12/2013 8:46:44	2013084862	WARRANT SERVICE/OBTAINING	2013004442	711 W RANDOLPH RD
10/13/2013 4:10:12	2013085150	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/14/2013 12:02:55	2013085438	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
10/17/2013 5:36:58	2013086313	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
10/20/2013 8:39:15	2013087185	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
10/25/2013 20:28:43	2013088964	911 HANGUP	No Report	711 W RANDOLPH RD
10/26/2013 20:10:27	2013089193	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/28/2013 0:41:52	2013089563	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/7/2013 14:32:01	2013092861	ACCIDENT WITH PROPERTY DAMAGE	2013004828	711 W RANDOLPH RD
11/9/2013 22:44:20	2013093530	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/12/2013 0:36:24	2013094125	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/12/2013 3:15:13	2013094163	UNKNOWN TYPE PROBLEM (ALS)	No Report	711 W RANDOLPH RD
11/14/2013 19:01:30	2013094937	BURGLARY	2013004935	711 W RANDOLPH RD
11/14/2013 20:12:40	2013094951	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
11/15/2013 9:02:42	2013095161	CIVIL MATTER	No Report	711 W RANDOLPH RD
11/20/2013 7:48:21	2013096773	DIRECTED PATROL	No Report	711 W RANDOLPH RD
11/28/2013 19:08:41	2013099742	DIRECTED PATROL	No Report	711 W RANDOLPH RD
11/30/2013 22:07:37	2013100479	CIVIL MATTER	No Report	711 W RANDOLPH RD
12/1/2013 9:05:38	2013100566	VANDALISM	2013005138	711 W RANDOLPH RD
12/4/2013 3:33:18	2013101480	BUILDING CHECK	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
12/4/2013 8:28:42	2013101544	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
12/4/2013 19:15:03	2013101706	VEHICLE STOP	No Report	711 W RANDOLPH RD
12/7/2013 21:51:51	2013102623	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
12/7/2013 21:54:32	2013102624	SHOTS FIRED	No Report	711 W RANDOLPH RD
12/9/2013 16:23:58	2013103231	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
12/15/2013 16:02:32	2013105235	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/16/2013 2:40:17	2013105419	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/19/2013 15:47:36	2013106848	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/23/2013 3:08:56	2013107955	SUSPICIOUS VEHICLE	No Report	711 W RANDOLPH RD
12/27/2013 21:04:38	2013109717	LARCENY	2013005433	711 W RANDOLPH RD
12/28/2013 10:09:54	2013110007	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
12/29/2013 15:22:13	2013110596	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/29/2013 16:27:11	2013110618	INFORMATION	No Report	711 W RANDOLPH RD
1/2/2014 13:28:21	2014000587	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
1/3/2014 17:07:22	2014000924	VEHICLE STOP	No Report	711 W RANDOLPH RD
1/4/2014 15:57:10	2014001155	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/5/2014 20:15:24	2014001497	FRAUD	No Report	711 W RANDOLPH RD
1/7/2014 19:09:27	2014002202	VEHICLE STOP	No Report	711 W RANDOLPH RD
1/9/2014 11:45:29	2014002788	CIVIL MATTER	No Report	711 W RANDOLPH RD
1/14/2014 18:34:33	2014004875	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/16/2014 22:47:55	2014005728	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/18/2014 20:59:59	2014006326	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/19/2014 3:19:16	2014006432	VEHICLE STOP	No Report	711 W RANDOLPH RD
1/21/2014 19:45:17	2014007354	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
1/24/2014 3:44:55	2014008026	WARRANT SERVICE/OBTAINING	2014000271	711 W RANDOLPH RD
1/26/2014 10:56:05	2014009434	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/29/2014 14:36:59	2014010627	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/30/2014 7:16:17	2014010933	VEHICLE STOP	No Report	711 W RANDOLPH RD
1/30/2014 11:07:01	2014011112	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/3/2014 13:10:10	2014012643	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/4/2014 14:36:22	2014013213	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/7/2014 17:22:12	2014014210	INJURED ANIMAL	No Report	711 W RANDOLPH RD
2/13/2014 9:59:34	2014016742	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/15/2014 2:24:11	2014017380	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
2/18/2014 13:00:53	2014018974	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/20/2014 22:17:30	2014019644	DISTURBANCE	No Report	711 W RANDOLPH RD
2/27/2014 18:17:58	2014022060	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
3/3/2014 19:07:08	2014023460	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
3/8/2014 7:54:12	2014025035	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/8/2014 10:14:37	2014025087	INFORMATION	No Report	711 W RANDOLPH RD
3/8/2014 22:08:43	2014025265	LARCENY	2014000832	711 W RANDOLPH RD
3/11/2014 12:06:34	2014026023	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
3/11/2014 18:59:36	2014026106	DISTURBANCE	No Report	711 W RANDOLPH RD
3/11/2014 21:04:22	2014026142	DISTURBANCE	No Report	711 W RANDOLPH RD
3/11/2014 22:27:04	2014026160	DISTURBANCE	No Report	711 W RANDOLPH RD
3/11/2014 22:41:45	2014026165	DISTURBANCE	No Report	711 W RANDOLPH RD
3/11/2014 23:38:06	2014026170	DISTURBANCE	No Report	711 W RANDOLPH RD
3/12/2014 0:49:10	2014026178	ANIMAL - OTHER	2014000873	711 W RANDOLPH RD
3/12/2014 22:29:46	2014026391	ACCIDENT WITH PROPERTY DAMAGE	2014000885	711 W RANDOLPH RD
3/15/2014 9:57:46	2014027074	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/16/2014 20:56:25	2014027406	SUSPICIOUS CIRCUMSTANCE	No Report	711 W RANDOLPH RD
3/21/2014 16:08:15	2014029175	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/23/2014 17:07:29	2014029980	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/24/2014 14:47:51	2014030282	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/1/2014 7:53:40	2014033181	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/4/2014 11:11:54	2014034236	CIVIL MATTER	No Report	711 W RANDOLPH RD
4/4/2014 19:13:27	2014034379	VEHICLE STOP	No Report	711 W RANDOLPH RD
4/6/2014 20:58:18	2014035188	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/9/2014 0:11:33	2014035858	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/9/2014 10:41:06	2014036047	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/10/2014 9:59:45	2014036484	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
4/15/2014 12:23:11	2014038269	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/16/2014 9:52:21	2014038497	VEHICLE STOP	No Report	711 W RANDOLPH RD
4/22/2014 2:42:24	2014040629	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/23/2014 7:24:51	2014040968	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/24/2014 12:23:40	2014041507	CIVIL MATTER	No Report	711 W RANDOLPH RD
5/2/2014 4:12:53	2014044214	VEHICLE STOP	No Report	711 W RANDOLPH RD
5/2/2014 18:24:48	2014044530	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
5/3/2014 9:40:44	2014044743	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/3/2014 18:14:27	2014044878	FIGHT IN PROGRESS	No Report	711 W RANDOLPH RD
5/5/2014 18:04:50	2014045500	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/7/2014 7:40:59	2014046011	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/13/2014 13:56:47	2014048369	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/23/2014 2:01:19	2014051559	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/24/2014 23:32:32	2014052181	SUSPICIOUS ACTIVITY	No Report	711 W RANDOLPH RD
5/26/2014 7:20:36	2014052643	BUILDING CHECK	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
5/28/2014 12:38:20	2014053525	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/29/2014 19:14:06	2014053865	ASSAULT - SIMPLE (BLS)	2014002147	711 W RANDOLPH RD
5/29/2014 21:33:35	2014053879	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/30/2014 12:12:44	2014054143	LARCENY	No Report	711 W RANDOLPH RD
5/30/2014 13:56:31	2014054165	VANDALISM	2014002160	711 W RANDOLPH RD
5/30/2014 21:14:36	2014054264	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
5/30/2014 23:16:34	2014054280	DISTURBANCE	No Report	711 W RANDOLPH RD
5/31/2014 17:07:40	2014054604	SEX OFFENSE - FORCIBLE	2014002184	711 W RANDOLPH RD
6/1/2014 14:00:42	2014054964	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
6/1/2014 15:02:23	2014054986	DOMESTIC DISTURBANCE	No Report	711 W RANDOLPH RD
6/9/2014 9:06:41	2014057229	CHECK WELFARE	No Report	711 W RANDOLPH RD
6/9/2014 9:41:11	2014057236	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/10/2014 19:02:39	2014057757	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/17/2014 6:16:24	2014059797	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/19/2014 23:24:09	2014060757	ABANDONED VEHICLE	No Report	711 W RANDOLPH RD
6/19/2014 23:27:09	2014060759	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/23/2014 8:15:16	2014061753	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/23/2014 13:46:39	2014061897	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/24/2014 8:55:02	2014062232	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/28/2014 13:19:05	2014063891	ABANDONED VEHICLE	2014002710	711 W RANDOLPH RD
6/30/2014 5:57:13	2014064627	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/30/2014 10:16:39	2014064693	HIT & RUN ACCIDENT	No Report	711 W RANDOLPH RD
7/9/2014 9:34:35	2014067356	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/11/2014 9:37:33	2014067986	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/11/2014 16:04:37	2014068121	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/12/2014 15:12:00	2014068412	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/14/2014 17:18:04	2014069055	LARCENY	No Report	711 W RANDOLPH RD
7/14/2014 18:37:22	2014069059	LARCENY	2014003026	711 W RANDOLPH RD
7/19/2014 3:32:02	2014070592	911 HANGUP	No Report	711 W RANDOLPH RD
7/21/2014 2:03:07	2014071201	DISTURBANCE	No Report	711 W RANDOLPH RD
7/23/2014 10:00:40	2014072014	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/23/2014 10:11:50	2014072016	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/23/2014 10:47:35	2014072024	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/29/2014 5:15:55	2014073968	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/29/2014 5:33:38	2014073971	VEHICLE STOP	No Report	711 W RANDOLPH RD
8/1/2014 15:06:48	2014075298	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
8/2/2014 15:23:03	2014075596	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/3/2014 9:37:06	2014075835	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
8/3/2014 13:51:17	2014075884	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/8/2014 15:03:29	2014077718	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/15/2014 2:51:01	2014080204	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
8/20/2014 1:15:38	2014081595	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/23/2014 17:10:36	2014082965	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/26/2014 17:15:34	2014083903	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
8/29/2014 22:31:02	2014085022	DISTURBANCE	No Report	711 W RANDOLPH RD
8/30/2014 13:32:44	2014085208	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/1/2014 7:45:52	2014085791	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/6/2014 20:43:58	2014087656	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/10/2014 16:45:17	2014088972	DOMESTIC DISTURBANCE	No Report	711 W RANDOLPH RD
9/12/2014 19:29:13	2014089647	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
9/16/2014 11:13:22	2014090882	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/20/2014 22:34:58	2014092098	LARCENY	2014004054	711 W RANDOLPH RD
9/26/2014 13:42:33	2014094019	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
10/14/2014 0:39:45	2014099273	DISTURBANCE	No Report	711 W RANDOLPH RD
10/23/2014 7:41:36	2014101979	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/25/2014 10:39:34	2014102574	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
10/28/2014 13:51:18	2014103633	DIRECTED PATROL	No Report	711 W RANDOLPH RD
11/4/2014 9:15:39	2014105716	LARCENY	2014004738	711 W RANDOLPH RD
11/6/2014 11:44:43	2014106465	INFORMATION	No Report	711 W RANDOLPH RD
11/6/2014 15:20:00	2014106516	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/7/2014 10:37:05	2014106720	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
11/11/2014 23:19:25	2014108074	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/12/2014 10:13:31	2014108200	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/17/2014 0:14:57	2014109663	DISTURBANCE	No Report	711 W RANDOLPH RD
11/18/2014 3:42:53	2014110000	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
11/18/2014 4:50:33	2014110016	SUSPICIOUS ACTIVITY	No Report	711 W RANDOLPH RD
11/19/2014 11:33:38	2014110455	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
11/22/2014 5:37:35	2014111357	SUSPICIOUS CIRCUMSTANCE	No Report	711 W RANDOLPH RD
11/22/2014 8:23:45	2014111368	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
11/22/2014 14:04:13	2014111438	DIRECTED PATROL	No Report	711 W RANDOLPH RD
12/9/2014 16:32:06	2014116607	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/10/2014 8:18:29	2014116795	DIRECTED PATROL	No Report	711 W RANDOLPH RD
12/10/2014 9:52:07	2014116814	DIRECTED PATROL	No Report	711 W RANDOLPH RD
12/10/2014 21:01:06	2014116979	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/12/2014 14:50:30	2014117654	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/13/2014 2:37:33	2014117813	DIRECTED PATROL	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
12/16/2014 13:20:17	2014119089	DIRECTED PATROL	No Report	711 W RANDOLPH RD
12/17/2014 16:21:49	2014119579	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
12/19/2014 23:52:54	2014120426	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/21/2014 2:55:42	2014120811	VEHICLE STOP	No Report	711 W RANDOLPH RD
12/21/2014 3:12:32	2014120812	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/22/2014 2:03:37	2014121309	SUSPICIOUS VEHICLE	No Report	711 W RANDOLPH RD
12/28/2014 23:03:51	2014123510	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/4/2015 0:31:05	2015001094	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/10/2015 22:43:47	2015003863	SUSPICIOUS ACTIVITY	No Report	711 W RANDOLPH RD
1/10/2015 23:31:31	2015003870	INFORMATION	No Report	711 W RANDOLPH RD
1/13/2015 8:16:42	2015004765	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/15/2015 3:51:59	2015005450	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
1/16/2015 21:29:55	2015006238	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
1/18/2015 1:14:06	2015006893	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/19/2015 10:50:44	2015007590	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/22/2015 14:53:46	2015008794	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/24/2015 9:04:51	2015009503	ESCORT DUTIES	No Report	711 W RANDOLPH RD
1/26/2015 13:58:08	2015010311	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/27/2015 9:59:44	2015010770	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/28/2015 2:59:28	2015011061	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/29/2015 10:39:33	2015011632	INFORMATION	2015000426	711 W RANDOLPH RD
1/30/2015 9:54:14	2015012002	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
2/1/2015 7:06:17	2015012867	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/1/2015 23:40:40	2015013226	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/7/2015 8:59:25	2015015184	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/9/2015 9:27:28	2015016018	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/11/2015 0:43:15	2015016809	DOMESTIC DISTURBANCE	2015000648	711 W RANDOLPH RD
2/15/2015 0:48:24	2015018232	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/17/2015 2:06:30	2015019004	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/18/2015 8:33:15	2015019284	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/18/2015 13:09:51	2015019393	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/18/2015 22:20:58	2015019511	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/18/2015 23:56:57	2015019529	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/23/2015 8:54:32	2015021034	HIT & RUN ACCIDENT	2015000788	711 W RANDOLPH RD
2/25/2015 1:11:21	2015021564	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/27/2015 8:45:23	2015022076	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/28/2015 20:16:52	2015022505	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/2/2015 2:59:54	2015022816	BUILDING CHECK	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
3/4/2015 23:59:38	2015023640	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/5/2015 0:05:18	2015023642	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/5/2015 20:50:11	2015023917	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/7/2015 19:06:39	2015024556	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/8/2015 8:21:54	2015024701	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/10/2015 12:42:08	2015025408	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/11/2015 11:01:46	2015025771	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/19/2015 0:53:55	2015028235	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/21/2015 8:44:26	2015028827	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/23/2015 12:31:46	2015029590	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/24/2015 3:59:06	2015029843	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/26/2015 17:45:39	2015030626	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/28/2015 11:44:56	2015031159	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
3/31/2015 0:24:50	2015031903	DRINKING IN PUBLIC	2015001272	711 W RANDOLPH RD
4/3/2015 18:35:17	2015033004	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
4/6/2015 2:39:31	2015033713	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/10/2015 7:30:44	2015034943	VEHICLE STOP	No Report	711 W RANDOLPH RD
4/12/2015 16:50:12	2015035783	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/16/2015 12:24:34	2015037047	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/17/2015 7:25:23	2015037247	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/17/2015 13:24:25	2015037340	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/18/2015 22:34:21	2015037766	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
4/20/2015 12:49:25	2015038316	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/21/2015 18:30:00	2015038752	JUVENILE OTHER	No Report	711 W RANDOLPH RD
4/22/2015 8:15:37	2015038929	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/23/2015 23:48:01	2015039570	DISTURBANCE	No Report	711 W RANDOLPH RD
4/24/2015 16:40:17	2015039782	INFORMATION	No Report	711 W RANDOLPH RD
4/27/2015 18:05:06	2015040623	INFORMATION	No Report	711 W RANDOLPH RD
5/3/2015 8:39:07	2015042215	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/4/2015 15:32:42	2015042800	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/5/2015 21:03:44	2015043124	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/8/2015 15:07:42	2015043805	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/8/2015 22:54:43	2015043901	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/10/2015 10:45:24	2015044318	VEHICLE STOP	No Report	711 W RANDOLPH RD
5/15/2015 12:02:35	2015045986	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/16/2015 7:21:47	2015046329	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/16/2015 7:23:54	2015046331	INFORMATION	No Report	711 W RANDOLPH RD
5/17/2015 9:16:57	2015046776	BUILDING CHECK	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
5/17/2015 9:18:59	2015046779	SUSPICIOUS VEHICLE	No Report	711 W RANDOLPH RD
5/18/2015 8:07:24	2015047095	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/23/2015 22:22:47	2015049031	INFORMATION	No Report	711 W RANDOLPH RD
5/24/2015 3:14:32	2015049068	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
5/24/2015 4:23:25	2015049081	DISTURBANCE	No Report	711 W RANDOLPH RD
5/28/2015 15:25:45	2015050528	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/2/2015 13:37:14	2015052029	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/3/2015 7:05:22	2015052239	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/5/2015 10:54:18	2015053044	LARCENY	2015002303	711 W RANDOLPH RD
6/5/2015 12:46:33	2015053060	RECKLESS DRIVING	No Report	711 W RANDOLPH RD
6/12/2015 7:56:17	2015055182	VEHICLE STOP	No Report	711 W RANDOLPH RD
6/13/2015 3:45:19	2015055588	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/17/2015 12:05:22	2015057072	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
6/18/2015 0:03:49	2015057248	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
6/18/2015 14:19:17	2015057476	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/18/2015 20:50:31	2015057593	SHOTS FIRED	No Report	711 W RANDOLPH RD
6/18/2015 21:04:37	2015057598	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/18/2015 21:15:47	2015057600	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/19/2015 3:06:36	2015057659	DRINKING IN PUBLIC	No Report	711 W RANDOLPH RD
6/22/2015 12:53:00	2015058783	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/27/2015 13:37:45	2015060756	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/29/2015 3:55:20	2015061240	DISTURBANCE	No Report	711 W RANDOLPH RD
7/3/2015 16:32:29	2015062764	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/6/2015 13:29:04	2015063522	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/8/2015 13:29:10	2015064254	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/9/2015 15:05:38	2015064538	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/10/2015 9:25:53	2015064751	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/13/2015 0:08:34	2015065737	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/13/2015 23:53:09	2015066014	SUSPICIOUS CIRCUMSTANCE	2015002830	711 W RANDOLPH RD
7/15/2015 11:08:34	2015066363	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/16/2015 14:13:45	2015066840	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/17/2015 23:26:23	2015067186	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/19/2015 8:30:17	2015067514	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/24/2015 0:55:10	2015068962	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
7/28/2015 11:34:27	2015070385	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/28/2015 20:54:44	2015070481	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/1/2015 8:01:00	2015071664	ANIMAL - OTHER	No Report	711 W RANDOLPH RD
8/7/2015 8:12:19	2015073655	ANIMAL AT LARGE	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
8/10/2015 14:39:06	2015074819	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/10/2015 16:53:40	2015074849	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/17/2015 16:18:01	2015076847	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/18/2015 9:30:21	2015077152	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/19/2015 23:28:34	2015077559	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/21/2015 21:49:18	2015078046	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/25/2015 11:09:55	2015079164	INFORMATION	No Report	711 W RANDOLPH RD
8/26/2015 16:14:24	2015079448	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/26/2015 21:29:12	2015079514	THREATS OR HARASSMENT	No Report	711 W RANDOLPH RD
8/27/2015 6:16:40	2015079615	INFORMATION	No Report	711 W RANDOLPH RD
8/27/2015 21:53:54	2015079834	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
8/28/2015 7:38:32	2015079965	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/28/2015 13:23:57	2015080022	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/1/2015 9:45:42	2015081043	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/9/2015 11:05:16	2015083355	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/11/2015 11:26:27	2015083991	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/13/2015 0:24:14	2015084365	DEATH INVESTIGATION (ALS)	2015003613	711 W RANDOLPH RD
9/16/2015 11:22:49	2015085376	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/24/2015 8:27:55	2015087371	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/29/2015 0:25:03	2015088329	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/2/2015 16:36:16	2015089218	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/3/2015 9:48:13	2015089438	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
10/3/2015 15:17:36	2015089509	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/4/2015 9:28:29	2015089741	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/4/2015 23:35:21	2015089894	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/6/2015 23:42:30	2015090361	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
10/10/2015 10:13:05	2015091342	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/13/2015 10:22:48	2015092077	WARRANT SERVICE/OBTAINING	2015004007	711 W RANDOLPH RD
10/15/2015 16:00:34	2015092623	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/22/2015 23:20:58	2015094580	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/22/2015 23:53:26	2015094587	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/29/2015 3:34:10	2015096057	DOMESTIC DISTURBANCE	No Report	711 W RANDOLPH RD
10/30/2015 10:29:04	2015096346	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
10/30/2015 14:55:26	2015096383	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/2/2015 7:50:10	2015097032	DISTURBANCE	No Report	711 W RANDOLPH RD
11/4/2015 16:06:17	2015097532	ESCORT DUTIES	No Report	711 W RANDOLPH RD
11/7/2015 10:51:37	2015098156	DIRECTED PATROL	No Report	711 W RANDOLPH RD
11/8/2015 4:05:26	2015098281	DRIVING UNDER THE INFLUENCE	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
11/8/2015 23:25:39	2015098522	INFORMATION	No Report	711 W RANDOLPH RD
11/12/2015 16:45:20	2015099693	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/13/2015 20:52:56	2015099973	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
11/14/2015 5:32:39	2015100070	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/14/2015 10:06:48	2015100209	DIRECTED PATROL	No Report	711 W RANDOLPH RD
11/15/2015 11:08:23	2015100581	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/25/2015 23:35:00	2015103769	DOMESTIC ASSAULT	2015004583	711 W RANDOLPH RD
11/27/2015 19:22:39	2015104310	PROBATION AND PAROLE CHECK	No Report	711 W RANDOLPH RD
11/27/2015 20:49:10	2015104338	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/1/2015 16:24:15	2015105395	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/5/2015 19:23:05	2015106414	PROBATION AND PAROLE CHECK	No Report	711 W RANDOLPH RD
12/7/2015 0:17:04	2015106777	DISTURBANCE	No Report	711 W RANDOLPH RD
12/11/2015 23:36:20	2015108292	HIT & RUN ACCIDENT	2015004753	711 W RANDOLPH RD
12/16/2015 1:26:17	2015109498	DOMESTIC ASSAULT	No Report	711 W RANDOLPH RD
12/17/2015 16:15:26	2015109857	DISTURBANCE	2015004810	711 W RANDOLPH RD
12/22/2015 19:39:21	2015111560	PROBATION AND PAROLE CHECK	No Report	711 W RANDOLPH RD
12/26/2015 10:08:35	2015112614	DIRECTED PATROL	No Report	711 W RANDOLPH RD
12/30/2015 15:29:39	2015113792	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/31/2015 14:55:11	2015114013	ABANDONED VEHICLE	No Report	711 W RANDOLPH RD
1/3/2016 21:06:10	2016000877	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/3/2016 22:14:58	2016000892	PROBATION AND PAROLE CHECK	No Report	711 W RANDOLPH RD
1/4/2016 19:03:58	2016001218	PROBATION AND PAROLE CHECK	No Report	711 W RANDOLPH RD
1/4/2016 22:43:19	2016001266	PROBATION AND PAROLE CHECK	No Report	711 W RANDOLPH RD
1/6/2016 18:43:02	2016001811	STRUCTURE FIRE	No Report	711 W RANDOLPH RD
1/7/2016 23:58:14	2016002070	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
1/11/2016 0:45:40	2016002952	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
1/11/2016 11:26:28	2016003094	INFORMATION	2016000121	711 W RANDOLPH RD
1/16/2016 12:51:10	2016004454	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/20/2016 6:12:20	2016005585	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/20/2016 12:28:22	2016005631	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
1/21/2016 8:39:31	2016005836	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/24/2016 9:32:37	2016006466	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
1/26/2016 14:44:11	2016007078	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/29/2016 6:44:14	2016007748	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/4/2016 12:54:42	2016009468	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/4/2016 15:58:37	2016009507	TRESPASSING	2016000431	711 W RANDOLPH RD
2/8/2016 7:54:15	2016010674	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
2/9/2016 16:53:12	2016010974	INFORMATION	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
2/9/2016 21:41:11	2016011032	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/10/2016 11:41:43	2016011131	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/12/2016 1:26:19	2016011623	HIT & RUN ACCIDENT	2016000499	711 W RANDOLPH RD
2/14/2016 12:14:22	2016012445	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/18/2016 10:52:04	2016013503	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/23/2016 13:00:42	2016015065	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/24/2016 8:04:23	2016015230	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/25/2016 20:31:54	2016015690	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/25/2016 22:03:37	2016015712	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/27/2016 14:47:11	2016016295	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/3/2016 6:46:33	2016017549	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/9/2016 7:46:45	2016019376	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/9/2016 23:35:28	2016019562	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/17/2016 22:54:20	2016021758	DRUG OFFENSE	2016000966	711 W RANDOLPH RD
3/18/2016 11:56:59	2016021862	DIRECTED PATROL	No Report	711 W RANDOLPH RD
3/22/2016 22:40:10	2016023076	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/26/2016 0:37:11	2016023809	DISTURBANCE	No Report	711 W RANDOLPH RD
3/26/2016 15:46:09	2016023978	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
3/28/2016 14:31:30	2016024487	DISTURBANCE	2016001135	711 W RANDOLPH RD
3/29/2016 7:56:07	2016024693	VEHICLE STOP	No Report	711 W RANDOLPH RD
3/29/2016 19:30:49	2016024839	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/3/2016 0:12:40	2016025808	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/4/2016 3:38:00	2016026118	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/7/2016 19:45:19	2016027070	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/13/2016 9:09:57	2016028630	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/18/2016 19:47:32	2016030324	HIT & RUN ACCIDENT	2016001472	711 W RANDOLPH RD
4/19/2016 17:36:09	2016030603	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/20/2016 7:37:44	2016030769	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/20/2016 8:26:00	2016030786	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/21/2016 9:34:09	2016031112	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/24/2016 9:06:55	2016031949	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/24/2016 13:39:34	2016032029	VEHICLE STOP	No Report	711 W RANDOLPH RD
4/27/2016 19:24:48	2016032902	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/28/2016 11:51:17	2016033088	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/29/2016 11:13:35	2016033352	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/30/2016 8:27:13	2016033579	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
4/30/2016 12:08:45	2016033655	INFORMATION	No Report	711 W RANDOLPH RD
5/4/2016 12:07:25	2016034822	BUILDING CHECK	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
5/6/2016 9:43:53	2016035299	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/7/2016 8:25:42	2016035654	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/14/2016 0:01:15	2016037551	VEHICLE STOP	No Report	711 W RANDOLPH RD
5/17/2016 21:08:45	2016038781	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/17/2016 21:32:45	2016038787	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
5/21/2016 16:45:38	2016039764	LARCENY	2016002048	711 W RANDOLPH RD
5/22/2016 12:31:02	2016040025	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
5/26/2016 22:13:04	2016041151	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/28/2016 18:46:58	2016041753	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/30/2016 15:10:36	2016042344	ANIMAL - OTHER	No Report	711 W RANDOLPH RD
5/31/2016 21:11:22	2016042683	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/5/2016 21:33:33	2016044202	DISTURBANCE	No Report	711 W RANDOLPH RD
6/7/2016 11:43:27	2016044692	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/11/2016 13:04:02	2016045917	VEHICLE STOP	No Report	711 W RANDOLPH RD
6/12/2016 0:11:42	2016046110	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/20/2016 3:16:51	2016048555	VEHICLE STOP	No Report	711 W RANDOLPH RD
6/20/2016 8:32:01	2016048629	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/22/2016 18:26:08	2016049385	VEHICLE STOP	No Report	711 W RANDOLPH RD
6/23/2016 2:16:43	2016049456	INFORMATION	2016002627	711 W RANDOLPH RD
6/23/2016 18:46:45	2016049660	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/24/2016 1:05:46	2016049719	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
6/24/2016 1:05:58	2016049720	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/24/2016 1:06:00	2016049721	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
6/27/2016 11:49:39	2016050731	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
6/28/2016 4:38:28	2016050944	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/28/2016 21:24:36	2016051153	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
6/29/2016 8:55:43	2016051300	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/30/2016 16:13:40	2016051796	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/2/2016 7:27:07	2016052223	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/3/2016 9:09:16	2016052673	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/12/2016 4:33:23	2016055181	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/13/2016 9:08:08	2016055493	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/13/2016 14:21:07	2016055569	ESCORT DUTIES	No Report	711 W RANDOLPH RD
7/16/2016 12:39:13	2016056424	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/18/2016 13:50:35	2016057040	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/23/2016 11:28:38	2016058439	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/24/2016 11:01:34	2016058729	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/25/2016 7:34:49	2016058942	BUILDING CHECK	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
7/26/2016 20:27:50	2016059439	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/27/2016 7:05:55	2016059542	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/8/2016 11:01:01	2016063276	INFORMATION	No Report	711 W RANDOLPH RD
8/8/2016 15:26:04	2016063401	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/10/2016 7:13:38	2016063796	CHECK WELFARE	No Report	711 W RANDOLPH RD
8/14/2016 21:53:56	2016065130	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/16/2016 13:23:29	2016065635	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/20/2016 6:44:51	2016066728	ESCORT DUTIES	No Report	711 W RANDOLPH RD
8/20/2016 9:49:04	2016066771	INFORMATION	No Report	711 W RANDOLPH RD
8/21/2016 9:23:53	2016067079	DIRECTED PATROL	No Report	711 W RANDOLPH RD
8/21/2016 21:22:15	2016067241	SUSPICIOUS CIRCUMSTANCE	No Report	711 W RANDOLPH RD
8/24/2016 14:35:37	2016067934	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/8/2016 4:04:31	2016072417	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
9/9/2016 4:36:10	2016072799	VEHICLE STOP	No Report	711 W RANDOLPH RD
9/10/2016 0:17:01	2016073044	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/10/2016 8:33:02	2016073095	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/11/2016 18:14:34	2016073490	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/12/2016 7:05:11	2016073623	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/13/2016 22:36:03	2016074122	THREATS OR HARASSMENT	No Report	711 W RANDOLPH RD
9/15/2016 10:10:19	2016074547	ANIMAL AT LARGE	2016003977	711 W RANDOLPH RD
9/15/2016 11:28:12	2016074562	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/15/2016 16:04:41	2016074599	INFORMATION	No Report	711 W RANDOLPH RD
9/16/2016 14:02:05	2016074897	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/16/2016 19:58:18	2016074985	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/16/2016 21:18:36	2016075009	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
9/18/2016 20:33:37	2016075783	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
9/27/2016 9:56:53	2016078766	ANIMAL - OTHER	2016004159	711 W RANDOLPH RD
9/27/2016 23:29:39	2016078913	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/1/2016 21:53:24	2016079986	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/2/2016 19:53:57	2016080220	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/7/2016 8:42:00	2016081600	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
10/8/2016 14:57:38	2016081961	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
10/10/2016 8:32:11	2016082676	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/11/2016 7:07:27	2016082983	VEHICLE STOP	No Report	711 W RANDOLPH RD
10/18/2016 22:10:01	2016085385	DISTURBANCE	No Report	711 W RANDOLPH RD
10/26/2016 21:29:19	2016087801	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/29/2016 12:15:44	2016088689	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/31/2016 9:10:05	2016089255	DIRECTED PATROL	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
11/3/2016 14:12:01	2016090299	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
11/4/2016 9:47:42	2016090511	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/8/2016 10:01:49	2016091780	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/13/2016 13:39:45	2016093417	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/26/2016 8:41:25	2016097420	BUILDING CHECK	No Report	711 W RANDOLPH RD
11/27/2016 10:14:49	2016097781	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/1/2016 21:05:03	2016099305	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/2/2016 11:40:50	2016099556	CIVIL MATTER	No Report	711 W RANDOLPH RD
12/12/2016 18:39:36	2016102653	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/15/2016 8:01:07	2016103448	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
12/25/2016 16:34:25	2016107414	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/25/2016 23:50:26	2016107472	ASSAULT - SIMPLE (BLS)	No Report	711 W RANDOLPH RD
12/31/2016 22:02:09	2016109836	SHOTS FIRED	No Report	711 W RANDOLPH RD
1/11/2017 7:49:58	2017003406	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/13/2017 13:02:42	2017004357	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/15/2017 7:59:01	2017005163	DIRECTED PATROL	No Report	711 W RANDOLPH RD
1/25/2017 6:35:19	2017008513	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
1/28/2017 12:41:18	2017009885	DIRECTED PATROL	No Report	711 W RANDOLPH RD
2/3/2017 14:20:20	2017012584	LARCENY	2017000436	711 W RANDOLPH RD
2/3/2017 22:42:55	2017012704	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/7/2017 0:51:24	2017014106	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
2/8/2017 1:20:32	2017014533	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/8/2017 15:42:44	2017014824	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/14/2017 21:55:11	2017017482	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/20/2017 22:30:03	2017020207	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/21/2017 20:33:01	2017020615	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/25/2017 21:28:27	2017022317	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
2/27/2017 3:18:43	2017022668	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/27/2017 6:42:16	2017022760	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/8/2017 22:48:42	2017026715	VEHICLE STOP	No Report	711 W RANDOLPH RD
3/9/2017 22:25:41	2017027110	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/9/2017 23:46:33	2017027126	TRAFFIC CONTROL	No Report	711 W RANDOLPH RD
3/11/2017 20:29:25	2017027926	DISTURBANCE	No Report	711 W RANDOLPH RD
3/12/2017 19:01:25	2017028429	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
3/12/2017 20:16:41	2017028460	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/16/2017 3:04:38	2017029614	VEHICLE STOP	No Report	711 W RANDOLPH RD
3/17/2017 17:36:45	2017030278	INFORMATION	No Report	711 W RANDOLPH RD
3/17/2017 20:47:08	2017030312	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
3/18/2017 3:48:06	2017030411	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/20/2017 8:19:11	2017031283	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/20/2017 17:23:31	2017031453	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/24/2017 18:27:34	2017032723	JUVENILE OTHER	No Report	711 W RANDOLPH RD
3/29/2017 20:49:58	2017034564	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/1/2017 11:31:38	2017035644	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
4/2/2017 1:02:35	2017035871	DOMESTIC ASSAULT	2017001047	711 W RANDOLPH RD
4/2/2017 3:38:09	2017035885	LOUD MUSIC	No Report	711 W RANDOLPH RD
4/3/2017 20:36:26	2017036539	ASSIST PUBLIC / CITIZEN (BLS)	No Report	711 W RANDOLPH RD
4/7/2017 7:55:47	2017038007	INFORMATION	No Report	711 W RANDOLPH RD
4/12/2017 9:46:21	2017039969	ESCORT DUTIES	No Report	711 W RANDOLPH RD
4/14/2017 12:49:54	2017040714	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
4/20/2017 1:22:34	2017042741	MISSING PERSON	No Report	711 W RANDOLPH RD
4/25/2017 12:06:45	2017045050	INFORMATION	No Report	711 W RANDOLPH RD
4/25/2017 14:38:17	2017045110	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/25/2017 19:11:36	2017045172	DISTURBANCE	No Report	711 W RANDOLPH RD
4/26/2017 1:14:45	2017045230	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/27/2017 13:40:23	2017045782	DISTURBANCE	No Report	711 W RANDOLPH RD
4/29/2017 16:43:00	2017046666	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/30/2017 23:50:32	2017047163	DISTURBANCE	2017001393	711 W RANDOLPH RD
5/4/2017 23:19:31	2017048564	FOUND PROPERTY	2017001447	711 W RANDOLPH RD
5/5/2017 19:58:56	2017048847	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/8/2017 23:24:32	2017050181	DISTURBANCE	No Report	711 W RANDOLPH RD
5/8/2017 23:51:51	2017050186	DIRECTED PATROL	No Report	711 W RANDOLPH RD
5/10/2017 11:27:42	2017050764	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
5/10/2017 15:29:06	2017050815	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/10/2017 19:10:11	2017050892	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/14/2017 12:07:49	2017052170	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/15/2017 19:01:59	2017052810	VEHICLE STOP	No Report	711 W RANDOLPH RD
5/17/2017 11:26:07	2017053728	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/19/2017 8:00:52	2017054474	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
5/23/2017 5:42:46	2017056512	ACCIDENT PI	2017001671	711 W RANDOLPH RD
5/24/2017 20:42:45	2017057201	VEHICLE STOP	No Report	711 W RANDOLPH RD
5/25/2017 8:08:17	2017057419	BUILDING CHECK	No Report	711 W RANDOLPH RD
5/26/2017 11:41:02	2017058064	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/29/2017 4:42:02	2017059016	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/1/2017 21:14:02	2017060995	OVERDOSE (ALS)	2017001792	711 W RANDOLPH RD
6/3/2017 0:50:11	2017061877	DIRECTED PATROL	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
6/3/2017 1:04:33	2017061878	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/3/2017 1:49:56	2017061885	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/3/2017 3:09:20	2017061893	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
6/3/2017 10:02:52	2017062168	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/3/2017 23:43:28	2017062649	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/4/2017 20:11:46	2017063075	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/8/2017 15:43:22	2017064401	FOOT PATROL (PATROL)	No Report	711 W RANDOLPH RD
6/12/2017 3:00:39	2017065503	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/13/2017 7:13:27	2017066035	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/24/2017 3:30:51	2017070184	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/24/2017 19:29:05	2017070421	EMERGENCY CUSTODY ORDER	2017002089	711 W RANDOLPH RD
7/2/2017 12:31:22	2017073832	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/2/2017 12:36:51	2017073833	ABANDONED VEHICLE	2017002177	711 W RANDOLPH RD
7/9/2017 3:00:37	2017076324	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/10/2017 11:16:03	2017076716	DISABLED VEHICLE	No Report	711 W RANDOLPH RD
7/15/2017 21:50:49	2017078506	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/18/2017 7:29:15	2017079249	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/20/2017 21:54:07	2017080223	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/24/2017 0:56:39	2017081292	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/24/2017 2:35:57	2017081306	DISTURBANCE	No Report	711 W RANDOLPH RD
7/28/2017 21:22:07	2017083161	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/30/2017 20:40:51	2017084013	CIVIL MATTER	No Report	711 W RANDOLPH RD
7/30/2017 21:48:46	2017084033	INJURED ANIMAL	No Report	711 W RANDOLPH RD
8/1/2017 1:01:42	2017084436	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/1/2017 22:37:27	2017084690	DISTURBANCE	No Report	711 W RANDOLPH RD
8/2/2017 1:23:16	2017084720	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/2/2017 7:47:29	2017084785	VEHICLE STOP	No Report	711 W RANDOLPH RD
8/6/2017 22:29:39	2017086521	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
8/7/2017 23:48:51	2017086846	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
8/12/2017 6:31:36	2017088240	BUILDING CHECK	No Report	711 W RANDOLPH RD
8/20/2017 18:44:09	2017090988	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
8/23/2017 18:19:54	2017092051	CHECK WELFARE	No Report	711 W RANDOLPH RD
8/31/2017 16:40:29	2017094588	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
8/31/2017 17:45:03	2017094613	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
8/31/2017 20:11:23	2017094641	ACCIDENT WITH PROPERTY DAMAGE	No Report	711 W RANDOLPH RD
9/3/2017 13:59:04	2017095385	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/5/2017 11:48:33	2017096051	VEHICLE STOP	No Report	711 W RANDOLPH RD
9/9/2017 23:02:45	2017097744	VEHICLE STOP	2017003033	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
9/16/2017 9:55:44	2017099776	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/30/2017 11:25:45	2017104782	CIVIL MATTER	No Report	711 W RANDOLPH RD
10/3/2017 13:08:45	2017105910	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
10/11/2017 16:09:43	2017108421	INFORMATION	No Report	711 W RANDOLPH RD
10/13/2017 0:32:41	2017108910	DISTURBANCE	No Report	711 W RANDOLPH RD
10/13/2017 0:32:48	2017108911	ASSAULT - SIMPLE (BLS)	2017003469	711 W RANDOLPH RD
10/15/2017 15:02:54	2017109582	INFORMATION	No Report	711 W RANDOLPH RD
10/18/2017 8:02:40	2017110284	BUILDING CHECK	No Report	711 W RANDOLPH RD
10/21/2017 11:36:31	2017111203	SUSPICIOUS PERSON	No Report	711 W RANDOLPH RD
11/6/2017 10:18:10	2017115871	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
11/12/2017 11:13:40	2017117626	CIVIL MATTER	No Report	711 W RANDOLPH RD
11/13/2017 16:33:01	2017118011	ASSIST PUBLIC / CITIZEN (BLS)	No Report	711 W RANDOLPH RD
11/13/2017 18:52:37	2017118033	LOITERING	No Report	711 W RANDOLPH RD
11/19/2017 10:45:41	2017119846	INFORMATION	No Report	711 W RANDOLPH RD
11/26/2017 8:43:53	2017121947	CIVIL MATTER	No Report	711 W RANDOLPH RD
11/26/2017 22:21:16	2017122136	BUILDING CHECK	No Report	711 W RANDOLPH RD
12/27/2017 16:42:09	2017129998	DOMESTIC ASSAULT	2017004273	711 W RANDOLPH RD
1/20/2018 0:13:07	2018004779	BUILDING CHECK	No Report	711 W RANDOLPH RD
1/22/2018 0:30:27	2018005392	BUILDING CHECK	No Report	711 W RANDOLPH RD
2/5/2018 19:31:54	2018010150	POLICE-ASSIST OTHER AGENCY	2018000330	711 W RANDOLPH RD
2/14/2018 8:33:55	2018012887	ESCORT DUTIES	No Report	711 W RANDOLPH RD
2/24/2018 4:25:15	2018016098	BUILDING CHECK	No Report	711 W RANDOLPH RD
3/16/2018 18:18:08	2018023782	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/22/2018 12:03:00	2018025451	CHECK WELFARE	No Report	711 W RANDOLPH RD
3/30/2018 19:40:54	2018027598	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
3/31/2018 20:18:52	2018027849	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/1/2018 18:03:05	2018028085	DISTURBANCE	No Report	711 W RANDOLPH RD
4/3/2018 14:26:48	2018028519	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
4/10/2018 1:52:26	2018030212	DISTURBANCE	No Report	711 W RANDOLPH RD
4/10/2018 2:16:45	2018030215	DIRECTED PATROL	No Report	711 W RANDOLPH RD
4/15/2018 1:51:24	2018031833	BUILDING CHECK	No Report	711 W RANDOLPH RD
4/16/2018 11:32:18	2018032189	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
4/27/2018 22:45:31	2018034890	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
5/14/2018 2:37:10	2018038756	INFORMATION	No Report	711 W RANDOLPH RD
5/18/2018 13:53:25	2018039820	LOCK OUT (NON EMERGENCY)	No Report	711 W RANDOLPH RD
5/19/2018 12:00:55	2018040026	INFORMATION	No Report	711 W RANDOLPH RD
5/22/2018 20:01:19	2018040821	INFORMATION	No Report	711 W RANDOLPH RD
5/24/2018 11:32:52	2018041193	WARRANT SERVICE/OBTAINING	2018001610	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
5/28/2018 8:51:57	2018042108	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
6/12/2018 21:24:18	2018046066	DIRECTED PATROL	No Report	711 W RANDOLPH RD
6/13/2018 7:34:56	2018046285	LARCENY	2018001864	711 W RANDOLPH RD
6/22/2018 5:29:51	2018048742	BUILDING CHECK	No Report	711 W RANDOLPH RD
6/25/2018 22:31:14	2018049756	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/1/2018 2:06:14	2018051130	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/3/2018 20:27:14	2018052073	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/3/2018 20:43:24	2018052078	BUILDING CHECK	No Report	711 W RANDOLPH RD
7/7/2018 20:30:12	2018053301	DOMESTIC DISTURBANCE	No Report	711 W RANDOLPH RD
7/9/2018 3:31:11	2018053643	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/17/2018 10:44:22	2018056144	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
7/21/2018 12:34:07	2018057333	DRUG OFFENSE	2018002296	711 W RANDOLPH RD
7/28/2018 17:56:54	2018059594	ASSAULT - SIMPLE (BLS)	2018002366	711 W RANDOLPH RD
7/29/2018 4:33:14	2018059725	DIRECTED PATROL	No Report	711 W RANDOLPH RD
7/29/2018 10:21:16	2018059822	CIVIL MATTER	No Report	711 W RANDOLPH RD
8/5/2018 14:55:43	2018061695	ACCIDENT PI	2018002487	711 W RANDOLPH RD
8/23/2018 15:09:51	2018066679	FOLLOW-UP INVESTIGATION	No Report	711 W RANDOLPH RD
9/4/2018 20:33:30	2018069875	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/5/2018 22:03:04	2018070117	ASSAULT - SIMPLE (BLS)	2018002832	711 W RANDOLPH RD
9/10/2018 0:48:20	2018071267	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/13/2018 3:49:46	2018071952	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/13/2018 23:55:13	2018072195	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/15/2018 21:55:14	2018072658	POLICE-ASSIST OTHER AGENCY	No Report	711 W RANDOLPH RD
9/17/2018 0:41:50	2018072925	BUILDING CHECK	No Report	711 W RANDOLPH RD
9/20/2018 0:12:16	2018073700	VEHICLE STOP	No Report	711 W RANDOLPH RD
9/21/2018 18:00:57	2018074168	THREATS OR HARASSMENT	No Report	711 W RANDOLPH RD
9/21/2018 19:21:14	2018074191	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/23/2018 3:42:15	2018074558	DIRECTED PATROL	No Report	711 W RANDOLPH RD
9/24/2018 11:41:54	2018074890	DISTURBANCE	No Report	711 W RANDOLPH RD
10/1/2018 7:54:08	2018076424	UNAUTHORIZED USE OF AUTO	2018003100	711 W RANDOLPH RD
10/8/2018 20:24:26	2018078289	WARRANT SERVICE/OBTAINING	No Report	711 W RANDOLPH RD
10/20/2018 20:37:51	2018080946	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/22/2018 1:01:30	2018081250	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/25/2018 3:18:55	2018081867	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/25/2018 21:56:58	2018082019	DIRECTED PATROL	No Report	711 W RANDOLPH RD
10/31/2018 1:41:43	2018083132	DIRECTED PATROL	No Report	711 W RANDOLPH RD
11/2/2018 12:33:16	2018083659	INFORMATION	No Report	711 W RANDOLPH RD
11/5/2018 4:57:28	2018084329	DIRECTED PATROL	No Report	711 W RANDOLPH RD

Call Date & Time	CAD ID	Nature	Report #	Incident Address
11/17/2018 19:38:36	2018087255	DIRECTED PATROL	<i>No Report</i>	711 W RANDOLPH RD
11/23/2018 4:02:45	2018088343	DIRECTED PATROL	<i>No Report</i>	711 W RANDOLPH RD
11/28/2018 3:13:59	2018089597	DIRECTED PATROL	<i>No Report</i>	711 W RANDOLPH RD



**Summary**

Parcel ID 0660875  
 Tax ID 0660875  
 Neighborhood 400  
 Property Address 711 Randolph Rd W  
 Hopewell, VA 23860  
 Legal Description PARCEL ON RANDOLPH RD BLK 16 SUBDIVISION: NORTHWEST B VILLAGE  
 (Note: Not to be used on legal documents)  
 Acreage N/A  
 Class 4 - 4 Commercial/Industrial  
 Tax District/Area 01

[View Map](#)



**Owner**

Primary Owner  
 Patel Bhupendra I Or Gemini B  
 12300 Keats Grova Place  
 Glen Allen, VA 23059

**Site Description**

Zoning B3

**Land**

Land Type	Soil ID	Actual Front	Acreage	Effect. Front	Effect. Depth	Prod Factor	Depth Factor	Meas Sq Ft	Base Rate	Adj Rate	Extended Value	Infla. Factor	Value
Primary Commercial/Industrial Land			0.799			1.00	1.00	34,804	10.00	10.00	348,000.00		348,000.00

Land Detail Value Sum 348,000.00

**Commercial Buildings**

Card 01  
 Commercial Building  
 Primary Use Motel Room, 2 Sty-Single Row  
 Year Built 1954  
 Above Grade Area 10,923  
 Apartment Units 0  
 Above Grade Floors 2  
 Roofing Built-up 100%  
 Porches and Decks  
 Yd Item/Spc Fture/Outbidg Asphalt Paving 7875 SF  
 Wood frame w/sheathing Mall Concourse - Covered 1176 SF  
 Wood frame w/sheathing Mall Concourse - Covered 1176 SF

Floor	Bldg Type / Area	Perimeter	Wall Types	Wall Hght	Framing / Area	Plumbing	Sprinkler / Area	HVAC	Bsmt Type
1	MOTEL2SR / 6,219	684	Block with Stucco 100%	8	Fire Resistant / 6,219			Heat Pump	
2	MOTEL2SR / 4,704	440	Block with Stucco 100%	8	Fire Resistant / 4,704			Heat Pump	

**Improvements**

Card 01

ID	Use	Const Type	Grade	Year Const	Eff Year	Cond	Base Rate	Features	Adj Rate	Size/ Area	Comp Value	Phys Depr	Obsol Depr	Mrkt Adj	% Comp	Value
C	MOTEL2SR		C	1954	1980	AV	0.00		0	10923	0	0	0	20	100	535400
01	PAVING	Asphalt	C	1954	1980	AV	1.45		1.45	7875	11420	35	0	20	100	7400
02	COVMALL	Wood frame w/sheathing	C	1954	1954	AV	31.64		31.64	6 x 196	37210	45	0	20	100	20500
03	COVMALL	Wood frame w/sheathing	C	1954	1954	AV	31.64		31.64	6 x 196	37210	45	0	20	100	20500

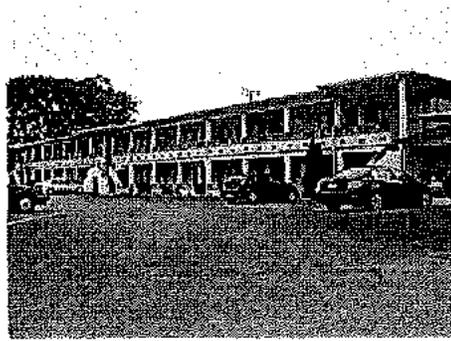
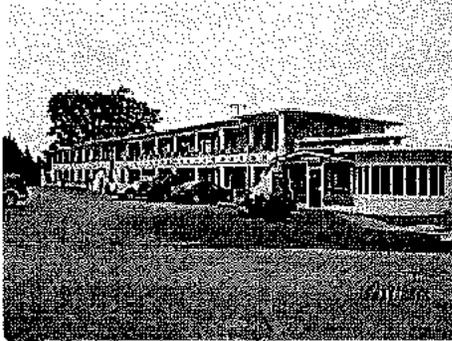
**Transfers**

Date	Owner 1	Owner 2	Book & Page	Document #	Amount
4/2/2001	PATEL BHUPENDRA I OR GEMINI B			010000792	\$0.00
4/2/2001	PATEL ISHWARBHAI & B PATEL			010000790	\$260,000.00
6/25/1987	PATEL DINESH J OR KOKILA D		204/721		\$850,000.00
4/16/1979	STOKES DONALD A & W DOUGLAS		162/125		\$345,000.00
5/13/1977	TARTAN CORP		152/502		\$0.00
3/31/1969	BROYHILL RAY R & THELMA K		117/43		\$0.00
1/15/1952	A		53/352		\$0.00

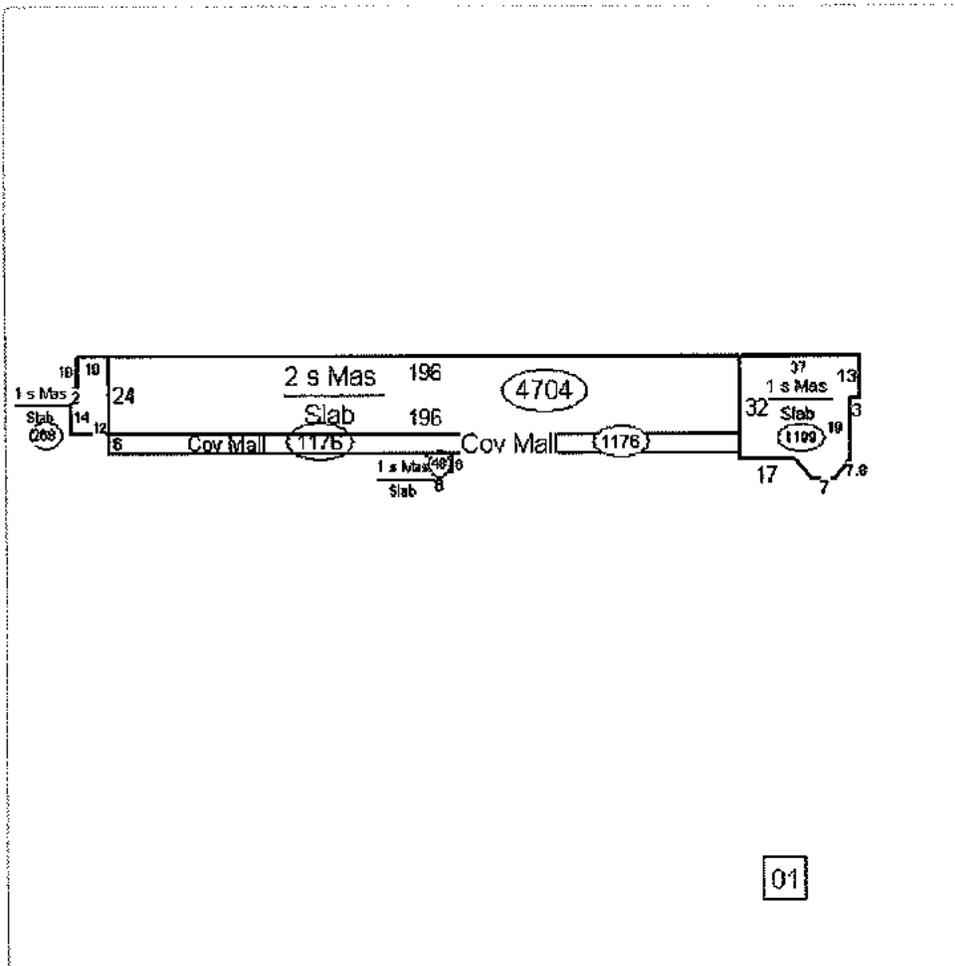
Valuation

Assessment Year		01/01/2017	01/01/2016	01/01/2016	01/01/2015	01/01/2013
Reason for Change		Reassessment	NC	Fire	Reassessment	Reassessment
VALUATION	Land	\$348,000	\$346,400	\$346,400	\$346,400	\$346,400
(Assessed Value)	Improvements	\$583,600	\$604,800	\$582,100	\$604,800	\$604,800
	<b>Total</b>	<b>\$931,600</b>	<b>\$951,200</b>	<b>\$928,500</b>	<b>\$951,200</b>	<b>\$951,200</b>

Photos



Sketches



Recent Sales In Area

Recent Sales In Neighborhood

**PH-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: Amendment to Section 4 of Chapter IV of the City's Charter**

**ISSUE:** In anticipation of the 2019 General Assembly Session, Administration presented City Council with the City's 2019 Legislative Priorities, including certain proposed Charter amendments. City Council approved the Legislative Priorities and proposed Charter amendment, and is holding a public hearing as required by the Code of Virginia to solicit public comment on the proposed charter amendment.

**RECOMMENDATION:** Staff recommends City Council conduct the public hearing to solicit citizen comment.

**TIMING:** Council action is requested on December 11, 2018.

**BACKGROUND:** At the November 27, 2018 City Council meeting, Council discuss the proposed 2019 Legislative Agenda, to include a proposed charter change. At the conclusion of that discussion, Council voted 5-2 to adopt the proposed legislative agenda. In accordance with §15.2-202 of the Code of Virginia, City Council is required to conduct a public hearing to amend the City's Charter.

**FISCAL IMPACT:** N/A

**ENCLOSED DOCUMENTS:**

1. Advertisement of the Public Hearing for the Charter Change
2. Proposed Amendment to Section 4 of Chapter IV of the City of Hopewell Charter

**STAFF:** John M. Altman, Jr., City Manager  
 Stefan M. Calos, City Attorney  
 Herbert Bragg, Director of Intergovernmental and Public Affairs

Council Action Form 2017

**SUMMARY:**

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

**PH - 2**  
**December 11, 2018**

# The Progress-Index Classified

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**Legal Notices**

**Public Auction Storage Contents**  
 Date: 12/7/2018  
 Time: 11:00 AM  
 Location: U-Haul of Prince George  
 5400 Oaklawn Blvd.  
 Prince George, VA 23875  
 804-458-7553  
**CASH or CREDIT CARD ONLY SALE**  
 Call Center for exact time.  
 Units are listed below:

105007 - Summer Daniel  
 C02505 - Brita Peterman  
 120017 - Cynthia Medina  
 H15001 - Michael Brown  
 B15004 - Justin Berry  
 B05006 - Terra Goidan  
 J07501 - Kevin Wright  
 N20010 - Jasmine Boyd  
 F20003 - Jada Parham  
 C20006 - Dione Green  
 J07506 - Priscilla Dimbo  
 G05005 - Priscilla Dimbo  
 M02517 - Sharlene Lewis  
 L05011 - Kia Whitehead  
 G30005 - Melvena Brown  
 N05004 - Carlos Station  
 F20005 - Christy Rackley  
 H15010 - Sierra Buford  
 H10011 - Alyah Reed  
 H1002 - Melissa Bateman  
 N05001 - Corey Lamb

**Legal Notices**

**Public Auction Storage Contents**  
 Date: 12/7/2018  
 Time: 12:00 PM  
 Location: U-Haul of Jefferson Park  
 4725 Jefferson Park Rd  
 Prince George, VA 23875  
 434-458-7636  
**CASH or CREDIT CARD ONLY SALE**  
 Call Center for exact time.  
 Units are listed below:

D10010 - Evelyn Taylor  
 B07506 - Shanell Ponton  
 D10003 - Elizabeth Bright  
 A05007 - Robert James  
 B25001 - Claudette Walker  
 E05006 - Richard Messer  
 B07536 - Pamela Allen  
 E05008 - Phillip Porter  
 D10017 - Donald Hill  
 D10007 - Terrell Wilson  
 B07533 - Maggie Dent  
 B07532 - Kenneth Tucker  
 B07530 - Latisha Webb  
 B07535 - Patrick Jones

**TERMS OF SALE AND FORMS OF PAYMENT: PAYMENT REQUIRED IMMEDIATELY AFTER AUCTION. CASH OR CREDIT CARD ONLY**

**Employment**

**Petersburg Symphony Orchestra Executive Director**  
 (Part Time Position)

The Petersburg Symphony Orchestra is seeking a part time executive director who is highly capable and motivated to provide operational leadership. The primary responsibilities include working with the Board of Directors to fulfill the organization's mission, day to day operations management, building and enhancing philanthropic relationships, developing resources sufficient to insure the financial health of the PSO.

**Education**  
 Minimum - B.S. degree in Business Administration, Music, or Not for Profit Leadership  
 Preferred - B.S. degree in Orchestra Administration, or Performing Arts Administration

**Qualifications & Experience**  
 Excellent oral and written communication and interpersonal relationship skills  
 Proven track record in grant writing and fundraising skills  
 Organizational skills  
 Consensus building skills  
 Budget building and management skills

**Sporting Goods**

**Exerciser Equipment**  
 Teeter Inversion Table, \$140;  
 804-991-3329 Disputants

**Miscellaneous**  
 Dryer for Sale  
 Whirlpool super capacity, heavy duty, multi-cycle, Works Fine! \$95. Call 712-6484

**Wanted To Buy**  
**MATTRESS TRUCK LOAD SALE**  
 New Sets  
 Twin-size=\$99  
 Full-size=\$119  
 Queen-size=\$129  
 King-size=\$189  
 804-526-4836

**Lincoln**  


**3301 AdNetwork**

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**PRINCIPALS FLEET REALIGNMENT AUCTION** Online bidding for trucks, trailers, bushhaws, compressors, and more. Dec 7 at 6 PM to Dec 13 at 11 am on [motleyindustrial.com](http://motleyindustrial.com) or 1-877-MOTLEYS

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**3301 AdNetwork**

**Available Print and Digital Solutions to reach luck drivers.** Call London Clark at Virginia Press Services 804-521-7576, london@vps.net

**REAL ESTATE FOR SALE**  
 LAKEFRONT CONDO, SOUTH MOUNTAIN LAKE 2 bdrm, 2 bath, ground floor, furnished. Accelerated sale. Bid on site or online, Dec. 14, 3 - 4 p.m. [motley.com](http://motley.com) or 1-877-MOTLEYS

**ATTN. REAGENTS:** Advertise your listings regionally or statewide. Print and Digital Solutions that get results! Call London Clark at Virginia Press Services 804-521-7576, london@vps.net

**SERVICES**  
 DRIVING-Untested, 3395-986, course cost. No cost appearance. Estimated completion time 1 week-2 weeks. Telephone includes walk-through obligation. HIRER OTR, Attorney (Footbook) 757-490-0126. See HIRER. ESRM. BBB Member.

**WANTED TO BUY OR TRADE**  
 FRESH RIB WANTED: CERTIFIED BUTCHER WILL BUY CASH for rib cylinders or cores of cost. (312) 291-9169; [www.relywellind.com](http://www.relywellind.com)

**Public Auction Storage Contents**  
 Date: 12/7/2018  
 Time: 10:00 AM  
 Location: U-Haul of Petersburg  
 2540 S. Crater Rd  
 Petersburg, VA 23805  
 804-681-9789  
**CASH or CREDIT CARD ONLY SALE**  
 Call Center for exact time.  
 Units are listed below:

1003 - Denise Risher  
 1282 - Maia Couretton  
 1997 - Brenton Watson  
 2002 - Monterio Churchman  
 104 - Erykah Jefferson  
 1188 - Roland Whitfield  
 1001 - Trent Valdez  
 1187 - Wanda Thompson  
 1015 - Margarick Worsley

**TERMS OF SALE AND FORMS OF PAYMENT: PAYMENT REQUIRED IMMEDIATELY AFTER AUCTION. CASH OR CREDIT CARD ONLY**

**Antiques**  
 Vintage Stereo, turntable, amplifier, speakers, and 2 reels with cabinets, \$400; 804-991-3329 Disputants

**Collectibles**  
 Vinyl Records, 60's and 70's at 2.00 each or all for \$200; 120 available, 804-991-3329 Disputants

**Accessories**  
 Collectable Vinyl Release of Fantasy home video never open \$35 Cash; 804-526-7255 Colonial Heights

**Garage & Yard Sales**  
 Christmas Bazaar  
 Hopewell Church of the Brethren 4415 Monroe Ave.  
 Hopewell Saturday, Dec. 1st  
 8:00 am - 1:00 pm  
 Craft Items, Baked Goods, White Elephant Room

**South Chesterfield**  
 Indoor Yard Sale, Sat. 9-2, 3500 Beechwood Avenue, Antiques, piano, many household and furniture items

**Clothing & Jewelry**  
 2 Ladies Rabbit Coats size medium, 1 worn 1 like \$25, and 1 never worn \$45; 804-526-7255 Colonial Heights

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 The Progress-Index Classified Ad Department  
 804-732-3456

**PUBLIC NOTICE CITY OF HOPEWELL**

Hopewell City Council will conduct a public hearing at a meeting on Tuesday, December 11, 2018 at 7:30 p.m. in City Council Chambers in the Municipal Building, 300 North Main Street, Hopewell, Virginia 23860, to receive public comments regarding:

1. The potential acquisition of the former Evergreen Motel (now Riverview Inn and Suites), located at 711 West Randolph Road, and further identified as Sub-Parcel ID #066-0875, in order to control the property while the City continues negotiations with the private sector for re-development of the site.
2. Amendment, in accordance with Va. Code § 15.2-202 (Public Hearing), of Sec. 4 of Chapter IV (Council) of the City's charter, by replacing in the title "Election" with "Appointment," and, in subsection (a), replacing "choose" with "appoint," replacing the second instance of "elected" with "appointed," adding "regular municipal" between "the" and "election," adding "as mayor and vice-mayor" between "successors" and "have," and deleting the semicolon and all text thereafter until the period, so that it reads in pertinent part:

Sec. 4. - Appointment and terms of president (ex officio mayor), vice-president (ex officio vice-mayor) and members of boards and commissions; quorum; journal; etc.

(a) On the first Tuesday in January next following the regular municipal election, or as soon thereafter as may be practicable, the newly elected council shall proceed to appoint by majority vote of all the members thereof one of their number to be president, who shall be ex officio mayor, and another as vice-president, who shall be ex officio vice-mayor, of the council, each of whom shall serve for a period of two years from the first day of the January next following the regular municipal election and until their successor or successors as mayor or vice-mayor have been appointed and qualified.

The hearing shall be open to the public. City council shall permit persons an opportunity to present and testimony within such reasonable time limits as shall be set by city council.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## **RESOLUTION**

A resolution in support of a request by the Hopewell City Council that the Virginia General Assembly enact legislation amending Sec. 4 of Chapter IV (Council) of the City's charter, to clarify the election of city council members and elections by city council appointing its officers and members of boards and commissions.

**WHEREAS**, Sec. 4 of Chapter IV of Hopewell's charter is entitled "Election and terms of president (ex officio mayor), vice-president (ex officio vice-mayor) and members of boards and commissions; quorum; journal; etc.";

**WHEREAS**, members of city council are elected in a regular municipal election;

**WHEREAS**, the mayor, vice-mayor, and members of boards and commissions are appointed via election by city council at a meeting of that body, not in a regular municipal election;

**WHEREAS**, the text of Sec. 4(a) states that it is the duty of council to "choose" the mayor and vice mayor;

**WHEREAS**, the text of Sec. 4(a) needs clarification that "election" in both instances refers to the regular municipal election;

**WHEREAS**, the text of Sec. 4(a) needs clarification that the mayor and vice mayor serve until their successors as officers, not as city councilors, are qualified; and

**WHEREAS**, the last clause of Sec. 4(a) addresses terms that expired in 2012;

**THEREFORE**, city council proposes that Chapter IV, Sec. 4 of the charter be amended by replacing in the title "Election" with "Appointment," and, in subsection (a), replacing "choose" with "appoint," replacing the second instance of "elected" with "appointed," adding "regular municipal" between "the" and "election," adding "as mayor and vice-mayor" between "successors" and "have," and deleting the semi-colon and all text thereafter until the period; and

**WHEREAS**, on Tuesday, December 11, 2018, city council held a public hearing under Virginia Code § 15.2-202 on the proposed charter amendments;

**NOW, THEREFORE, BE IT RESOLVED** by the Hopewell City Council that the below-proposed amendments to Chapter IV, Sec. 4 of the charter be approved and transmitted to the Virginia General Assembly forthwith, and that the General Assembly and the representatives of the city therein be requested to approve the charter amendments at the next succeeding session of the General Assembly.

\* \* \*

## CHAPTER IV. COUNCIL

Sec. 4. – ~~Election-Appointment~~ and terms of president (ex officio mayor), vice-president (ex officio vice-mayor) and members of boards and commissions; quorum; journal; etc.

- (a) On the first Tuesday in January next following the regular municipal election, or as soon thereafter as may be practicable, the newly elected council shall proceed to ~~choose~~ appoint by majority vote of all the members thereof one of their number to be president, who shall be ex officio mayor, and another as vice-president, who shall be ex officio vice-mayor, of the council, each of whom shall serve for a period of two years from the first day of the January next following the regular municipal election and until their successor or successors as mayor or vice-mayor have been appointed ~~elected~~ and qualified; ~~provided, however, that the terms of the president and vice president set to expire on June 30, 2012, shall be extended to December 31, 2012, and until their successors have been elected and qualified.~~

- (b) *Appointment of boards and commissions; enumeration, term.* The school board, library board, and dock commission shall each consist of five members of the board of such regional free library system as are permitted under the inter-jurisdictional contract establishing the regional library system as that contract may be amended from time to time.

The council shall appoint the members of such boards and commissions as are provided for in this charter, or as may be established by the council or by general law on a date and for such terms as may be established by ordinance.

The members of the boards and commissions shall serve until their successors have been appointed and qualified.

- (c) *Elections to be by viva voce vote; rules of procedure; punishment of members for misconduct, etc.; quorum; eligibility of members for other office; journal of proceedings.* All elections by the council shall be viva voce and the vote recorded in the journal of the council.

The council may determine its own rules of procedure; in the absence of established rules of procedure, Robert's Rules of Order shall prevail. Council may punish its members for misconduct and may compel the attendance of members in such manner and under such penalties as may be prescribed by ordinance. It shall keep a journal of its proceedings. A majority of all the members of the council shall constitute a quorum to do business, but a smaller number may adjourn from time to time.

No person, now a member or who may hereafter be elected to the council, shall during his tenure of office, or during the term for which he was elected as such member, be eligible to any office to be filled by the council by election or appointment.

(Acts 1952, Ch. 426, § 1; Acts 1962, Ch. 462, § 1; Acts 1978, Ch. 39, § 1; Acts 1979, Ch. 317, § 1; Acts 2009, Ch. 484, § 1; Acts 2011, Ch. 797 )

**COMMUNICATIONS  
FROM CITIZENS**

# **UNFINISHED BUSINESS**

**UB-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:** Consider information provided by the Planning Commission the Hopewell Redevelopment and Housing Authority rezoning request.

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

**RECOMMENDATION:** City Staff recommends City Council vote on the rezoning request submitted by the Hopewell Redevelopment and Housing Authority.

**TIMING:** A vote is requested on December 11, 2018.

**BACKGROUND:** The Planning Commission held a public on March 1, 2018 to consider citizen comments regarding this request. The Commission had questions about the proposal and asked Staff to meet with representatives from HRHA to discuss. This meeting took place on March 15, 2018. The HRHA provided a list of voluntary conditions that addressed the concerns voiced by the Planning Commission. The Commission approved the rezoning request, with voluntary conditions at their April 5, 2018 meeting. The applicant introduced the request to City Council at their May 8, 2018 meeting. Subsequent meetings with Staff and City Council were held in June culminating to the public hearing on July 10, 2018. The public hearing was continued until August 14, 2018. The City Council requested a work session with the Board of the Authority during the September 11, 2018 meeting. At the request of City Council, the Planning Commission met with the Executive Director and the Community Development Director of the HRHA to discuss the questions provided by City Council. The Planning Commission will present the answers to the questions to the City Council tonight.

**FISCAL IMPACT:** None at this time

**ENCLOSED DOCUMENTS:**

- Application
- Staff Report
- Maps
- Letter of voluntary conditions provided by HRHA

**SUMMARY:**

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

- Answers to City Council questions and supplementary material

**STAFF:** Tevya W. Griffin, Director, Department of Development

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**SUMMARY:**

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Christina J. Luman-Bailey, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony J. Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Vice-Mayor Jasmine E. Gore, Ward #4

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Brenda S. Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak, Ward #7



**City of Hopewell**  
Department of Development

300 North Main Street  
Hopewell, VA 23860

**TO:** The Honorable Mayor Jackie Shornak &  
Hopewell City Council Members

**FROM:** Hopewell Planning Commission

**DATE:** December 11, 2018

**SUBJECT:** Requested materials from October 4, 2018 Hopewell  
Redevelopment and Housing Authority Worksession

On October 4, 2018 the Planning Commission and Steve Benham, Executive Director of the Hopewell Redevelopment and Housing Authority (HRHA) and Tarvaris McCoy, Community Revitalization Director of HRHA, met to discuss the Authority's request to rezone land in the Highland Park Subdivision. The City Council provided seven questions for the Authority to answer and discuss with the Planning Commission. The answers, with brief commentary, have been provided in this packet.

During the work session, the Planning Commission requested additional material be provided by the HRHA, to include, (1) a project timeline, (2) the income rules for current residents of Davisville/Bland Court, (3) a template of previous assessments used to help preserve relationships of those in the housing community, and (4) the possible scenarios of relocation. This material is also included in the attached packet.

We are available to answer questions regarding our work session with Steve Benham and Tarvaris McCoy.



**Hopewell Redevelopment and Housing Authority  
Rezoning from R-3 (Residential, High Density) and  
B-3 (Highway Commercial District) to R-4  
(Residential Apartments)**

Staff Report prepared for the City Council Regular Meeting  
August 14, 2018

Last Revised: August 8, 2018

*This report is prepared by the City of Hopewell Department of Development Staff to provide information to the City Council to assist them in making an informed decision on this matter.*

**I. PUBLIC HEARINGS, MEETING, & WORKSESSIONS:**

Planning Commission Public Hearing	March 1, 2018	Tabled for more information
Planning Commission Meeting	April 5, 2018	Approved with voluntary conditions provided by the applicant
City Council Meeting	May 8, 2018	Presentation of Request
City Council Work Session	June 12, 2018	Work Session
City Council Work Session	July 10, 2018	Work Session
City Council Public Hearing	July 10, 2018	Continued
City Council Public Hearing	August 14, 2018	Tabled. Council requested Work Session with HRHA Board and Staff members present
City Council Work Session	September 11, 2018	Deferred to Planning Commission
City Council Meeting	December 11, 2018	Pending

**II. IDENTIFICATION AND LOCATIONAL INFORMATION:**

Proposed Zoning: R-4, Residential Apartments  
Existing Zoning: Sub-Parcel #042-0195 is zoned R-3  
Sub-Parcel #042-0095 is zoned B-3  
Sub-Parcel #042-0252 is zoned R-3

Parcel Size:	<u>Total Acreage:</u> Approximately 3.8 acres
Owner:	Hopewell Redevelopment & Housing Authority
Location of Property:	Located between Spruce and Cypress Street between Highland and Westover Avenue
Election Ward:	Ward 2
Land Use Plan Recommendation:	2028 Comprehensive Plan – Medium Density Residential to High Density Mixed Use
Strategic Plan Goal:	N/A
Zoning of Surrounding Property:	North: R-4 & M-1 South: B-3 & R-4 East: R-4 & B-3 West: M-1

### **III. EXECUTIVE SUMMARY:**

The City of Hopewell has received a request from Hopewell Redevelopment and Housing Authority (HRHA) to rezone three properties located at 1012 Winston Churchill Drive. The property is identified as Sub-Parcels 042-0195, 042-0095, and 042-0252. The legal description for Sub-Parcel 042-0195 is Lots 1 through 12, Block 5 and Lots 1 through 12, Block 7 and Lots 1 through 12, Block 10. The legal description for Sub-Parcel 042-0095 is Lots 1-4, Block 3. The legal description for Sub-Parcel 042-0252 is Vacated Ash Street and Part of Cedar Street Vacated. All parcels are located in the Highland Park Subdivision. The applicant’s proposal is to rezone the property to R-4, Residential, Apartments in order to construct a residential complex with 68 units.

### **IV. FUTURE LAND USE:**

The 2028 Comprehensive Plan Future Land Use Map designates this area as Neighborhood Commercial.

The Neighborhood Commercial Land Use has the following criteria:

Residential emphasis with Urban Development Area Designation; High Density Single, Attached & Multifamily Residences; Residential Units in Mixed-Use Buildings; Live-Work Dwellings

Typical Density Range:  
Detached – 5-7 DU/AC  
Multifamily – 20-40 DU/AC

Attached: 10-14 DU/AC  
Mixed Use: Variable Mix & Density by Small Area Plan

Typical Dwelling 500-2000 SF/DU

**V. APPLICABLE CODE SECTIONS:**

The provisions of the Zoning Ordinance that are germane to this rezoning request are found in Article XXI, *Amendments*, and include the following:

*Article XXI-A, Initiation:*

"Whenever public necessity, convenience, general welfare or good zoning practice require, City Council may amend, supplement, or change this ordinance [Zoning Ordinance], including the schedule of district regulations and the official zoning map. Any such amendment may be initiated by resolution of City Council, by motion of the Planning Commission, or by petition of any property owner addressed to City Council."

*Article XXI-B, Action by Planning Commission*

1. No zoning ordinance shall be adopted, amended, or re-enacted unless City Council has referred the proposal to the Planning Commission for its recommendation. The commission shall hold at least one (1) public hearing on such proposed amendment, after notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. Following the hearing, the Planning Commission shall prepare and by motion adopt its recommendations, which may include changes in the original proposal resulting from the hearing, and shall transmit such recommendations, together with any explanatory matter, to the City Council.

2. In recommending the adoption of any amendment to this ordinance, the Planning Commission shall fully state its reasons for any such recommendations, describing any change in conditions, if any, that it believes makes the amendment advisable and specifically setting forth the manner in which, in its opinion, the amendment would be in harmony with the comprehensive plan of the city and would be in furtherance of the purpose of this ordinance.

*Article XXI-B, Action by City Council*

Before approving the proposed amendment, the City Council shall hold at least one (1) public hearing thereon, pursuant to public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended, after which the City

Council may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. An affirmative vote of at least a majority of the members of the City Council shall be required to amend or re-enact a zoning ordinance.

*Article VI, Residential Apartment District (R-4) – See Attached*

## **VI. SUBJECT PROPERTY:**

The subject property is located off on Winston Churchill Drive near Cavalier Square Shopping Center across the street from Carter G. Woodson Middle School. It is situated between Highland and Westover Avenue and off of Cypress Street. It is approximately 3.8 acres.

Blocks 5, 7 and 10 shown on the enclosed map are zoned R-3 and Block 3 is zoned B-3. The applicant is requesting the rezoning of all parcels to R-4. The size of the property is sufficient to build apartments as proposed. The parcels are not located within a Chesapeake Bay Protected area such as the Resource Protection Area (RPA) or Resource Management Area (RMA). Additionally, the property is located in Zone X, as identified on the most recent approved FEMA maps. This means it is in an area of minimal flood hazard. Parcels in Blocks 5 and 7 of the property are fairly flat, while the parcel in Block 10 has a grade change from 50 to 66. There are no known environmental constraints that would impede the development of the property.

## **VII. ZONING/STAFF ANALYSIS:**

The R-4 Zoning District is a high density, multi-family district. The 2028 Comprehensive Plan Land Use Map designates this area as Neighborhood Commercial. A description of this land use is provided in Section IV of this document. While the Zoning Ordinance will be updated in the near future to accommodate the new land use designations in the 2028 Comprehensive Plan, the R-4 Zoning District is the most compatible with the Neighborhood Commercial designation. Furthermore, the applicant has voluntarily provided conditions that meet the traditional neighborhood design standards outlined in the new land use designation.

The current R-3 zoning would allow for multifamily dwellings such as apartments and townhouses but with lower density than the requested R-4 Zoning District. By right, without review by the Planning Commission or City Council, the applicant can build 40 apartment units on Sub-Parcel's 042-0252 and 042-0195 as they are both zoned R-3. City Staff would review the application for conformance to the Zoning Ordinance, however the site design and architectural

style of the building(s) are not aspects that could be negotiated through the administrative process. The rezoning requests, however, allows for specific details about the project to be discussed and agreed upon at the Planning Commission and City Council level.

Multifamily dwellings within the R-3 district must have a minimum lot area of seven thousand five hundred (7,500) for the first two (2) units plus four thousand (4,000) for each additional unit. If the rezoning was approved, the R-4 Zoning District allows two thousand (2,000) square feet for each one (1) bedroom dwelling unit, two thousand four hundred (2,400) square feet for each two (2) bedroom dwelling unit, and two thousand eight hundred (2,800) for each three (3) bedroom dwelling unit.

The applicant is proposing 68 apartment units but has not yet determined the mix of bedroom units in the complex.

#### Reason for the Rezoning Request

It has been a priority of the HRHA Board for some time to move the residents of the 120 unit Davisville/Bland Court to a more environmentally safe location. This development would be the first phase of relocation for residents. The exodus of residents from environmentally unsafe areas is also a policy adopted by the City in the 2028 Comprehensive Plan. Page 10 of Chapter 9, reads, “The following housing policies and strategies should be used as a guide when making future land use decisions about the housing in the City” #5 Continue to phase out housing that is adjacent to environmental undesirable locations, in non-residential zoning districts (i.e. residential housing located in a business or industrial district), and that are considered non-conforming residential units (i.e. mobile homes).”

A location for the second phase of relocation has not been finalized. However, the Authority is considering the following three options:

1. Construct apartments and locate remaining 52 units at 600 East Broadway or 350 East Poythress Street;
2. Obtain nine (9) additional project-based units at Freedman Point and 43-51 tenant based housing choice vouchers that allow residents to move anywhere in the City;
3. Issue fifty-two (52) to sixty (60) tenant based housing choice vouchers to move anywhere in the City.

While the relocation of the remaining persons that are not a part of Phase I is important, its resolution is separate from the rezoning request. This application must focus on the land use issue; whether or not a higher density development at the requested location is in keeping with the Comprehensive Plan and appropriate for the neighborhood. Since the property can currently accommodate

construction of 40 units, City Council must decide if rezoning to a higher density is appropriate in context of the community and future land use designation.

The 2028 Comprehensive Plan identifies this area as high density residential/commercial mixed use area using Traditional Neighborhood Design (TND). Staff has discussed this with the applicant who has pledged to follow the TND development concept. In regards to building design, the applicant has given thought to a single building with multiple floors and first floor covered parking.

### Project Financing

This project will be financed using Low Income Housing Tax Credit (LIHTC) which is administered through the Virginia Housing Development Authority. The LIHTC allows for the financing of affordable housing for persons at 40, 50 and 60 percent of the Area Median Income as assessed in the Richmond Metropolitan Statistical Area. For a family of 4 the income would be as follows:

40% of Area Median Income: \$30,960  
50% of Area Median Income: \$38,700  
60% of Area Median Income: \$46,440

Based on Richmond Metropolitan Statistical Area Median Income: \$78,700.00  
Effective Date: 4/14/2017

\*30%: Extremely Low-Income | 50%: Very Low-Income | 80%: Low-Income

Based on the financial eligibility requirements above, current residents of Davisville/Bland Court would be eligible to live in the proposed development. Additionally, those outside of Davisville/Bland Court *could* be allowed to reside in the proposed development, similar to the Summit Apartments, located off of Winston Churchill Drive, in the former Langston Park community, where 30 units were set-aside for previous Langston Park residents, and 26 were market rate. HRHA plans to utilize **all** units in the proposed development to transition residents from Davisville.

There are two financing options when applying for LIHTC; the 4% or 9% credit. The latter is more competitive and has a definitive grant cycle each year. The 4% credit can be applied for throughout the year. Both require high quality development in regards to material usage. The applicant must provide a product with at least 60% brick exterior and the remaining hardy plank. The units must also be energy efficient.

## **VIII. CASE UPDATE:**

At the July 10, 2018 public hearing, the HRHA was advised by members of City Council to hold a meeting with residents of Davisville/Bland Court regarding the rezoning application and potential relocation. The Authority conducted a survey

and held a meeting with residents. They will provide findings at the continued public hearing on August 14, 2018.

**IX. STAFF RECOMMENDATION:**

The staff recommends approval of the rezoning from R-3 and B-3 to R-4 for the following reasons:

1. A portion of the property is already zoned for residential purposes. The proposed zoning, will increase the density, which is in keeping with the 2028 Comprehensive Plan land use designation.
2. The rezoning will provide better quality housing for current tenants of Davisville/ Bland Court (a strategy and policy in the 2028 Comprehensive Plan);
3. The location removes residents of that community out of an environmentally harmful area (a strategy and land use policy in the 2028 Comprehensive Plan);
4. The development is decentralizing poverty by not moving all residents of Davisville/Bland Court to the same location. The development will contain no more than 68 units. The centralization of poverty is a housing policy listed in the Housing chapter of the most recent Comprehensive Plan. (Chapter 9, page 10);
5. The applicant has provided voluntary conditions that address concerns of Staff and the Planning Commission regarding: site design, connectivity, and exterior building materials. A letter from the applicant listing the conditions is provided with this report.

**X. PLANNING COMMISSION RESOLUTION:**

At their April 5, 2018 meeting the Hopewell Planning Commission in accordance with Article XXI-B, of the Hopewell Zoning Ordinance, *approved the rezoning of Sub-Parcels #042-0195, 042-0095, and 042-0252, with conditions as outlined by HRHA in their letter dated March 27, 2018, and amendment of the Official Hopewell Zoning Map, from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments.*

**XI. CITY COUNCIL RESOLUTION:**

The Hopewell City Council in accordance with Article XXI-B, of the Hopewell Zoning Ordinance, *approves, approves with conditions, denies, tables*, the request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels #042-0195, 042-0095, and 042-0252, and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments.

# Hopewell Redevelopment & Housing Authority

*"Where People Matter Every Day"*



350 East Poythress Street  
P.O. Box 1361  
Hopewell, Virginia 23860  
804/458-5160, 541-1458  
Fax 804/458-3364

TDD/TTY & Voice 711

March 27, 2018

Dear Planning Commission Members:

Hopewell Redevelopment and Housing Authority (HRHA) offers the following conditions for the development of the proposed apartments located on parcels 042-0095, 042-0195 and 042-0252 in the Cavalier Square area of the city.

1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
  - a. Buildings will be built close to the street.
  - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
  - c. There will be well designed open space.
  - d. Parking will be behind or under the building.
2. The development shall contain no more than 68 units.
3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of brick and hardi board material.
4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
5. The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
6. We will present conceptual plans and drawings once available for: (a) the Planning Commission to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval.

Sincerely,

A handwritten signature in black ink that reads "Steven Benham". The signature is written in a cursive style.

Steven Benham  
Executive Director

**Questions submitted by Hopewell City Council for Planning Commission meeting on  
October 4, 2018**

- 1. Please provide the official criteria directly in writing from HUD that will delineate the eligibility of all people that will qualify to reside in the New Area. Need actual information with HUD letterhead or on paperwork with HUD symbol.**

ANSWER: While we cannot provide what is requested because it does not exist in that form, we are providing the instructions from HUD regarding Section 18 Demolition/ Disposition applications. This is the application that HRHA will submit to request HUD's approval to redevelop Davisville. This application will be tentatively submitted in the Spring of 2019. The link to guidance regarding Demolition/ Disposition is:

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/centers/sac/demo\\_dispo](https://www.hud.gov/program_offices/public_indian_housing/centers/sac/demo_dispo)

- 2. Provide some type of sketch design of the placement of 40 Apts vs. 68 Apts.**

ANSWER: There is a cost associated with having architects create "sketches." HRHA has requested a sketch of a 68 unit building at a cost of \$19k to the housing authority. This sketch has been provided. We see no need to provide a 40 apt drawing since our ability to build this size apartment is not dependent on council action and we do not wish to incur the additional expense at this time.

- 3. Is this spot zoning?**

ANSWER: We defer this question to Tevya Griffin and the members of The Planning Commission. Expertise on issues of zoning is their purview.

Mrs. Griffin, Director of the Department of Development, offers the following:

"This is not spot zoning. Spot zoning is defined as, "rezoning of a plot of land to benefit an owner for a use that is incompatible with surrounding land uses and that does not further the comprehensive zoning plan." Additionally, spot zoning is defined as, "the process of singling out a small parcel of land for a use classification totally different from that of the surrounding area for the benefit of the owner of such property and to the detriment of other owners."

- 4. Who is the point of contact for HUD on this project?**

ANSWER: HRHA generally and Davisville in particular are under the oversight of the HUD Richmond Field Office for Public and Indian Housing. Since there is not a formal Davisville project yet (Section 18 application has not been submitted), there is no project point of contact within HUD. On previous projects Robert Davenport has been a point of contact for Environmental Reviews and Release of Funds. His number is 804 822 4899. His email address is

Robert.f.davenport@hud.gov.

**5. Why were the Davisville citizens provided instructions to gather petitions to stop the demolition for the area by submitting the names to the members of the Council?**

ANSWER: No “instructions” were provided to Davisville citizens by HRHA staff. Davisville citizens expressed their desire to have a conversation about doing this at a recent resident meeting. HRHA staff advised them that it was within their rights to do so. However, we also advised them that a better use of their energy would be discussing how we move the proposed redevelopment forward. Based on the newly approved comprehensive plan we advised them that redeveloping Davisville in the current location is not an option. Davisville citizens may have received these instructions from other parties?

**6. Once one of the presentations stated that due to health conditions, this drove the decision to move the residents away; how does the staff at HRHA think the City can change the zoning to this area for residency? All kinds of litigation will come of it.**

ANSWER: Health concerns related to the present location of Davisville has been a common discussion point in Hopewell for at least the last nine years and we suspect even longer. HRHA staff does not think the city should continue to support the site as residential (consistent with the City’s newly adopted Comprehensive Plan). HRHA staff agrees that the site (Davisville/Bland) is not ideal for residential development. HRHA staff has said this publicly on many occasions. HRHA has not put forth any plan to redevelop on the current site (Davisville/Bland Court).

**7. Why can't a timeline be provided to include relocation of residents?**

ANSWER: See Attached Proposed Timeline (moving & living document)

Any timeline we could create would be categorically imprecise and premature as HRHA has yet to submit the Section 18 application (the request to initiate the redevelopment project that must be provided to United States Department of Housing and Urban Development). Generally and repeatedly, HRHA has said to residents and other stakeholders that such a redevelopment and relocation plan would take three to five years in execution. Anything beyond this type of general planning response at this time is irresponsible. Any other reply would not be given honestly but would only be an attempt to appease. We will be happy to update and firm up the timeline as we move forward in this structured and highly visible process.

## **HRHA Davisville Redevelopment Scenarios**

HRHA has said it is a priority to redevelop the Davisville-Bland Court community. Due to the current circumstances, it is apparent that redevelopment cannot take place on the site where the current Davisville-Bland Court stands. As a result, HRHA has planned and developed scenarios for rehousing the families in that community.

HRHA's initial and primary thought has been to develop/build 120 apartments throughout the city to replace the 120 apartments being removed. The property currently subject to rezoning is a key piece of that strategy. The intent of the housing authority is to build 68 apartments, with approved rezoning, and make those apartments available to families moving from Davisville. We intend to find additional property to make available the remainder of the apartments needed.

Should replacement of all apartments be impossible or infeasible for some reason, HRHA would make housing choice vouchers available to the remaining families which can be used to find housing within the city. After understanding the options and having a conversation with HRHA, the voice of the community seems to be desiring of replacement housing as opposed to housing choice vouchers. Many have cited lack of adequate, affordable options and unpredictability of costs as reasons for avoiding the housing choice voucher at this time.

# Individual Preference Form

Name \_\_\_\_\_

Current Unit # \_\_\_\_\_

Current Unit Size \_\_\_\_\_

Median Income % (GROSS) \_\_\_\_\_

**What resident-paid utilities are currently in use?**

Electric \_\_\_\_\_

Cable \_\_\_\_\_

Telephone \_\_\_\_\_

**Please provide copy of current bill for each utility.**

**Would like your final unit to be?**

Upstairs \_\_\_\_\_ Mobility Impaired \_\_\_\_\_

Downstairs \_\_\_\_\_ Sight/Hearing Impaired \_\_\_\_\_

**Please provide medical documentation if you MUST have a preference.**

**Is this family currently over/under housed?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes please indicate the size that is appropriate.**

One bedroom \_\_\_\_\_

Two bedroom \_\_\_\_\_

Three bedroom \_\_\_\_\_

**If available which unit location do you prefer?**

Corner \_\_\_\_\_

Middle \_\_\_\_\_

**Do you have preference to be neighbors with any family in particular?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Family Names (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If possible with which neighbors or in which building(s) would you prefer NOT to be housed?**

\_\_\_\_\_

**Notes for this Case #** \_\_\_\_\_

## Who can live in Low Income Housing Tax Credit (LIHTC) Properties?

Most LIHTC properties set aside apartments for families that make upto 40% of the Area Media Income (AMI), upto 50% AMI, and/ or upto 60% AMI.

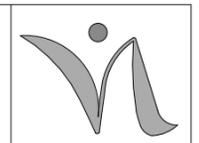
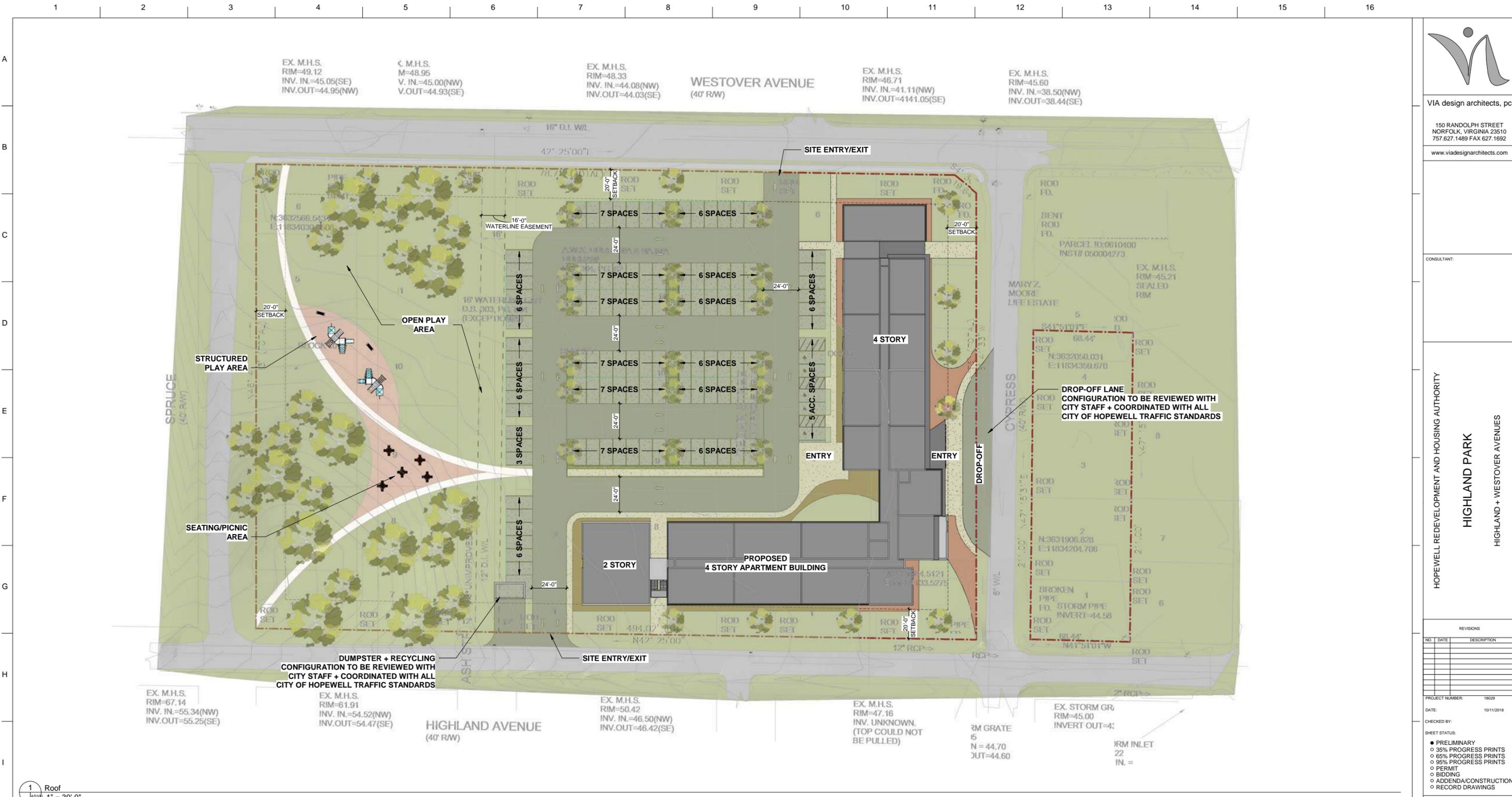
In Hopewell, the following chart represents these families:

<b>LIHTC Income Limits for 2018</b> (Based on 2018 MTSP Income Limits)					
	<b>Charts</b>	<b>60.00%</b>	<b>40.00%</b>	<b>50.00%</b>	<b>140.00%</b>
<b>1 Person</b>		34,980	23,320	29,150	48,972
<b>2 Person</b>		39,960	26,640	33,300	55,944
<b>3 Person</b>		44,940	29,960	37,450	62,916
<b>4 Person</b>		49,920	33,280	41,600	69,888
<b>5 Person</b>		53,940	35,960	44,950	75,516
<b>6 Person</b>		57,960	38,640	48,300	81,144
<b>7 Person</b>		61,920	41,280	51,600	86,688
<b>8 Person</b>		65,940	43,960	54,950	92,316
<b>9 Person</b>		69,900	46,600	58,250	97,860
<b>10 Person</b>		73,860	49,240	61,550	103,404
<b>11 Person</b>		77,880	51,920	64,900	109,032
<b>12 Person</b>		81,840	54,560	68,200	114,576

Rents for the properties are based on families with these incomes spending no more than 30% of their income on housing. This chart represents would be rents:

<b>LIHTC Rent Limits for 2018</b> (Based on 2018 MTSP/VLI Income Limits)							
<b>Bedrooms (People)</b>	<b>Charts</b>	<b>60.00%</b>	<b>40.00%</b>	<b>50.00%</b>	<b>FMR</b>	<b>HOME Low Rent</b>	<b>HOME High Rent</b>
<b>Efficiency (1.0)</b>		874	583	728	864	728	864
<b>1 Bedroom (1.5)</b>		936	624	780	907	780	907
<b>2 Bedrooms (3.0)</b>		1,123	749	936	1,042	936	1,042
<b>3 Bedrooms (4.5)</b>		1,298	865	1,081	1,386	1,081	1,373
<b>4 Bedrooms (6.0)</b>		1,449	966	1,207	1,684	1,207	1,513
<b>5 Bedrooms (7.5)</b>		1,598	1,065	1,331		1,331	1,650

For the families served by HRHA, a voucher may be in place to assist them in paying the rent.



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 757.627.1489 FAX 627.1692  
 www.viadesignarchitects.com

CONSULTANT:

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
**HIGHLAND PARK**  
 HIGHLAND + WESTOVER AVENUES

REVISIONS

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 18029  
 DATE: 10/11/2018  
 CHECKED BY:  
 SHEET STATUS:  
 ● PRELIMINARY  
 ○ 25% PROGRESS PRINTS  
 ○ 65% PROGRESS PRINTS  
 ○ 95% PROGRESS PRINTS  
 ○ PERMIT  
 ○ BIDDING  
 ○ ADDENDA/CONSTRUCTION  
 ○ RECORD DRAWINGS

KEY PLAN:

SHEET TITLE:  
 ARCHITECTURAL SITE PLAN

SHEET NUMBER:  
**AS100**

1 Roof  
 AS100 1" = 30'-0"

**SITE + ZONING INFORMATION**

**PARCEL #'S:** 042-0095, 042-0195, AND 042-0252

**CURRENT ZONING:** R-3, RESIDENTIAL HIGH DENSITY DISTRICT  
 B-3, HIGHWAY COMMERCIAL DEVELOPMENT

**PROPOSED ZONING:** R-4, RESIDENTIAL APARTMENTS DISTRICT

**SIZE:** 170,846 SF OR 3.92 +/- ACRES

**OPEN SPACE:** REQUIRED: 25%  
 PROVIDED: 31.7%  
 • 54,167 SF OR 1.24 +/- ACRES

**MINIMUM LOT SIZE TABULATION:**

• REQUIRED:

UNITS	QUANTITY	MIN. LOT AREA	TOTAL
1BR	12	2,000 SF	24,000
2BR	28	2,400 SF	67,200
3BR	24	2,800 SF	67,200
4 BR	4	2,800 SF	11,200
<b>TOTALS:</b>	<b>68</b>		<b>169,600</b>

• PROVIDED:  
 170,846

**PARKING TABULATION:**

• REQUIRED:

UNITS	QUANTITY	MIN. RATE	TOTAL
1BR	12	1 PER UNIT	12
2BR	24	1.5 PER UNIT	42
3BR	28	1.75 PER UNIT	49
4 BR	4	1.75 PER UNIT	7
<b>TOTALS:</b>	<b>68</b>		<b>110*</b>

\* 5 SPACES TO BE HANDICAPPED ACCESSIBLE

• PROVIDED:  
 110  
 • 105 REGULAR SPACES  
 • 5 HANDICAPPED ACCESSIBLE SPACES

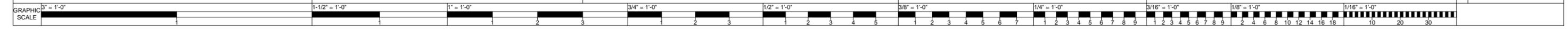
**BUILDING SCHEDULES**

**Area Schedule (Gross Building)**

Name	Area
LEVEL 1	24382 SF
LEVEL 2	24244 SF
LEVEL 3	21763 SF
LEVEL 4	20749 SF
<b>Grand total:</b>	<b>91137 SF</b>

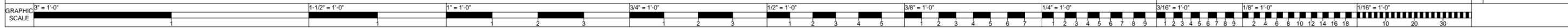
**BUILDING - UNIT SCHEDULE**

Name	Count
UNIT 1BR	12
UNIT 2BR	28
UNIT 3BR	24
UNIT 4BR	4
<b>Grand total</b>	<b>68</b>





1 LEVEL 1  
1" = 30'-0"



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HIGHLAND PARK  
HIGHLAND + WESTOVER AVENUES

REVISIONS

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 18029  
DATE: 10/11/2018  
CHECKED BY:  
SHEET STATUS:  
● PRELIMINARY  
○ 25% PROGRESS PRINTS  
○ 65% PROGRESS PRINTS  
○ 95% PROGRESS PRINTS  
○ PERMIT  
○ BIDDING  
○ ADDENDA/CONSTRUCTION  
○ RECORD DRAWINGS

KEY PLAN:

SHEET TITLE:  
FIRST FLOOR PLAN DIAGRAM

SHEET NUMBER:

A101

FLOOR PLAN UNIT SCHEDULE

LEVEL 1 - UNIT SCHEDULE

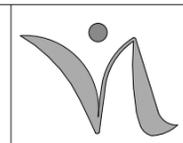
Number	Name	Area
108	UNIT 1BR	706 SF
UNIT 1BR: 1		706 SF
102	UNIT 2BR	896 SF
103	UNIT 2BR	896 SF
104	UNIT 2BR	896 SF
105	UNIT 2BR	896 SF
106	UNIT 2BR	896 SF
107	UNIT 2BR	896 SF
115	UNIT 2BR	1089 SF
116	UNIT 2BR	1089 SF
UNIT 2BR: 8		7553 SF

LEVEL 1 - UNIT SCHEDULE

Number	Name	Area
109	UNIT 3BR	1089 SF
110	UNIT 3BR	1089 SF
111	UNIT 3BR	1089 SF
112	UNIT 3BR	1089 SF
113	UNIT 3BR	1089 SF
114	UNIT 3BR	1089 SF
UNIT 3BR: 6		6535 SF
101	UNIT 4BR	1301 SF
UNIT 4BR: 1		1301 SF
Grand total: 16		16094 SF



1 LEVEL 2  
1" = 30'-0"



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HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
HIGHLAND PARK  
HIGHLAND + WESTOVER AVENUES

REVISIONS

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 18029  
DATE: 10/11/2016  
CHECKED BY:  
SHEET STATUS:  
● PRELIMINARY  
○ 35% PROGRESS PRINTS  
○ 65% PROGRESS PRINTS  
○ 95% PROGRESS PRINTS  
○ PERMIT  
○ BIDDING  
○ ADDENDA/CONSTRUCTION  
○ RECORD DRAWINGS

KEY PLAN:

FLOOR PLAN UNIT SCHEDULE

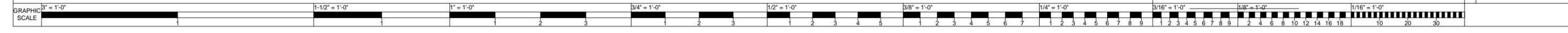
LEVEL 2 - UNIT SCHEDULE		
Number	Name	Area
208	UNIT 1BR	705 SF
209	UNIT 1BR	706 SF
210	UNIT 1BR	706 SF
UNIT 1BR: 3		2116 SF
202	UNIT 2BR	896 SF
203	UNIT 2BR	896 SF
204	UNIT 2BR	896 SF
205	UNIT 2BR	896 SF
206	UNIT 2BR	896 SF
207	UNIT 2BR	895 SF
217	UNIT 2BR	1089 SF
218	UNIT 2BR	1089 SF
UNIT 2BR: 8		7552 SF

LEVEL 2 - UNIT SCHEDULE		
Number	Name	Area
211	UNIT 3BR	1089 SF
212	UNIT 3BR	1089 SF
213	UNIT 3BR	1089 SF
214	UNIT 3BR	1089 SF
215	UNIT 3BR	1089 SF
216	UNIT 3BR	1089 SF
UNIT 3BR: 6		6535 SF
201	UNIT 4BR	1301 SF
UNIT 4BR: 1		1301 SF
Grand total: 18		17503 SF

SHEET TITLE:  
SECOND FLOOR PLAN  
DIAGRAM

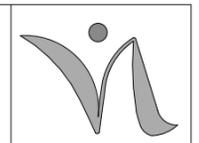
SHEET NUMBER:

A102





1 LEVEL 3  
1" = 30'-0"



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CONSULTANT:

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
HIGHLAND PARK  
HIGHLAND + WESTOVER AVENUES

REVISIONS

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 16029  
DATE: 10/11/2016  
CHECKED BY:  
SHEET STATUS:  
● PRELIMINARY  
○ 25% PROGRESS PRINTS  
○ 65% PROGRESS PRINTS  
○ 95% PROGRESS PRINTS  
○ PERMIT  
○ BIDDING  
○ ADDENDA/CONSTRUCTION  
○ RECORD DRAWINGS

KEY PLAN:

SHEET TITLE:  
THIRD FLOOR PLAN DIAGRAM

SHEET NUMBER:

A103

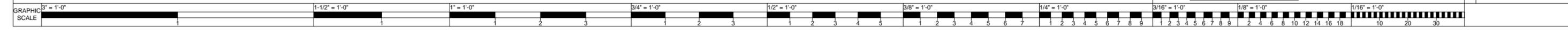
FLOOR PLAN UNIT SCHEDULE

LEVEL 3 - UNIT SCHEDULE

Number	Name	Area
308	UNIT 1BR	705 SF
309	UNIT 1BR	705 SF
310	UNIT 1BR	706 SF
311	UNIT 1BR	706 SF
UNIT 1BR: 4		2820 SF
302	UNIT 2BR	896 SF
303	UNIT 2BR	896 SF
304	UNIT 2BR	896 SF
305	UNIT 2BR	896 SF
306	UNIT 2BR	895 SF
307	UNIT 2BR	895 SF
UNIT 2BR: 6		5373 SF

LEVEL 3 - UNIT SCHEDULE

Number	Name	Area
312	UNIT 3BR	1089 SF
313	UNIT 3BR	1089 SF
314	UNIT 3BR	1089 SF
315	UNIT 3BR	1089 SF
316	UNIT 3BR	1089 SF
317	UNIT 3BR	1089 SF
UNIT 3BR: 6		6535 SF
301	UNIT 4BR	1301 SF
UNIT 4BR: 1		1301 SF
Grand total: 17		16029 SF





1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K



1 EAST ELEVATION - CYPRESS STREET LINE  
DRAWING  
3/32" = 1'-0"



3 EAST ELEVATION - CYPRESS STREET COLORED  
3/32" = 1'-0"



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CONSULTANT:

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY  
**HIGHLAND PARK**  
HIGHLAND + WESTOVER AVENUES

REVISIONS

NO.	DATE	DESCRIPTION

PROJECT NUMBER: 18029  
DATE: 10/11/2016  
CHECKED BY:  
SHEET STATUS:  
 PRELIMINARY  
 35% PROGRESS PRINTS  
 65% PROGRESS PRINTS  
 95% PROGRESS PRINTS  
 PERMIT  
 BIDDING  
 ADDENDA/CONSTRUCTION  
 RECORD DRAWINGS

KEY PLAN:  
  
SHEET TITLE:  
BUILDING ELEVATION -  
CYPRESS STREET  
  
SHEET NUMBER:

**A201**



# **REGULAR BUSINESS**

**R-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

- MA 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: Efficiency & Technology Review Study**

**ISSUE:** The Performance Management Group has submitted a proposal to conduct a pilot efficiency and technology study for the City of Hopewell.

**RECOMMENDATION:** The City Administration recommends the approval of the proposed pilot study submitted by the Performance Management Group and authorize the City Manager to execute any and all documentation to complete the study.

**TIMING:** Action is requested at the December 11, 2018 meeting.

**BACKGROUND:** City Council approved an appropriation to compete an Efficiency & Technology Review Study in the FY19 Budget. The allocation mirrored the draft proposal from Performance Management Group. The Performance Management Group (PMG) is a division of Virginia Commonwealth University’s L. Douglas Wilder School of Government and Public Affairs, provides comprehensive services to public sector agencies to assist in the development of strategies and practical action plans for enhanced performance. During the FY19 budget cycle, City Council approved an appropriation of \$165,000 to complete a performance review after receipt of a draft proposal from PMG.

**FISCAL IMPACT:** \$79,000

**ENCLOSED DOCUMENTS:** Proposed Performance Management Review Pilot Study submitted by the Performance Management Group

**STAFF:** John M. Altman, Jr., City Manager  
Vice Mayor Jasmine Gore

**SUMMARY:**

Council Action Form 2017

**SUMMARY:**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <b>Y</b>                 | <b>N</b>                 |  |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Christina J. Luman-Bailey, Ward #1 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2           |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Tony Zevgolis, Ward #3             |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice Mayor Jasmine Gore, Ward #4             |

- |                          |                          |                                     |
|--------------------------|--------------------------|-------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5    |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda S. Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7    |

**December 11, 2018**

## **City of Hopewell**

# **Performance Management Review**



### **Project Background**

John Altman, Hopewell City Manager, and Jasmine Gore, Hopewell Vice Mayor, contacted Jim Burke and Linda Pierce of the Performance Management Group (PMG) within the L. Douglas Wilder School at Virginia Commonwealth University regarding their interest in a Performance Management Review (PMR) pilot for the City of Hopewell.

The goal of a PMR is to assess the operational efficiency and effectiveness of each department, as well as employee engagement in carrying out the mission and goals of the City. A useful PMR provides very specific and realistic recommendations by department to enhance internal processes and improve customer service.

We believe that this City Council led initiative will increase engagement across the City's departments and can improve the services offered to the community. This is an opportunity to deepen the healthy partnership between the Council, the City's departments, employees and the residents.

### **Proposed Process**

We propose an engaging and efficient PMR pilot that differs slightly from the standard performance audits that many cities and states have conducted for two reasons:

1. To provide a rapid and practical PMR
2. To use a more cost-effective approach of utilizing the employees of the City of Hopewell as a force for significant change.

We propose beginning this pilot process with three departments: Public Works, Recreation & Parks, and Fire & Rescue. Allowing them to begin such an important process can add a level of enthusiasm and support for the process, while affirming their importance as key services for the City. Once the PMR process is completed for these three areas, we could then select other

departments. Each department’s feedback and engagement will add momentum to the process.

**We propose the following steps to complete the PMR:**

1. **Planning** - This step will include:
  - a. Reviewing audit reports from the previous five years.
  - b. Conducting orientations for city employees.
  - c. Preparing an online engagement survey for fulltime employees in the reviewed departments.
2. **Discovery** - This step will include:
  - a. Interviewing agency leaders to discuss initiatives that would reduce costs, improve delivery or services, and increase positive impact for their customers and stakeholders.
  - b. Conducting the employee engagement survey to gain feedback on ways to reduce costs, improve quality of services, and increase customer satisfaction.
  - c. Holding focus groups with employees to discuss themes resulting from the interviews and survey. Each focus group will consist of 8-12 participants and represent a cross section of experience and seniority in the agency.
3. **Analysis** - This step will include:
  - a. Reviewing the data gathered during the interviews with agency leaders, the employee survey, and the employee focus groups.
4. **Recommendations** - This step will include:
  - a. Developing a report with process improvements and potential savings for each department.

***Proposed Timeline***

PMG proposes the following timeline for the Public Works, Recreation & Parks, and Fire & Rescue pilot in the Hopewell Performance Management Review:

	Month 1	Month 2	Month 3	Month 4
Planning	✘			
Discovery		✘	✘	
Analysis			✘	✘
Recommendations				✘

## ***Project Cost***

The cost for the complete pilot project is projected at \$79,000, which includes consultants' time and travel, supplies, report development and format, summary documents, etc.

## ***About the Performance Management Group***



# **VCU**

## **Performance Management Group**

L. Douglas Wilder School of Government and Public Affairs

PMG consultants are senior-level practitioners with extensive background in government, transportation, education, health care, and customer-oriented organizations. PMG consults in areas as diverse as organizational change, procurement re-engineering, ISO 9001:2008 certification, strategic planning, and large group facilitation.

## ***Lead Consultants for this Project***

### **JAMES M. BURKE, PH.D., DIRECTOR**

Jim Burke specializes in working with leaders as a coach and confidant. With a background in clinical psychology, he is attuned to the importance of listening and attending to the needs of organizations and partnerships. He is an expert in the use of assessment tools to develop high performing leaders, teams, and organizations. Jim presents on a wide variety of topics including emotional intelligence, leadership development, and change and has consulted widely within private, public, and nonprofit organizations and is sensitive to understanding the culture in which he works.



### **LINDA L. PIERCE, M.B.A., CONSULTANT**

Linda Pierce is a consultant with the Performance Management Group. Linda has worked in various business sectors including manufacturing and higher education and has operated a management consulting business for fifteen years. In these capacities, she has managed and overhauled financial health and driven strategic and operational projects. Many years analyzing financial statements and issuing bonds, led to a desire



***Prepared by the:***  
***Performance Management***  
***Group***

***L. Douglas Wilder School of***  
***Government and Public Affairs***

***Virginia Commonwealth***  
***University***

***December 5, 2018***

to look deeper beyond managing results and focusing on the people and dynamics of organizations. Linda currently specializes in organizational transformation focusing on building cultures that promote both operating efficiencies and continual development of systems, people, and leadership.

### **SHERIDA DAVIS-BRYAN, M.B.A, CONSULTANT**

---

Sherida Davis-Bryan is a Consultant with the Performance Management Group. She is an engaging and passionate trainer, facilitator and coach. She seeks to involve everyone in creating a respectful but lively and motivating environment. She believes that everyone has a voice that needs to be heard to create the best development opportunity for all involved. Having held positions at various levels from administrative staff to manager in the public and private sectors, Sherida meets people where they are and finds the common thread to help them connect. Sherida presents on a variety of topics including diversity and inclusion, leadership development and communication.



### **J. MICHAEL FOREMAN, CONSULTANT**

---

Mike Foreman is a Consultant with the Performance Management Group. Mike believes the concepts of proper planning are critical to organizational success and accomplishing organizational Mission. He has held positions in academia, industry and the Commonwealth of Virginia throughout his career. Mike has taught team-based leadership principles at the Commonwealth Management Institute and to Virginia state agencies. He has assisted with hundreds of strategic planning and other group process events throughout his career. Mike is an experienced facilitator and a certified mediator with the Virginia Supreme Court.



### **GINA BARBER, CONSULTING ASSOCIATE**

---

Gina Barber is a Consulting Associate with the Performance Management Group. With a background in project management and public administration, Gina facilitates the successful completion of consulting projects from the first meeting to the final report. Her experience creating programs preventing discrimination in the workplace supports PMG's efforts to help organizations become more equitable and efficient.



**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: Update of Chapter 6 of the Hopewell City Code**

Resolution by the City to repeal and replace Sec. 6-31.1, update Sec. 6-46, and repeal and replace Sec. 6-47 of the City Code, and update Chapter 6 with the applicable state regulations, which will be incorporated so that the City Code is in keeping with the Code of Virginia.

**ISSUE:**

The current Code regarding animal licensing and fees became effective in 2009. The State Code is updated annually and changes have not been made to the City Code to incorporate such changes.

**RECOMMENDATION:**

Administration recommends that Council approve this requested change.

**TIMING:** Council Action is necessary December 18, 2018 so that the language, licensing and fees will be updated by the New Year.

**BACKGROUND:**

- (1) The General Assembly has updated sec.6-31.1 (e) to change the initial and yearly dangerous dog registration fee from \$50.00 per year to \$150 for initial registration and \$85.00 per year for renewal. This fee is required annually to be submitted to the state for the dangerous dog registration.
- (2) Effective July 1, 2007, area veterinarians are required to notify localities when rabies vaccination is administered to dogs. Each locality must then bill animal owners for license that have not been purchased. Each year the processing cost for animal licenses and billing including postage, tags, mailing supplies and personnel time has increased with no change in the actual cost of the license. With the implementation of Munis, the processing time of animal licenses has also increased. Currently our fees, for at least the

**SUMMARY:**

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



last 20 years, have been \$1.00 per year for altered dog and cats, and \$3.00 for unaltered dogs and cats. The new suggested rate is \$3.00 per year for fixed dogs and cats and \$8.00 per year for unfixed dogs and cats. An additional option to offer the citizens of Hopewell would be the implementation of the lifetime animal license at the rate of \$10.00 for fixed dogs and cats and \$20.00 for unfixed dogs and cats. This new lifetime license legislation was passed by the 2017 General Assembly allowing the local government the option to implement this license at a fee of no more than \$50.00 per animal.

**FISCAL IMPACT:** Minimal

**ENCLOSED DOCUMENTS:**

**STAFF:** LaTonya M. Felton, Chief Deputy Treasurer  
Joan E. Gosier, Treasurer

---

**SUMMARY:**

**Y N**

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

**Y N**

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Mayor Jackie Shornak, Ward #7



**CHAPTER 6 – ANIMALS AND FOWL****ARTICLE I – IN GENERAL****ARTICLE II – DOGS****DIVISION 1 - GENERALLY**

## Sec. 6-31.1. - Control of dangerous or vicious dogs.

- (a) As used in this section, *dangerous dog* means a canine or canine crossbreed that has bitten, attacked, or inflicted injury on a person or companion animal that is a dog or cat, or killed a companion animal that is a dog or cat; however, when a dog attacks or bites a companion animal that is a dog or cat, the attacking or biting dog shall not be deemed dangerous if (i) no serious physical injury as determined by a licensed veterinarian has occurred to the dog or cat as a result of the attack or bite, (ii) if both animals are owned by the same person, (iii) if such attack occurs on the property of the attacking or biting dog's owner or custodian, or (iv) for other good cause as determined by the court. No dog shall be found to be a dangerous dog as a result of biting, attacking or inflicting injury on a dog or cat while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog handling event. No dog that has bitten, attacked, or inflicted injury on a person shall be found to be a dangerous dog if the court determines, based on the totality of the evidence before it, that the dog is not dangerous or a threat to the community.

*Vicious dog* means a canine or canine crossbreed that has (i) killed a person; (ii) inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or (iii) continued to exhibit the behavior that resulted in a previous finding by a court or, on or before July 1, 2006, by an animal control officer that it is a dangerous dog, provided that its owner has been given notice of that finding.

- (b) Any law enforcement officer or animal control officer who has reason to believe that a canine or canine crossbreed within the city is a dangerous dog or vicious dog shall apply to a magistrate of the city for the issuance of a summons requiring the owner or custodian, if known, to appear before the general district court at a specified time. The summons shall advise the owner of the nature of the proceeding and the matters at issue. If a law enforcement officer successfully makes an application for the issuance of a summons, he shall contact the city animal control officer and inform him of the location of the dog and the relevant facts pertaining to his belief that the dog is dangerous or vicious. The animal control officer shall confine the animal until such time as evidence shall be heard and a verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian or harbinger of the animal to produce the animal. If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. If, after hearing the evidence, the court finds that the animal is a vicious dog, the court shall order the animal euthanized in accordance with the provisions of Code of Virginia, § 3.2-6562. The procedure for appeal and trial shall be the same as provided by law for misdemeanors. Trial by jury shall be as provided in Code of Virginia, Article 4 (§ 19.2-260 et seq.) of Chapter 15 of Title 19.2. The Commonwealth shall be required to prove its case beyond a reasonable doubt.
- (c) No canine or canine crossbreed shall be found to be a dangerous dog or vicious dog solely because it is a particular breed, nor is the ownership of a particular breed of canine or canine crossbreed prohibited. No animal shall be found to be a dangerous dog or vicious dog if the threat, injury or damage was sustained by a person who was (i) committing, at the time, a crime upon the premises occupied by the animal's owner or custodian, (ii) committing, at the time, a willful trespass upon the premises occupied by the animal's owner or custodian or (iii) provoking, tormenting, or physically abusing the animal, or can be shown to have repeatedly provoked, tormented, abused, or assaulted

the animal at other times. No police dog that was engaged in the performance of its duties as such at the time of the acts complained of shall be found to be a dangerous dog or a vicious dog. No animal which, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, shall be found to be a dangerous dog or a vicious dog.

- (d) If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian shall be responsible for complying with all requirements of this section.
- (e) The owner of any animal found to be a dangerous dog shall, within ten (10) days of such finding, obtain a dangerous dog registration certificate from the treasurer for a fee of fifty dollars (\$50.00) in addition to other fees that may be authorized by law. The treasurer shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all times. All certificates obtained pursuant to this subsection shall be renewed annually for the same fee and in the same manner as the initial certificate was obtained. The animal control officer shall provide a copy of the dangerous dog registration certificate and verification of compliance to the state veterinarian.
- (f) All dangerous dog registration certificates or renewal thereof required to be obtained under this section shall only be issued to persons eighteen (18) years of age or older who present satisfactory evidence (i) of the animal's current rabies vaccination; (ii) that the animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is constructed; (iii) that the animal has been neutered or spayed; and (iv) that the owner has liability insurance coverage, to the value of at least one hundred thousand dollars (\$100,000.00) per incident, that covers animal bites, or a bond in surety, in lieu of liability insurance, to the value of at least one hundred thousand dollars (\$100,000.00). In addition, owners who apply for certificates or renewals thereof under this section shall not be issued a certificate or renewal thereof unless they present satisfactory evidence that (i) the residence housing the dog is and will continue to be posted with clearly visible signs warning both minors and adults of the presence of a dangerous dog on the property and (ii) the animal has been permanently identified by means of a tattoo on the inside thigh or by electronic implantation.
- (g) While on the property of its owner, an animal found to be a dangerous dog shall be confined indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape and to prevent direct contact with or entry by minors, adults, or other animals. The structure shall be designed to provide the animal with shelter from the elements of nature. When off its owner's property, an animal found to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or another animal.
- (h) The owner of any dog found to be dangerous shall register the animal with the Commonwealth of Virginia Dangerous Dog Registry, as established under Code of Virginia, § 3.2-6542, within forty-five (45) days of such a finding by a court of competent jurisdiction. The owner shall also cause the city animal control officer to be promptly notified of (i) the names, addresses, and telephone numbers of all owners; (ii) all of the means necessary to locate the owner and the dog at any time; (iii) any complaints or incidents of attack by the dog upon any person or cat or dog; (iv) any claims made or lawsuits brought as a result of any attack; (v) tattoo or chip identification information or both; (vi) proof of insurance or surety bond; and (vii) the death of the dog.
- (i) After an animal has been found to be a dangerous dog, the animal's owner shall immediately, upon learning of same, cause the local animal control authority to be notified if the animal (i) is loose or unconfined; or (ii) bites a person or attacks another animal; or (iii) is sold, given away, or dies. Any owner of a dangerous dog who relocates to a new address shall, within ten (10) days of relocating, provide written notice to the appropriate local animal control authority for the old address from which the animal has moved and the new address to which the animal has been moved.
- (j) Any owner or custodian of a canine or canine crossbreed or other animal is guilty of a:

- (1) Class 2 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, attacks and injures or kills a cat or dog that is a companion animal belonging to another person.
- (2) Class 1 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, bites a human being or attacks a human being causing bodily injury.
- (3) Class 6 felony if any owner or custodian whose willful act or omission in the care, control, or containment of a canine, canine crossbreed, or other animal is so gross, wanton, and culpable as to show a reckless disregard for human life, and is the proximate cause of such dog or other animal attacking and causing serious bodily injury to any person.

The provisions of this subsection shall not apply to any animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, or when the animal is a police dog that is engaged in the performance of its duties at the time of the attack.

- (k) The owner of any animal that has been found to be a dangerous dog who willfully fails to comply with the requirements of this section shall be guilty of a Class 1 misdemeanor.
- (l) All fees collected pursuant to this section, less the costs incurred by the animal control authority in producing and distributing the certificates and tags required by this section, shall be paid into a special dedicated fund in the treasury of the city for the purpose of paying the expenses of any training course required under Code of Virginia, § 3.2-6556.

(Ord. No. 2009-20, 10-13-09)

**State Law reference**— Control of dangerous dogs, Code of Virginia, § 3.2-6540.

Sec. 6-46. - Required.

It shall be unlawful for any person to own a dog or cat four (4) months old or older in this city, unless such dog or cat is licensed under the provisions of this division. The owner of any such dog or cat shall obtain a current license for said dog or cat and pay the license tax imposed by section 6-48. Said license shall be valid for a period of one (1), two (2), or three (3) years, depending upon the license tax paid, provided that the period covered by the license does not exceed the period of time covered by the certificate of rabies vaccination referred to in sections 6-51 and 6-121 of this chapter.

(Ord. No. 2009-20, 10-13-09)

**State Law reference**— Code of Virginia, § 3.2-6524.

Sec. 6-48. - Tax imposed.

- (a) A license tax is hereby imposed on dogs and cats required to be licensed under this division. The amounts of such tax shall be set by resolution, duly adopted by city council.
- (b) No license tax shall be levied under this section on any dog that is trained and serves as a guide dog for a blind person, that is trained and serves as a hearing dog for a deaf or hearing impaired person, or that is trained and serves as a service dog for a mobility-impaired person. As used in this subsection, the term "hearing dog" means a dog trained to alert its owner by touch to sounds of danger and sounds to which the owner should respond and "service dog" means a dog trained to

accompany its owner for the purpose of carrying items, retrieving objects, pulling a wheelchair or other such activities of service or support.

(Ord. No. 2009-20, 10-13-09)

**State Law reference**— Code of Virginia, § 3.2-6528.

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Ordinance No. 2018-\_\_\_\_\_

An Ordinance amending  
Chapter 6, Article II, Division I, Sec. 6-31.1, Sec. 6-46,  
and 6-48 of the City of Hopewell Code of Ordinances

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL, that Chapter 6, Article II, Division I, Sec. 6-31.1, 6-46, and Sec. 6-48 of the City of Hopewell Code of Ordinances are hereby amended, and re-enacted as follows:

ARTICLE II. DOGS

DIVISION 1. – GENERALLY

Sec. 6.-31.1. ADOPTION OF Virginia Code 3.2-6540. Control of dangerous dogs; penalties  
Section 3.2-6540 as set forth in the Code of Virginia shall be enforced in the City. Except as  
specifically modified by this Chapter, all the provisions and requirements of Virginia Code §3.2-  
6540, are hereby adopted, mutatis mutandis, and made part of this Chapter as if fully set forth.  
No person within the City shall violate or fail, neglect or refuse to comply with any provision of  
this section and in no event shall the penalty imposed for the violation of any provision or  
requirement adopted herein exceed the penalty imposed for a similar offense under such Section  
2.3-6540 et seq. of the Code of 20 Virginia of 1950, as amended.

State Law reference— Control of dangerous dogs, Code of Virginia, § 3.2-6540.

~~Sec. 6-31.1. Control of dangerous or vicious dogs.~~

~~(a) As used in this section, *dangerous dog* means a canine or canine crossbreed that has bitten, attacked, or inflicted injury on a person or companion animal that is a dog or cat, or killed a companion animal that is a dog or cat; however, when a dog attacks or bites a companion animal that is a dog or cat, the attacking or biting dog shall not be deemed dangerous if (i) no serious physical injury as determined by a licensed veterinarian has occurred to the dog or cat as a result of the attack or bite, (ii) if both animals are owned by the same person, (iii) if such attack occurs on the property of the attacking or biting dog's owner or custodian, or (iv) for other good cause as determined by the court. No dog shall be found to be a dangerous dog as a result of biting, attacking or inflicting injury on a dog or cat while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog handling event. No dog that has bitten, attacked, or inflicted injury on a person shall be found to be a dangerous dog if the court determines, based on the totality of the evidence before it, that the dog is not dangerous or a threat to the community.~~

~~*Vicious dog* means a canine or canine crossbreed that has (i) killed a person; (ii) inflicted serious injury to a person, including multiple bites, serious disfigurement, serious impairment of health, or serious impairment of a bodily function; or (iii) continued to exhibit the behavior that resulted in a previous finding by a court or, on or before July 1, 2006, by an animal control officer that it is a dangerous dog, provided that its owner has been given notice of that finding.~~

~~(b) Any law enforcement officer or animal control officer who has reason to believe that a canine or canine crossbreed within the city is a dangerous dog or vicious dog shall apply to a magistrate of the city for~~

~~the issuance of a summons requiring the owner or custodian, if known, to appear before the general district court at a specified time. The summons shall advise the owner of the nature of the proceeding and the matters at issue. If a law enforcement officer successfully makes an application for the issuance of a summons, he shall contact the city animal control officer and inform him of the location of the dog and the relevant facts pertaining to his belief that the dog is dangerous or vicious. The animal control officer shall confine the animal until such time as evidence shall be heard and a verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian or harbinger of the animal to produce the animal. If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. If, after hearing the evidence, the court finds that the animal is a vicious dog, the court shall order the animal euthanized in accordance with the provisions of Code of Virginia, § 3.2-6562. The procedure for appeal and trial shall be the same as provided by law for misdemeanors. Trial by jury shall be as provided in Code of Virginia, Article 4 (§ 19.2-260 et seq.) of Chapter 15 of Title 19.2. The Commonwealth shall be required to prove its case beyond a reasonable doubt.~~

- ~~(c) No canine or canine crossbreed shall be found to be a dangerous dog or vicious dog solely because it is a particular breed, nor is the ownership of a particular breed of canine or canine crossbreed prohibited. No animal shall be found to be a dangerous dog or vicious dog if the threat, injury or damage was sustained by a person who was (i) committing, at the time, a crime upon the premises occupied by the animal's owner or custodian, (ii) committing, at the time, a willful trespass upon the premises occupied by the animal's owner or custodian or (iii) provoking, tormenting, or physically abusing the animal, or can be shown to have repeatedly provoked, tormented, abused, or assaulted the animal at other times. No police dog that was engaged in the performance of its duties as such at the time of the acts complained of shall be found to be a dangerous dog or a vicious dog. No animal which, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, shall be found to be a dangerous dog or a vicious dog.~~
- ~~(d) If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian shall be responsible for complying with all requirements of this section.~~
- ~~(e) The owner of any animal found to be a dangerous dog shall, within ten (10) days of such finding, obtain a dangerous dog registration certificate from the treasurer for a fee of fifty dollars (\$50.00) in addition to other fees that may be authorized by law. The treasurer shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all times. All certificates obtained pursuant to this subsection shall be renewed annually for the same fee and in the same manner as the initial certificate was obtained. The animal control officer shall provide a copy of the dangerous dog registration certificate and verification of compliance to the state veterinarian.~~
- ~~(f) All dangerous dog registration certificates or renewal thereof required to be obtained under this section shall only be issued to persons eighteen (18) years of age or older who present satisfactory evidence (i) of the animal's current rabies vaccination; (ii) that the animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is constructed; (iii) that the animal has been neutered or spayed; and (iv) that the owner has liability insurance coverage, to the value of at least one hundred thousand dollars (\$100,000.00) per incident, that covers animal bites, or a bond in surety, in lieu of liability insurance, to the value of at least one hundred thousand dollars (\$100,000.00). In addition, owners who apply for certificates or renewals thereof under this section shall not be issued a certificate or renewal thereof unless they present satisfactory evidence that (i) the residence housing the dog is and will continue to be posted with clearly visible signs warning both minors and adults of the presence of a dangerous dog on the property and (ii) the animal has been permanently identified by means of a tattoo on the inside thigh or by electronic implantation.~~

- (g) ~~While on the property of its owner, an animal found to be a dangerous dog shall be confined indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape and to prevent direct contact with or entry by minors, adults, or other animals. The structure shall be designed to provide the animal with shelter from the elements of nature. When off its owner's property, an animal found to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or another animal.~~
- (h) ~~The owner of any dog found to be dangerous shall register the animal with the Commonwealth of Virginia Dangerous Dog Registry, as established under Code of Virginia, § 3.2-6542, within forty-five (45) days of such a finding by a court of competent jurisdiction. The owner shall also cause the city animal control officer to be promptly notified of (i) the names, addresses, and telephone numbers of all owners; (ii) all of the means necessary to locate the owner and the dog at any time; (iii) any complaints or incidents of attack by the dog upon any person or cat or dog; (iv) any claims made or lawsuits brought as a result of any attack; (v) tattoo or chip identification information or both; (vi) proof of insurance or surety bond; and (vii) the death of the dog.~~
- (i) ~~After an animal has been found to be a dangerous dog, the animal's owner shall immediately, upon learning of same, cause the local animal control authority to be notified if the animal (i) is loose or unconfined; or (ii) bites a person or attacks another animal; or (iii) is sold, given away, or dies. Any owner of a dangerous dog who relocates to a new address shall, within ten (10) days of relocating, provide written notice to the appropriate local animal control authority for the old address from which the animal has moved and the new address to which the animal has been moved.~~
- (j) ~~Any owner or custodian of a canine or canine crossbreed or other animal is guilty of a:~~
- ~~(1) Class 2 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, attacks and injures or kills a cat or dog that is a companion animal belonging to another person.~~
  - ~~(2) Class 1 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, bites a human being or attacks a human being causing bodily injury.~~
  - ~~(3) Class 6 felony if any owner or custodian whose willful act or omission in the care, control, or containment of a canine, canine crossbreed, or other animal is so gross, wanton, and culpable as to show a reckless disregard for human life, and is the proximate cause of such dog or other animal attacking and causing serious bodily injury to any person.~~
- ~~The provisions of this subsection shall not apply to any animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or eustodian's property, or when the animal is a police dog that is engaged in the performance of its duties at the time of the attack.~~
- (k) ~~The owner of any animal that has been found to be a dangerous dog who willfully fails to comply with the requirements of this section shall be guilty of a Class 1 misdemeanor.~~
- (l) ~~All fees collected pursuant to this section, less the costs incurred by the animal control authority in producing and distributing the certificates and tags required by this section, shall be paid into a special dedicated fund in the treasury of the city for the purpose of paying the expenses of any training course required under Code of Virginia, § 3.2-6556.~~

~~(Ord. No. 2009-20, 10-13-09)~~

~~State Law reference—Control of dangerous dogs, Code of Virginia, § 3.2-6540.~~

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• **Sec. 6-46. - Required.**

• It shall be unlawful for any person to own a dog or cat four (4) months old or older in this city, unless such dog or cat is licensed under the provisions of this division. The owner of any such dog or cat shall obtain a current license for said dog or cat and pay the license tax imposed by Sec. 6-48. ~~Said license shall be valid for a period of one (1), two (2), or three (3) years, depending upon the license tax paid, provided that the period covered by the license does not exceed the period of time covered by the certificate of rabies vaccination referred to in sections 6-51 and 6-121 of this chapter.~~

—(Ord. No. 2009-20, 10-13-09)

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**Sec. 6-48. Adoption of Virginia Code 3.2-6528. Amount of license tax**

Section 3.2-6528 as set forth in the Code of Virginia shall be enforced in the City. Except as specifically modified by this Chapter, all the provisions and requirements of Virginia Code §3.2-6528, are hereby adopted, mutatis mutandis, and made part of this Chapter as if fully set forth. No person within the City shall violate or fail, neglect or refuse to comply with any provision of this section and in no event shall the penalty imposed for the violation of any provision or requirement adopted herein exceed the penalty imposed for a similar offense under such Section 2.3-6528 et seq. of the Code of 20 Virginia of 1950, as amended.

**Sec. 6-48. — Tax imposed.**

- ~~(a) — A license tax is hereby imposed on dogs and cats required to be licensed under this division. The amounts of such tax shall be set by resolution, duly adopted by city council.~~
- ~~(b) — No license tax shall be levied under this section on any dog that is trained and serves as a guide dog for a blind person, that is trained and serves as a hearing dog for a deaf or hearing impaired person, or that is trained and serves as a service dog for a mobility-impaired person. As used in this subsection, the term "hearing dog" means a dog trained to alert its owner by touch to sounds of danger and sounds to which the owner should respond and "service dog" means a dog trained to accompany its owner for the purpose of carrying items, retrieving objects, pulling a wheelchair or other such activities of service or support.~~
- ~~(Ord. No. 2009-20, 10-13-09)~~

- **State Law reference**— Code of Virginia, § 3.2-6528.

This ordinance amendment shall become effective upon the date of its adoption by the City Council.

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I, Ronnieye L, Arrington, City Clerk of the City of Hopewell, Virginia, do certify the foregoing is a true and correct copy of an ordinance adopted on second and final reading by Hopewell City Council at its meeting held on December 11, 2018.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia this \_\_\_\_ day of \_\_\_\_\_, 2018.

Seal

\_\_\_\_\_  
Ronnieye L. Arrington, City Clerk  
City of Hopewell

**Ordinance No. 2018-\_\_\_\_\_****An Ordinance amending  
Chapter 6, Article II, Division I, Sec. 6-31.1, Sec. 6-46,  
and 6-48 of the City of Hopewell Code of Ordinances**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL**, that Chapter 6, Article II, Division I, Sec. 6-31.1, 6-46, and Sec. 6-48 of the City of Hopewell Code of Ordinances are hereby amended, and re-enacted as follows:

**ARTICLE II. DOGS****DIVISION 1. – GENERALLY****Sec. 6-31.1. Adoption Of Virginia Code 3.2-6540. Control of dangerous dogs; penalties**

Section 3.2-6540 as set forth in the *Code of Virginia* shall be enforced in the City. Except as specifically modified by this Chapter, all the provisions and requirements of Virginia Code §3.2-6540, are hereby adopted, *mutatis mutandis*, and made part of this Chapter as if fully set forth. No person within the City shall violate or fail, neglect or refuse to comply with any provision of this section and in no event shall the penalty imposed for the violation of any provision or requirement adopted herein exceed the penalty imposed for a similar offense under such Section 2.3-6540 *et seq.* of the Code of 20 Virginia of 1950, as amended.

**State Law reference**— Control of dangerous dogs, Code of Virginia, § 3.2-6540.

**Sec. 6-46. - Required.**

It shall be unlawful for any person to own a dog or cat four (4) months old or older in this city, unless such dog or cat is licensed under the provisions of this division. The owner of any such dog or cat shall obtain a current license for said dog or cat and pay the license tax imposed by Sec. 6-48.

**Sec. 6-48. Adoption of Virginia Code 3.2-6528. Amount of license tax**

Section 3.2-6528 as set forth in the *Code of Virginia* shall be enforced in the City. Except as specifically modified by this Chapter, all the provisions and requirements of Virginia Code §3.2-6528, are hereby adopted, *mutatis mutandis*, and made part of this Chapter as if fully set forth. No person within the City shall violate or fail, neglect or refuse to comply with any provision of this section and in no event shall the penalty imposed for the violation of any provision or requirement adopted herein exceed the penalty imposed for a similar offense under such Section 2.3-6528 *et seq.* of the Code of 20 Virginia of 1950, as amended.

**State Law reference**— Code of Virginia, § 3.2-6528.

This ordinance amendment shall become effective upon the date of its adoption by the City Council.



I, Ronnieye L, Arrington, City Clerk of the City of Hopewell, Virginia, do certify the foregoing is a true and correct copy of an ordinance adopted on second and final reading by Hopewell City Council at its meeting held on December 11, 2018.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia this \_\_\_\_ day of \_\_\_\_\_, 2018.

Seal

\_\_\_\_\_  
Ronnieye L. Arrington, City Clerk  
City of Hopewell

Code of Virginia  
Title 3.2. Agriculture, Animal Care, and Food  
Chapter 65. Comprehensive Animal Care

### § 3.2-6528. Amount of license tax.

The governing body of each county or city shall impose by ordinance a license tax on the ownership of dogs within its jurisdiction. The governing body of any locality that has adopted an ordinance pursuant to subsection B of § 3.2-6524 shall impose by ordinance a license tax on the ownership of cats within its jurisdiction. The governing body may establish different rates of taxation for ownership of female dogs, male dogs, spayed or neutered dogs, female cats, male cats, and spayed or neutered cats. The tax for each dog or cat shall not be more than \$10 for each year or \$50 for a lifetime license issued pursuant to subsection B of § 3.2-6530. If the dog or cat has been spayed, the tax shall not exceed the tax provided for a male dog or cat. Any ordinance may provide for an annual license tax for kennels of 10, 20, 30, 40, or 50 dogs or cats not to exceed \$50 for any one such block of kennels.

No license tax shall be levied on any dog that is trained and serves as a guide dog for a blind person, that is trained and serves as a hearing dog for a deaf or hearing-impaired person, or that is trained and serves as a service dog for a mobility-impaired or otherwise disabled person.

As used in this section, "hearing dog," "mobility-impaired person," "otherwise disabled person," and "service dog" have the same meanings as assigned in § 51.5-40.1.

1984, cc. 248, 492, § 29-213.57; 1986, c. 169; 1987, c. 488, § 3.1-796.87; 1993, c. 817; 1994, c. 108; 2006, c. 836; 2008, c. 860; 2014, c. 616; 2017, cc. 559, 567.

Code of Virginia  
Title 3.2. Agriculture, Animal Care, and Food  
Chapter 65. Comprehensive Animal Care

### § 3.2-6529. Veterinarians to provide treasurer with rabies certificate information; civil penalty.

A. Each veterinarian who vaccinates a dog against rabies or directs a veterinary technician in his employ to vaccinate a dog against rabies shall provide the owner a copy of the rabies vaccination certificate. The veterinarian shall forward within 45 days a copy of the rabies vaccination certificate or the relevant information contained in such certificate to the treasurer of the locality where the vaccination occurs.

The rabies vaccination certificate shall include at a minimum the signature of the veterinarian, the animal owner's name and address, the species of the animal, the sex, the age, the color, the primary breed, whether or not the animal is spayed or neutered, the vaccination number, and expiration date. The rabies vaccination certificate shall indicate the locality where the animal resides.

B. It shall be the responsibility of the owner of each vaccinated animal that is not already licensed to apply for a license for the vaccinated dog. Beginning January 1, 2008, if the treasurer determines, from review of the rabies vaccination information provided by veterinarians, that the owner of an unlicensed dog has failed to apply for a license within 90 days of the date of vaccination, the treasurer shall transmit an application to the owner and request the owner to submit a completed application and pay the appropriate fee. Upon receipt of the completed application and payment of the license fee, the treasurer or other agent charged with the duty of issuing the dog licenses shall issue a license receipt and a permanent tag. The treasurer shall retain only the information that is required to be collected and open to public inspection pursuant to the provisions of this Chapter and shall forthwith destroy any rabies vaccination certificate or other similar record transmitted by a veterinarian to a treasurer pursuant to this section.

The treasurer shall remit any rabies vaccination certificate received for any animal owned by an individual residing in another locality to the local treasurer for the appropriate locality.

Any veterinarian that willfully fails to provide the treasurer of any locality with a copy of the rabies vaccination certificate or the information contained in such certificate may be subject to a civil penalty not to exceed \$10 per certificate. Monies raised pursuant to this subsection shall be placed in the locality's general fund for the purpose of animal control activities including spay or neuter programs.

2006, c. 836, § 3.1-796.87:1; 2007, c. 270; 2008, cc. 16, 860.

Code of Virginia  
Title 3.2. Agriculture, Animal Care, and Food  
Chapter 65. Comprehensive Animal Care

### § 3.2-6530. When license tax payable.

A. The license tax as prescribed in § 3.2-6528 is due not later than 30 days after a dog or cat has reached the age of four months, or not later than 30 days after an owner acquires a dog or cat four months of age or older, and each year thereafter.

Licensing periods for individual dogs and cats may be equal to and may run concurrently with the rabies vaccination effective period.

B. The governing body of a county or city may by ordinance provide for a lifetime dog or cat license. Such a license shall be valid only as long as the animal's owner resides in the issuing locality and the animal's rabies vaccination is kept current.

C. Any kennel license tax prescribed pursuant to § 3.2-6528 shall be due on January 1 and not later than January 31 of each year.

1984, cc. 248, 492, § 29-213.58; 1986, c. 169; 1987, c. 488, § 3.1-796.88; 1990, c. 365; 1993, c. 817; 2006, c. 836; 2008, c. 860; 2017, cc. 559, 567.

Code of Virginia  
Title 3.2. Agriculture, Animal Care, and Food  
Chapter 65. Comprehensive Animal Care

## § 3.2-6540. Control of dangerous dogs; penalties.

A. As used in this section, "dangerous dog" means:

1. A canine or canine crossbreed that has bitten, attacked, or inflicted injury on a companion animal that is a dog or cat or killed a companion animal that is a dog or cat. A canine or canine crossbreed is not a dangerous dog if, upon investigation, a law-enforcement officer or animal control officer finds that (i) no serious physical injury, as determined by a licensed veterinarian, has occurred to the dog or cat as a result of the attack or bite; (ii) both animals are owned by the same person; or (iii) such attack occurred on the property of the attacking or biting dog's owner or custodian; or

2. A canine or canine crossbreed that has bitten, attacked, or inflicted injury on a person. A canine or canine crossbreed is not a dangerous dog if, upon investigation, a law-enforcement officer or animal control officer finds that the injury inflicted by the canine or canine crossbreed upon a person consists solely of a single nip or bite resulting only in a scratch, abrasion, or other minor injury.

B. No dog shall be found to be a dangerous dog as a result of biting, attacking, or inflicting injury on a dog or cat while engaged with an owner or custodian as part of lawful hunting or participating in an organized, lawful dog handling event. No dog shall be found to be a dangerous dog if the court determines, based on the totality of the evidence before it, or for other good cause, that the dog is not dangerous or a threat to the community.

C. Any law-enforcement officer or animal control officer who has reason to believe that a canine or canine crossbreed within his jurisdiction is a dangerous dog may apply to a magistrate serving the jurisdiction for the issuance of a summons requiring the owner or custodian, if known, to appear before a general district court at a specified time. The summons shall advise the owner of the nature of the proceeding and the matters at issue. If a law-enforcement officer successfully makes an application for the issuance of a summons, he shall contact the local animal control officer and inform him of the location of the dog and the relevant facts pertaining to his belief that the dog is dangerous. The animal control officer shall confine the animal until such time as evidence shall be heard and a verdict rendered. If the animal control officer determines that the owner or custodian can confine the animal in a manner that protects the public safety, he may permit the owner or custodian to confine the animal until such time as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian, or harbinger of the animal to produce the animal. If, after hearing the evidence, the court finds that the animal is a dangerous dog, the court shall order the animal's owner to comply with the provisions of this section. The court, upon finding the animal to be a dangerous dog, may order the owner, custodian, or harbinger thereof to pay restitution for actual damages to any person injured by the animal or whose companion animal was injured or killed by the animal. The court, in its discretion, may also order the owner to pay all reasonable expenses incurred in caring and providing for such dangerous dog from the time the animal is taken into custody until such

time as the animal is disposed of or returned to the owner. The procedure for appeal and trial shall be the same as provided by law for misdemeanors. Trial by jury shall be as provided in Article 4 (§ 19.2-260 et seq.) of Chapter 15 of Title 19.2. The Commonwealth shall be required to prove its case beyond a reasonable doubt.

D. No canine or canine crossbreed shall be found to be a dangerous dog solely because it is a particular breed, nor is the ownership of a particular breed of canine or canine crossbreed prohibited.

E. No animal shall be found to be a dangerous dog if the threat, injury, or damage was sustained by a person who was (i) committing, at the time, a crime upon the premises occupied by the animal's owner or custodian; (ii) committing, at the time, a willful trespass upon the premises occupied by the animal's owner or custodian; or (iii) provoking, tormenting, or physically abusing the animal, or can be shown to have repeatedly provoked, tormented, abused, or assaulted the animal at other times. No police dog that was engaged in the performance of its duties as such at the time of the acts complained of shall be found to be a dangerous dog. No animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, shall be found to be a dangerous dog.

F. If the owner of an animal found to be a dangerous dog is a minor, the custodial parent or legal guardian shall be responsible for complying with all requirements of this section.

G. The owner of any animal found to be a dangerous dog shall, within 30 days of such finding, obtain a dangerous dog registration certificate from the local animal control officer or treasurer for a fee of \$150, in addition to other fees that may be authorized by law. The local animal control officer or treasurer shall also provide the owner with a uniformly designed tag that identifies the animal as a dangerous dog. The owner shall affix the tag to the animal's collar and ensure that the animal wears the collar and tag at all times. By January 31 of each year, until such time as the dangerous dog is deceased, all certificates obtained pursuant to this subsection shall be updated and renewed for a fee of \$85 and in the same manner as the initial certificate was obtained. The animal control officer shall post registration information on the Virginia Dangerous Dog Registry.

H. All dangerous dog registration certificates or renewals thereof required to be obtained under this section shall only be issued to persons 18 years of age or older who present satisfactory evidence (i) of the animal's current rabies vaccination, if applicable; (ii) that the animal has been neutered or spayed; and (iii) that the animal is and will be confined in a proper enclosure or is and will be confined inside the owner's residence or is and will be muzzled and confined in the owner's fenced-in yard until the proper enclosure is constructed. In addition, owners who apply for certificates or renewals thereof under this section shall not be issued a certificate or renewal thereof unless they present satisfactory evidence that (a) their residence is and will continue to be posted with clearly visible signs warning both minors and adults of the presence of a dangerous dog on the property and (b) the animal has been permanently identified by means of electronic implantation. All certificates or renewals thereof required to be obtained under this section shall only be issued to persons who present satisfactory evidence that the owner has liability insurance coverage, to the value of at least \$100,000, that covers animal bites. The owner may obtain and maintain a bond in surety, in lieu of liability insurance, to the value of at least \$100,000.

I. While on the property of its owner, an animal found to be a dangerous dog shall be confined indoors or in a securely enclosed and locked structure of sufficient height and design to prevent its escape or direct contact with or entry by minors, adults, or other animals. While so confined within the structure, the animal shall be provided for according to § 3.2-6503. When off its owner's property, an animal found to be a dangerous dog shall be kept on a leash and muzzled in such a manner as not to cause injury to the animal or interfere with the animal's vision or respiration, but so as to prevent it from biting a person or another animal.

J. The owner shall cause the local animal control officer to be promptly notified of (i) the names, addresses, and telephone numbers of all owners; (ii) all of the means necessary to locate the owner and the dog at any time; (iii) any complaints or incidents of attack by the dog upon any person or cat or dog; (iv) any claims made or lawsuits brought as a result of any attack; (v) chip identification information; (vi) proof of insurance or surety bond; and (vii) the death of the dog.

K. After an animal has been found to be a dangerous dog, the animal's owner shall immediately, upon learning of same, cause the local animal control authority to be notified if the animal (i) is loose or unconfined; (ii) bites a person or attacks another animal; or (iii) is sold, is given away, or dies. Any owner of a dangerous dog who relocates to a new address shall, within 10 days of relocating, provide written notice to the appropriate local animal control authority for the old address from which the animal has moved and the new address to which the animal has been moved.

L. Any owner or custodian of a canine or canine crossbreed or other animal is guilty of a:

1. Class 2 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, attacks and injures or kills a cat or dog that is a companion animal belonging to another person;
2. Class 1 misdemeanor if the canine or canine crossbreed previously declared a dangerous dog pursuant to this section, when such declaration arose out of a separate and distinct incident, bites a human being or attacks a human being causing bodily injury; or
3. Class 6 felony if any owner or custodian whose willful act or omission in the care, control, or containment of a canine, canine crossbreed, or other animal is so gross, wanton, and culpable as to show a reckless disregard for human life, and is the proximate cause of such dog or other animal attacking and causing serious bodily injury to any person.

The provisions of this subsection shall not apply to any animal that, at the time of the acts complained of, was responding to pain or injury, or was protecting itself, its kennel, its offspring, a person, or its owner's or custodian's property, or when the animal is a police dog that is engaged in the performance of its duties at the time of the attack.

M. The owner of any animal that has been found to be a dangerous dog who willfully fails to comply with the requirements of this section is guilty of a Class 1 misdemeanor.

Whenever an owner or custodian of an animal found to be a dangerous dog is charged with a violation of this section, the animal control officer shall confine the dangerous dog until such time

as evidence shall be heard and a verdict rendered. The court, through its contempt powers, may compel the owner, custodian, or harbinger of the animal to produce the animal.

Upon conviction, the court may (i) order the dangerous dog to be disposed of by a local governing body pursuant to § 3.2-6562 or (ii) grant the owner up to 30 days to comply with the requirements of this section, during which time the dangerous dog shall remain in the custody of the animal control officer until compliance has been verified. If the owner fails to achieve compliance within the time specified by the court, the court shall order the dangerous dog to be disposed of by a local governing body pursuant to § 3.2-6562. The court, in its discretion, may order the owner to pay all reasonable expenses incurred in caring and providing for such dangerous dog from the time the animal is taken into custody until such time that the animal is disposed of or returned to the owner.

N. All fees collected pursuant to this section, less the costs incurred by the animal control authority in producing and distributing the certificates and tags required by this section and fees due to the State Veterinarian for maintenance of the Virginia Dangerous Dog Registry, shall be paid into a special dedicated fund in the treasury of the locality for the purpose of paying the expenses of any training course required under § 3.2-6556.

O. The governing body of any locality may enact an ordinance parallel to this statute regulating dangerous dogs. No locality may impose a felony penalty for violation of such ordinances.

1993, c. 977, § 3.1-796.93:1; 1994, c. 115; 1997, cc. 582, 892; 1998, c. 817; 2000, cc. 11, 727; 2003, cc. 785, 841; 2006, cc. 837, 864, 898; 2008, cc. 360, 551, 691, 860; 2009, c. 377; 2012, cc. 107, 236; 2013, cc. 58, 732; 2017, c. 396.

**R-3**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Mandatory Allocation to Commissioner of Revenue and Treasurer per Virginia Code §46.2-205

**ISSUE:** 40% of sums remitted to the city for work involved with processing transactions for the Department of Motor Vehicles shall be appropriated to the office of the Commissioner of Revenue, and 40% of sums shall be remitted to the Treasurer as required by State law.

**RECOMMENDATION:** To appropriate \$6,767.25 as the Commissioner’s 40% share, and \$6,767.25 as the Treasurer’s share of DMV Select funding for 2017; and to appropriate \$6,843.46 as the Commissioners 40% share, and \$6,843.46 as Treasurer’s share of DMV Select funding for 2018, as required by State law.

**BACKGROUND:** The Commissioner’s office has operated as a Department of Motor Vehicles Select office since November 2, 2009, and the Department of Motor Vehicles has remitted funds to the City on a Monthly basis. We have been entitled to 40% of such funds since that time. However, the Commissioner of Revenue has only requested one appropriation.

**FISCAL IMPACT:** There is no fiscal impact to the City as the monies are received monthly from DMV.

**ENCLOSED DOCUMENTS:** Code of Virginia §46.2-205

**STAFF:** Debra K. Reason, Commissioner of Revenue  
Joan Gosier, Treasurer  
LaTonya Felton, Chief Deputy Treasurer

**SUMMARY:**

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







# COMMONWEALTH of VIRGINIA

Office of the Attorney General

August 19, 2011

Kenneth T. Cuccinelli, II  
Attorney General

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Richmond, Virginia 23219  
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Virginia Relay Services  
800-828-1120  
7-1-1

The Honorable Raymond A. Hunley, MCR  
Commissioner of the Revenue, Mathews County  
10644 Buckley Hall Road, Liberty Square  
Post Office Box 896  
Mathews, Virginia 23109-0896

Dear Commissioner Hunley:

I am responding to your request for an official advisory opinion in accordance with § 2.2-505 of the *Code of Virginia*.

## Issue Presented

You ask whether a local Board of Supervisors may use the monies received by employees of constitutional officers for services provided to the Department of Motor Vehicles to supplant existing local funding or to reduce the local share of the Compensation Board-approved budget.

## Response

It is my opinion, based on language in Item 441, subsection C of both the 2010 Appropriations Act and the 2011 Appropriations Act, that a county Board of Supervisors is required to appropriate to the office of a constitutional officer such as a Treasurer or Commissioner of the Revenue who is serving as a license agent for DMV, 80 percent of the funds remitted by DMV to the county for DMV transactions processed by the office of the constitutional officer, and that the monies so appropriated may not be used to supplant existing local funding for such office, nor to reduce the local share of the Compensation Board-approved budget for such office below the level established pursuant to general law.

## Applicable Law and Discussion

Item 441, subsection C of both the 2010 Appropriations Act and the 2011 Appropriations Act<sup>1</sup> (“Appropriations Acts”) provides:

In order to provide citizens of the Commonwealth greater access to the Department of Motor Vehicles, the agency is authorized to enter into an agreement with any local constitutional officer or combination of officers to act as a license agent for the department, with the consent of the chief administrative officer of the constitutional officer’s county or city, and to negotiate a separate compensation schedule for such office other than the schedule set out in § 46.2-205, Code of Virginia. *Notwithstanding any other provision of law, any compensation due to a constitutional officer serving as a*

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<sup>1</sup> See 2010 Va. Acts, ch. 874; 2011 Va. Acts, ch. 890.

*license agent shall be remitted by the department to the officer's county or city on a monthly basis, and not less than 80 percent of the sums so remitted shall be appropriated by such county or city to the office of the constitutional officer to compensate such officer for the additional work involved with processing transactions for the department. Funds appropriated to the constitutional office for such work shall not be used to supplant existing local funding for such office, nor to reduce the local share of the Compensation Board-approved budget for such office below the level established pursuant to general law. (Emphasis added)*

The positions of Commissioner of the Revenue and County Treasurer are constitutional offices created pursuant to Article VII, § 4 of the Constitution of Virginia.<sup>2</sup> The process for establishing the budget of a constitutional officer, including a County Commissioner of the Revenue or County Treasurer is provided by general law. Generally, the officer prepares the budget for his office and submits it to the Compensation Board for review, possible modification, and approval.<sup>3</sup> Such budget includes salaries, permitted expenses, and other allowances necessary for operating the office of the Commissioner of the Revenue or Treasurer.<sup>4</sup> A copy of the proposed budget is submitted concurrently to the governing body of the locality.<sup>5</sup> Once the budget is set, and subject to appropriated funds, the Commonwealth and locality participate in funding the approved budget, with certain exceptions.<sup>6</sup> In the event of disagreement, the constitutional officer, the locality, or the Commonwealth may appeal the decision of the Compensation Board.<sup>7</sup>

“In the event of any inconsistency between [a] statutory authorization and the appropriation, the Appropriations Act, which has the effect of law and which is the most recent expression of legislative intent, controls.”<sup>8</sup> Section 4-12.00 of the appropriations acts provides:

Notwithstanding any other provision of law, and until June 30, 2012, the provisions of this act shall prevail over any conflicting provision of any other law, without regard to whether such other law is enacted before or after this act; however, a conflicting provision of another law enacted after this act shall prevail over a conflicting provision of this act if the General Assembly has clearly evidenced its intent that the conflicting provision of such other law shall prevail, which intent shall be evident only if such other law (i) identifies the specific provision(s) of this act over which the conflicting provision of such other law is intended to prevail and (ii) specifically states that the terms of this section are not applicable with respect to the conflict between the provision(s) of this act and the provision of such other law.

The General Assembly does not define the term “supplant” as it is used in the Appropriations Acts. Consequently, the term must be given its ordinary meaning within the statutory context.<sup>9</sup>

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<sup>2</sup> See Ops. Va. Att’y Gen.: 2008 at 44, 45; 2002 at 58, 59; 1977-78 at 466, 467. See also VA. CODE ANN. § 15.2-102 (defining “constitutional officer”) (2008).

<sup>3</sup> See VA. CODE ANN. §§ 15.2-1636.7, 15.2-1636.8 (2008).

<sup>4</sup> *Id.*

<sup>5</sup> *Id.*

<sup>6</sup> *Id.*

<sup>7</sup> Section 15.2-1636.9 (2008).

<sup>8</sup> See 1976-77 Op. Va. Att’y Gen. 301, 301-02.

<sup>9</sup> See *Grant v. Commonwealth*, 223 Va. 680, 684, 292 S.E.2d 348, 350 (1982) (citing *Loyola Fed. Savings & Loan Ass’n v. Herndon Lumber & Millwork, Inc.*, 218 Va. 803, 805, 241 S.E.2d 752, 753 (1978)).

“Supplant” generally means “to supersede (another)”; “to take the place of and serve as a substitute for esp. by reason of superior excellence or power.”<sup>10</sup> The term “supersede” generally means “to cause to be set aside”; “to take the place, room or position of.”<sup>11</sup>

The intent of the Appropriations Act is clear. Based on the plain language of Item 441, subsection C, I conclude that any compensation due to a constitutional officer serving as a license agent for DMV shall be remitted by DMV to the officer’s county or city on a monthly basis, and not less than 80 percent of the sums so remitted shall be appropriated by such county or city to the office of the constitutional officer to compensate the officer for the additional work performed in processing transactions for DMV. The language clearly provides that compensation from DMV is intended to serve as compensation for additional work performed for processing DMV transactions. This principle is further clarified and supported by the language of the 2010 and 2011 Appropriations Acts mandating that the funds appropriated to the constitutional office for such work shall not be used to supplant existing local funding for such office, nor to reduce the local share of the Compensation Board-approved budget for such office below the level established pursuant to general law.

Adopting a resolution that provides for the use of DMV funds to offset the salaries of the employees of the offices of the Treasurer and Commissioner of the Revenue, as a result of the state budget cuts, is not only contrary to the principle that constitutional offices receive compensation for the additional work their employees have performed in processing transactions as DMV license agents, but is contrary to the clear dictates of the Appropriations Acts. Using DMV funds to offset salaries of employees of the Treasurer and Commissioner of the Revenue constitutes an action that uses the funds to supplant or replace the existing local funding for such offices, in direct contravention of the Appropriations Act. Furthermore, assuming the Board has not appealed pursuant to § 15.2-1636.9 the budget for the offices of the County Treasurer and Commissioner of the Revenue established by the Compensation Board, the use of DMV compensation to offset the salaries of employees of those offices results in a impermissible reduction of the local share of the Compensation Board-approved budget for such offices.

### Conclusion

Accordingly, it is my opinion, Board of Supervisors is required to appropriate to the office of a constitutional officer such as a Treasurer or Commissioner of the Revenue, serving as a license agent for DMV, 80 percent of the funds remitted by DMV to the county for DMV transactions processed by the office of the constitutional officer, and that the monies so appropriated may not be used to supplant existing local funding for such office, nor to reduce the local share of the Compensation Board-approved budget for such office below the level established pursuant to general law.

With kindest regards, I am

Very truly yours,



Kenneth T. Cuccinelli, II  
Attorney General

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<sup>10</sup> WEBSTER’S NINTH NEW COLLEGIATE DICTIONARY 1185-86 (1990).

<sup>11</sup> *Id.* at 1185.

Code of Virginia  
Title 46.2. Motor Vehicles  
Chapter 2. Department of Motor Vehicles

## § 46.2-205. Department offices and agencies; agreements with dealers.

A. The Commissioner shall maintain his office in the Commonwealth at a location which he determines to be appropriate. He may appoint agents and maintain branch offices in the Commonwealth in whatever locations he determines to be necessary to carry out this title.

The personnel of each branch office and each agency shall be appointed by the Commissioner and shall be bonded in an amount fixed by the Commissioner. The person in charge of the branch office and each agency shall deposit daily in the local bank, or at such other intervals as may be designated by the Commissioner, to the account of the State Treasurer, all moneys collected, and shall submit daily to the Commissioner, or at such other intervals as may be designated by the Commissioner, a complete record of what each deposit is intended to cover. The Commissioner shall not be held liable in the event of the loss of any moneys collected by such agents resulting from their failure to deposit such money to the account of the State Treasurer.

The compensation of the personnel of each branch office and each agency is to be fixed by the Commissioner. The compensation fixed for each nonautomated agency for the purpose of maintaining adequate annual service to the public shall be three and one-half percent of the first \$500,000 of gross collections made by the agency, two percent of the next \$500,000 of gross collections made by the agency, and one percent of all gross collections in excess of \$1,000,000 made by the agency during each fiscal year.

The compensation fixed for each automated agency for the purpose of maintaining adequate annual service to the public shall be three and one-half percent of gross collections made by the agency during each fiscal year.

The compensation awarded shall belong to the agents for their services under this section, and the Commissioner shall cause to be paid all freight, cartage, premium on bond and postage, but not any extra clerk hire or other expenses occasioned by their duties.

B. The Commissioner may enter into an agreement with any Virginia-licensed motor vehicle dealer, recreational vehicle dealer, trailer dealer, or motorcycle dealer to act as an agent of the Commissioner as provided in subsection A. Motor vehicle dealers, recreational vehicle dealers, trailer dealers, and motorcycle dealers who act as agents of the Commissioner of the Department of Motor Vehicles as authorized in this subsection shall be compensated as provided in subsection A.

Code 1950, §§ 46-29, 46-31; 1950, p. 299; 1954, c. 585; 1958, c. 541, §§ 46.1-28, 46.1-30; 1970, c. 754; 1972, c. 408, 609; 1974, c. 48; 1979, c. 20; 1989, c. 727; 1999, c. 308; 2002, c. 110; 2003, c. 991; 2015, c. 615.

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# VIRGINIA STATE BUDGET

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2016 Session

## Budget Bill - HB30 (Chapter 780)

Bill Order » Office of Transportation » Item 442

Department of Motor Vehicles

Item 442	First Year - FY2017	Second Year - FY2018
<b>Ground Transportation Regulation (60100)</b>	<b>\$179,622,359</b>	<b>\$179,622,359</b>
Customer Service Centers Operations (60101)	\$124,033,251	\$124,033,251
Ground Transportation Regulation and Enforcement (60103)	\$41,894,958	\$41,894,958
Motor Carrier Regulation Services (60105)	\$13,694,150	\$13,694,150
Fund Sources:		
Commonwealth Transportation	\$172,175,759	\$172,175,759
Trust and Agency	\$5,446,600	\$5,446,600
Federal Trust	\$2,000,000	\$2,000,000

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Authority: Title 46.2, Chapters 1, 2, 3, 6, 8, 10, 12, 15, 16, and 17; §§ [18.2-266](#) through [18.2-272](#); Title 58.1, Chapters 21 and 24, Code of Virginia. Title 33, Chapter 4, United States Code.

A. The Commissioner, Department of Motor Vehicles, is authorized to establish, where feasible and cost efficient, contracts with private/public partnerships with commercial operations, to provide for simplification and streamlining of service to citizens through electronic means. Provided, however, that such commercial operations shall not be entitled to compensation as established under § [46.2-205](#), Code of Virginia, but rather at rates limited to those established by the commissioner.

B. The Department of Motor Vehicles shall work to increase the use of alternative service delivery methods, which may include offering discounts on certain transactions conducted online, as determined by the department. As part of its effort to shift customers to internet usage where applicable, the department shall not charge its customers for the use of credit cards for internet or other types of transactions; however, this restriction shall not apply with respect to any credit or debit card transactions the department conducts on behalf of another agency, provided (i) the other agency is authorized to charge customers for the use of credit or debit cards and (ii) the merchant's fees and other transaction costs imposed by the card issuer are charged to the department.

C. In order to provide citizens of the Commonwealth greater access to the Department of Motor Vehicles, the agency is authorized to enter into an agreement with any local constitutional officer or combination of officers to act as a license agent for the department, with the consent of the chief administrative officer of the constitutional officer's county or city, and to negotiate a separate compensation schedule for such office other than the schedule set out in § [46.2-205](#), Code of Virginia. Notwithstanding any other provision of law, any compensation due to a constitutional officer serving as a license agent shall be remitted by the department to the officer's county or city on a monthly basis, and not less than 80 percent of the sums so remitted shall be appropriated by such county or city to the office of the constitutional officer to compensate such officer for the additional work involved with processing transactions for the department. Funds appropriated to the constitutional office for such work shall not be used to supplant existing local funding for such office, nor to reduce the local share of the Compensation Board-

approved budget for such office below the level established pursuant to general law.

D. The base compensation for DMV Select Agents shall be set at 4.5 percent of gross collections for the first \$500,000 and 5.0 percent of all gross collections in excess of \$500,000 made by the entity during each fiscal year on such state taxes and fees in place as a matter of law. The commissioner shall supply the agents with all necessary agency forms to provide services to the public, and shall cause to be paid all freight and postage, but shall not be responsible for any extra clerk hire or other business-related expenses or business equipment expenses occasioned by their duties.

E. Out of the amounts identified in this Item, \$299,991 the first year and \$299,991 the second year from the Commonwealth Transportation Fund shall be paid to the Washington Metropolitan Area Transit Commission.

F.1. Notwithstanding any other provision of law, the department shall assess a minimum fee of \$10 for all replacement and supplemental titles. The revenue generated from this fee shall be set aside to meet the expenses of the department.

2. Notwithstanding any other provision of law, the department shall assess a \$10 late fee on all registration renewal transactions that occur after the expiration date. The late fee shall not apply to those exceptions granted under § 46.2-221.4, Code of Virginia. In assessing the late renewal fee the department shall provide a ten day grace period for transactions conducted by mail to allow for administrative processing. This grace period shall not apply to registration renewals for vehicles registered under the International Registration Plan. The revenue generated from this fee shall be set aside to meet the expenses of the department.

3. Notwithstanding any other provision of law, the department shall establish a \$20 minimum fee for original driver's licenses and replacements. The revenue generated from this fee shall be set aside to meet the expenses of the department.

G. The Department of Motor Vehicles is hereby granted approval to renew or extend existing capital leases due to expire during the current biennium for existing customer service centers.

H. The Department of Motor Vehicles is hereby appropriated revenues from the additional sales tax on fuel in certain transportation districts to recover the direct cost of administration incurred by the department in implementing and collecting this tax as provided by § 58.1-2295, Code of Virginia.

I. The Commissioner of the Department of Motor Vehicles, in consultation with the Commissioner of Highways, shall take such steps as may be necessary to expand access to the E-ZPass program through its customer service channels using such locations and methods as are practicable.

J. Included in the amounts for this item is \$350,000 in the first year and \$350,000 in the second year to support the on-going costs associated with the regulation of Transportation Network Companies in Virginia pursuant to the provisions of Chapter 2, 2015 Session of the General Assembly.

K. Notwithstanding the provisions of Chapter 21 of Title 46.2, Code of Virginia, the Commissioner of the Department of Motor Vehicles shall be authorized to grant temporary authority to a motor carrier to transport property for compensation on an intrastate basis utilizing a digital platform that connects persons seeking a property transportation service with persons authorized by the motor carrier to transport property. Such temporary authority shall be subject to such reasonable conditions as the Commissioner may impose, and shall be valid only for passenger cars and pickup or panel trucks, as those terms are defined in § 46.2-100, Code of Virginia, which vehicles shall not be required to be issued for-hire license plates under the provisions of § 46.2-711, Code of Virginia. Such temporary authority, unless suspended or revoked, shall be valid for such time as the Department shall specify, but such authority shall not extend beyond 130 days following the adjournment of the next regular session of the General Assembly and shall create no presumption that corresponding permanent authority will be

**R-4**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Virginia First Cities 2019 Legislative Program**

**ISSUE:** City Administration will present final approval of Virginia First Cities 2019 Legislative Program for the Virginia General Assembly.

**RECOMMENDATION:** City Administration recommends approval and endorsement of Virginia First Cities 2019 General Assembly Legislative Program.

**TIMING:** City Council action is requested on Tuesday, December 11, 2018.

**BACKGROUND:** City Council approved the City’s 2019 Legislative Program and Virginia First Cities DRAFT 2019 Legislative program Tuesday, November 27, 2018. During VFC’s annual meeting in Williamsburg, Virginia on November 30, 2018 the Board of Directors approved its final version of VFC’s 2019 Legislative Program. Therefore, City administration is seeking Council’s approval and endorsement.

**FISCAL IMPACT:** None

**ENCLOSED DOCUMENTS:** 1: Virginia First Cities 2019 Legislative Program

**STAFF:** City Council Legislative Committee

John M. Altman, Jr., City Manager, City of Hopewell, Virginia

Herbert Bragg, Director, Intergovernmental & Public Affairs and Legislative Liaison

**SUMMARY:**

Y	N			Y	N
<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jackie M. Shornak	<input type="checkbox"/>	<input type="checkbox"/>	Vice Mayor Jasmine Gore, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Curtis W. Harris, Ward #2		<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Milton C. Martin, Ward #3		<input type="checkbox"/>	Councilor Robert C. Smith, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Randy Sealey, Ward #4			

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**SUMMARY:**

**Y N**

- Mayor Jackie M. Shornak
- Councilor Curtis W. Harris, Ward #2
- Councilor Milton C. Martin, Ward #3
- Councilor Randy Sealey, Ward #4

**Y N**

- Vice Mayor Jasmine Gore, Ward #5
- Councilor Brenda Pelham, Ward #6
- Councilor Robert C. Smith, Ward #7



## **2019 General Assembly Legislative Program**

**2019 VFC Requests in shaded bold**

### **Community Wealth Building**

Virginia First Cities pioneered funding for the TANF for Employment Grant Program intended to provide aid to local governments to eradicate long term, intractable poverty through workforce/career training and access to holistic wraparound services. As well, our cities are in dire need of assistance from the state for older neighborhood residential revitalization, as well as residential public housing replacement.

#### **Long-term policy positions:**

- Maintain funding for the current TANF for Employment Grant Programs at \$7.5 million (round 1) and \$3 million (round 2) in each FY 2020 and FY 2021.
- Increase support for the Virginia Housing Trust Fund.
- Provide eligible working citizens better access to affordable housing and financing for public housing replacement.

#### **New policy positions:**

- Support for the General Assembly to establish a State Commission, led by the Virginia Housing Commission, that includes representatives of VHDA and DHCD, local redevelopment and housing authorities, and VFC, to identify financing methods to be developed or employed to assist our cities with transformational, mixed income neighborhoods and resident communication and transitioning resources.
- Use a portion of the unspent balance of TANF funding to leverage funding for public housing replacement.
- Support the development and implementation of an eviction diversion pilot program. Virginia First Cities has been participating in the Campaign to Reduce Evictions (CARE) Program Services workgroup formed in response to the release of Princeton University's Eviction Lab data. We have also attended the Virginia Housing Commission's sub/work group on evictions. The issue of ameliorating evictions is a goal shared by all of our cities, and solutions lie in community wealth building, economic gardening, and ensuring access to jobs and careers that lead to sustainability.

## **Economic Gardening Initiative/Resiliency/Sustainability**

Economic gardening is an approach to economic development that seeks to grow local economies from within. The premise is that local entrepreneurs in our member cities create the companies that bring new wealth and economic growth to a region in the form of jobs, increased revenues, and a vibrant local business sector. The focus of economic gardening is growing and nurturing these local businesses.

### **Long-term policy positions:**

Virginia First Cities' efforts to aid member access to program funding to restore and replace aging urban infrastructure has been immensely successful and continues to merit state budget dollars so that we revitalize and sustain our cities as vibrant, healthy places to live and work.

- **Support an increase to the \$2.25 million in each year for Brownfields Restoration and Remediation.**
- **Enterprise Zone Program funding to avoid grant proration to the Real Property Investment Tax Credit.**
- Oppose a decrease or further extension of the cap on the Historic Rehabilitation Tax Credit.
- Support flood/resilience risk reduction infrastructure projects and aid to localities for tidal and street flooding mitigation efforts including grant matching and Shoreline Assistance Fund.
- Support maximum funding for the Storm Water Local Assistance Fund (SLAF).
- Support for the Healthy Food Financing and the Grocery Investment Fund to ensure our cities have access to thriving, sustainable grocery options and that these businesses succeed.

### **New policy positions**

- **Increase funding for the Industrial Revitalization Fund to leverage local and private resources to achieve market driven redevelopment of these structures. This, in turn, will create a catalyst for long-term employment opportunities and on-going physical and economic revitalization.**
- **Support funding of \$2,510,000 for a Virginia Gateway Communities Program to leverage stakeholder equity and Opportunity Zone investments with local investments in an organized, intensive and consistent effort to create mixed use and mixed modal spaces reflective of our local communities.**
- **Provide \$5 million in FY 2020 for the Urban Public-Private Partnership Redevelopment Fund (§15.2-2415) to provide grants or loans to local governments for assembling, planning, clearing, and preparing sites for redevelopment by private developers.**

## Education and Education Tax Policy

Virginia First Cities has consistently supported full funding for K-12 education, as it has not been adequately funded since the Great Recession. As VFC policy director, Jim Regimbal, wrote recently, “A quality education is the primary means of breaking the cycle of poverty. Therefore, the question is – what is needed to create a culture of learning in high-poverty communities and provide a quality education to concentrations of economically disadvantaged students? Successful schools must have strong leadership, quality teachers, enrichment activities, and a stable, respectful learning environment to achieve these objectives. Attracting and retaining quality individuals who put extra time and effort in a challenged school environment requires additional amounts of funding.”

**Policy Statement:** The state Standards of Quality (SOQ) funding formula for education operating costs breaks down on a statewide level as 55% state/45% local funding. However, the SOQ formula does not recognize the true costs of education, including pupil transportation, school support staff, providing and updating broadband and other technology, and adequate instructional staff salaries. Neither does it recognize most construction and renovation costs, especially safety upgrades. Local governments match double what is required for basic state education dollars, pay the majority of public school capital costs and struggle to find scarce local tax dollars to keep up with the demands for meeting additional and expanding state requirements to create 21<sup>st</sup> century learning environments for our children to master the challenges of tomorrow’s workforce, let alone today’s.

### **Long-term policy positions:**

- VFC urges the General Assembly to recognize and fund the true costs of public education using the State Board of Education’s 2016 SOQ funding recommendations. Because schools in high-poverty communities receive around 8.3% less funding per student (state, local, and federal combined) than schools in the wealthiest areas of the commonwealth, the General Assembly should significantly expand the At-Risk Add-On to make up for this difference.
- **Increase the At-Risk Add-on to aid high poverty school divisions from 14% to 20%.**
- **Increase funding for the Master Teacher Residency Program to \$3 million in FY 2020 as well as support for teacher mentoring programs.**
- Support increasing the appropriation to \$1.5 million for Virginia Teaching Scholarship Loans in FY 2020.
- Support new funding avenues for public school construction and renovation costs.
- Support the Extended-Year and Year-Round School Grants Program
- Increase the Teacher Improvement Funding Initiative from the current \$15,000 to a meaningful amount to assist at-risk schools.

- Machinery and Tools and Business and Professional Occupational License taxes comprise a major part of our city's budgets and are extremely important to local government revenue streams. Any attempts to eliminate or reduce these taxes, unless included with an alternative funding mechanism, are opposed.
- Increase funding for recruiting STEM teachers in challenging middle and high schools to \$1.5 million in FY 2020.
- Increase the Virginia Preschool Initiative per pupil amount to \$6500 full day and \$3250 for half day in FY 2020.

**New policy positions:**

- **In order to fund education initiatives, VFC advocates a two-pronged approach to respond to federal tax changes.**
  - 1. Return the revenues attributable to the federal individual income tax changes to the citizens via an increase to the state Standard Income Tax Deduction and/or provide a Refundable Earned Income Tax Credit.**
  - 2. Retain the revenues associated with the permanent business provisions and use for additional K-12 funding.**
- Support for Virginia Early Childhood Success, to promote a vision for a cohesive early childhood system for Virginia – in statute, as well as demonstration, through a funded pilot project initiative.
- Especially for low-income communities, the state should provide seamless, affordable access for the most at-risk families to quality early childhood services – including home visiting, subsidized child care, and preschool. Low-income working families need accommodations for their children for more than the 9:00 am - 2:30 pm, 180 days a year routine for the Virginia Preschool Initiative (VPI). Virginia should ensure affordable access to stable, quality childcare for children (infants, toddlers, and preschoolers) as the best investment in young children and their families and the long-term economic health of the community.

**Health & Human Services**

**Long-term policy position:**

- Restore funding cuts to Community Services Boards (CSB). The adopted state FY 2019 and FY 2020 budgets included reductions to CSB funding with the assumption that if the CSBs enrolled more clients because of Medicaid expansion, the state would make up the funding. However, there will be a major gap. Therefore, the General Assembly should restore the FY 2019 funding and reexamine the funding for FY 2020.

### **New policy positions:**

- Provide full funding for the implementation of the System Transformation, Excellence and Performance in Virginia (STEP-VA) throughout the Commonwealth to ensure that all ten core services are implemented by 2021.
- In keeping with VFC support for prisoner reentry programs, support legislation that would reverse drug distribution or conspiracy to distribute drug felony convictions as a bar to receiving public assistance like TANF, food stamps or housing.

## **Public Safety**

### **Long term policy positions:**

- Support for paying local governments \$14 per day for all state-responsible inmates incarcerated in local jails, for which they are now paying \$12 per day.
- Fund Aid to Localities with Police Departments according to statute (§9.1-169) with a formula that is responsive to urban police departments.
- Support the General Assembly giving local governments the authority to regulate the possession of firearms on property owned, operated, managed or under the control of the local government.

### **New policy position:**

- With the increased usage of police **body worn cameras**, and the resulting administrative costs that come with this use, we request the state refrain from mandating the hiring of additional local commonwealth attorneys and further cost shifting to local governments and, ultimately, the taxpayers.

## **Taxation**

### **Long-term policy positions:**

Virginia's 2019 General Assembly will likely be dominated by tax and spending issues, as the state's cash position will be significantly improved over previous years due to increased revenues.

- Support increasing the Standard Individual Income Tax Deduction to help lower income filers and expand the state's Earned Income Tax Credit to encourage and support low-wage working families.
- Support the modernization of the Communications and Sales Tax (CSUT) to ensure that it reflects the modern telecommunications landscape, which has evolved since the CSUT took effect in January 2007.

### **New policy position:**

- **In order to fund education initiatives, VFC advocates a two-pronged approach to respond to federal tax changes.**
  - 1. Return the revenues attributable to the federal individual income tax changes to the citizens via an increase to the state Standard Income Tax Deduction and/or provide a Refundable Earned Income Tax Credit.**
  - 2. Retain the revenues associated with the permanent business provisions and use for additional K-12 funding.**

## **Transportation/Urban Infrastructure**

Cities have more difficult street maintenance needs considering infrastructure, age, usage levels, the need to modernize aged underground utilities, and to provide expensive sidewalks, public transit and bike lanes. Several years ago, Virginia First Cities identified that our cities were being shortchanged when it came to primary road extensions. Our advocacy has paid off by additional funding through the new paving and state of good repair programs. We must stay vigilant to ensure this funding continues and is enhanced.

### **Long-term policy positions:**

- Support increased funding for statewide transit capital needs.
- Support a street maintenance funding formula that enhances urban infrastructure needs.

### **New policy position:**

- Support the General Assembly granting local governments the authority to enter into agreements with developers to have a payment in-lieu-of option for sidewalk installation. These agreements would include language allowing the locality to install a sidewalk somewhere else that is beneficial to the community.

The 2019 VFC Legislative Program has been considered by the VFC Board of Directors, comprised of representative from each member city. Each item included in the VFC Legislative Program may not be officially supported by every member city.

**R-5**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Hopewell Water Renewal Budget Amendment for Additional Capital Project.**

**ISSUE:** The City of Hopewell Water Renewal Department is replacing the Return Activated Sludge line with funds appropriated in the FY 18-19 Capital Budget. Outside Treatment Revenues for the first quarter of FY 18-19 were \$1,423,489. Staff is requesting permission to use \$1,100,000 from Outside Treatment Revenue to fund the Return Activated Sludge (RAS) Motor Control Center (MCC) project that is scheduled for FY22. If both projects are completed concurrently, savings could be as much as \$180,000.

**RECOMMENDATION:** The City Administration recommends approval of request by the Hopewell Water Renewal Commission to a budget amendment to transfer \$1,100,000 from Outside Treatment Revenue to the Capital Fund Account

**TIMING:** City Council is requested to act on this matter on December 11, 2018.

**BACKGROUND:** The Hopewell Water Renewal (HWR) plant was constructed in the 1970's. The RAS pipeline and MCC's were installed when the plant was initially constructed. They have exceeded their useful life. HWR is designed to be able to treat a wider variety of waste than most treatment plants. HWR accepts leachate from landfills and that is the major contributor to Outside Treatment Revenues. Projections for FY18-19 are that Outside Treatment Revenues should exceed \$3,000,000.

**FISCAL IMPACT:** If the \$1,100,000 is appropriated from outside treatment revenue, the savings of completing both projects concurrently is as much as \$180,000.

**ENCLOSED DOCUMENTS:**

**STAFF:** Jerry W. Byerly, Director of Water Renewal

**SUMMARY:**

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

Water Renewal  
Department  
Jerry Byerly, Director

To: March Altman, City Manager  
From: Jerry Byerly, Director of Water Renewal  
Date: 17 October, 2018  
Re: Use of outside revenues for additional capital project

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In the Commission meeting yesterday the following was discussed:

- Outside Revenues from leachate were billed in the amount of \$1,423,489 for the 1<sup>st</sup> quarter of FY19
- We are currently replacing the return activated sludge (RAS) line which is funded in the current capital budget
- During the scoping meeting, maintenance advised that the motor control center (MCC) was scheduled to be replaced in 3-4 years
- In discussions with McGill Engineers, engineer of record for this project, we request a probable cost savings to replace the MCC concurrently with the RAS line
- The savings of combining the projects are estimated to be as much as \$182,000
- Staff requested that the commission allow use of \$1,100,000 from current leachate revenues to fund the MCC as part of the RAS project
- The commission approved the request

Please see the attached Council Action Request for your review.

**REPORTS  
OF THE  
CITY  
ATTORNEY**

## HOPEWELL CITY COUNCIL RULES OF PROCEDURE

*These rules are authorized by the Hopewell Charter, Chapter IV, Section 4*

### **CONDUCT OF MEETINGS— ROLES OF PRESIDING OFFICER, CITY CLERK, AND CITY ATTORNEY**

- 101. Robert's Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, *Robert's Rules of Order* prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chairman (see Rule 103) is the presiding officer.

[Approved 6.26.18 (this and other rules are to be adopted once all rules are approved)]

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

- 103. Temporary Chairman** – In the absence of the mayor and vice mayor, the clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chairman until the mayor or vice mayor appears.

- 104. Appeals** – See Rule 101.

[Rules 102-104 approved 9.11.18]

- 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; immediate 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. 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	Immediate Past Mayor	Mayor	Vice Mayor	Councilor Ward 2	Councilor Ward 1	City Manager	City Attorney
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[podium]

- 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."

[Rules 201 and 202 approved 10.9.18]

- 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]

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

- 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.

[Rules 209 and 406 approved 10.9.18]

*Current . . .*

203. **Debate** – Limitation – No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken.

*Proposed (blacklined) . . .*

203. **Debate—Limitation** – No member ~~shall be allowed to speak~~ for longer more than ten minutes on any item or more than twice once upon any item (Robert's Rules), one subject and not until every other councilor has had an opportunity to speak ~~member choosing to speak thereon shall have spoken.~~

*Proposed (clean) . . .*

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.

*Current . . .*

205. **Division of a Question** – On demand of any member, a question under consideration covering two or more points shall be divided when the question admits of such division.

*Proposed (blacklined) . . .*

205. **Motions**~~**Division of a Question**~~ – 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)~~On demand of any member, a question under consideration covering two or more points shall be divided when the question admits of such division.~~

*Proposed (clean) . . .*

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).

*Current . . .*

**206. RESERVED**

*Proposed . . .\**

**206. RESERVED**

*\*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.*

*Current . . .*

207. **Dissent or Protest** – Any member shall have the right to express dissent from or protest against any ordinance or resolution of Council and have the summary of reason therefor entered upon the minutes.

*Proposed (blacklined) . . .*

**Dissent or Protest** – During debate, a councilor ~~Any member shall have~~ has the right to express dissent from or protest against the adoption of any ordinance or resolution ~~of Council~~ and ~~have the summary of reason therefor entered upon the minutes.~~\*

*Proposed (clean) . . .*

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

*\*See proposed Rule 403 as to minutes.*

*Current . . .*

208. **Attendance** – Members must notify the City Clerk or presiding officer of absence from a scheduled meeting twelve hours or more in advance. The City Clerk may notify all Council Members of a pending absence, but shall notify all Council Members if a quorum may not be present at a regular scheduled meeting due to requested absences.

*Proposed (blacklined) . . .*

**Attendance** – ~~Councilors Members must notify the City Clerk or presiding officer of absence from a scheduled meeting, at least 12 twelve hours or more in advance if possible. The City Clerk may promptly notify all Councilors Members of the a pending absence, but shall notify all Council Members if a quorum might may not be present at a regular scheduled meeting due to requested absences.~~

*Proposed (clean) . . .*

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

*Current . . .*

403. **Remarks of Council** – A Council member may request through the Mayor the privilege of having an abstract of his statement on any subject under consideration by Council entered into the minutes.

*Proposed (blacklined) . . .*

**Minutes; Recordings**~~**Remarks of Council**~~ – Meetings are electronically recorded. In accordance with *Robert's Rules of Order*, ~~A Council member may request through the Mayor the privilege of having an abstract of his statement on any subject under consideration by Council entered into the minutes~~ contain a record of what was done at the meeting.

*Proposed (clean) . . .*

**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.

**REPORTS  
OF THE  
CITY CLERK**

# **REPORTS OF THE CITY COUNCIL**

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

**ADJOURN**