



## CITY OF HOPEWELL

Hopewell, Virginia 23860

### AGENDA

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### CITY COUNCIL

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

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

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**Date: March 27, 2018**

**MUNICIPAL BUILDING**

**TIME:** Closed Meeting 6:30 p.m.  
Work Session 7:00 p.m.  
Regular Meeting 7:30 p.m.

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### OPEN MEETING

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

### CLOSED MEETING

**MOTION:** To go into closed meeting for (1) discussion 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; (2) consultation with legal counsel and briefings by staff members or consultants pertaining to probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (CSA, HDP/EDA); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (3), (7), and (8), respectively.

Roll Call

### RECONVENE OPEN MEETING

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

Roll Call

**MOTION:** To amend/adopt agenda

Roll Call

### WORK SESSION

**7:00 p.m.** WS-1 Presentation regarding the classification and compensation study results by Springsted Incorporated

## **REGULAR MEETING**

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

Prayer by Chaplain Eva Brown of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Luman-Bailey.

### **Consent Agenda**

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

- C-1** **Minutes:** April 4, 2017; April 11, 2017; May 23, 2017; July 31, 2017; November 21, 2017; December 12, 2017; January 9, 2018; January 18, 2018; January 22, 2018; January 23, 2018; February 13, 2018; February 27, 2018; March 1, 2018; March 6, 2018 -- **Corrected Minutes:** January 13, 2015, July 11, 2017
- C-2** **Pending List:** Updated March 2018 – attached
- C-3** **Routine Approval of Work Sessions:**
- C-4** **Personnel Change Report & Financial Report:** Financial Report attached
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:**
- C-7** **Public Hearing Announcement:** April 24, 2018 – Public Hearing regarding the Comprehensive Plan
- C-8** **Information for Council Review:** February 5, 2018 Electoral Board minutes; January 8, 2018 HRHA minutes
- C-9** **Resolutions/Proclamations/Presentations:** Alcohol Awareness Month (CAAN-DUU and District 19 Community Services Board)
- C-10** **Additional Announcements:** March 31, 2018 – Hoppin’ Happenings – Aaron Reidmiller, Director of Parks & Recreation; April 14-21, 2018 – Spring Cleanup – Tevya Griffin, Director of Development

### **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 Joint Public Hearing – City Council and Planning Commission** **Planning Commission:** Call to order, roll call, welcome to visitors

The Planning Commission will give a presentation regarding the Comprehensive Plan and open the floor to the public and Council for questions and comments.

**Communications from Citizens**

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

**Regular Business**

**Reports of City Manager:**

**R-1 Adoption of Classification and Compensation Study**

**ISSUE:** The Classification and Compensation study report was provided to Council in July of 2017. Council requested additional information, which is being presented today via work session. Council did not adopt the Classification and Compensation Study.

**RECOMMENDATION:** Staff recommends that Council **adopt the Springsted Classification and Compensation Study.**

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

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**Roll Call**

**R-2 Amend Chapter 2, Article 1, Sec. 2-10, paragraph (c) of the Hopewell City Code**

**ISSUE:** The current law library chapter needs to be revised.

**RECOMMENDATION:** Staff recommends that Council **approve the proposed amendment to Chapter 2, Article 1, Sec. 2-10, paragraph (c) of the Hopewell City Code.**

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

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**Roll Call**

**R-3 Approval of health care rates for employees and retirees, and other recommendations proposed by OneDigital.**

**ISSUE:** The City currently uses The Local Choice (TLC) as its health care provider. The OneDigital consultant will present the new TLC rates and its recommendations.

**RECOMMENDATION:** Staff recommends that Council **approve the 2018-19 healthcare rates and other recommendations as presented by OneDigital.**

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

**Roll Call**

**R-4 Approval of City Purchase of Parcel #031-1375 – 2009 Fern Street**

**ISSUE:** There is a shortage of vacant burial sites at Appomattox Cemetery, and there is need for expansion. A house has become available for purchase by the City in the area identified for the expansion of the Appomattox Cemetery.

**RECOMMENDATION:** Staff recommends that Council resolve to approve the purchase of 2009 Fern Street (PID #031-1375) for the amount of \$91,900, for use in the cemetery expansion.

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

**Roll Call**

**R-5 Hopewell Police Department – Recruitment and Retention**

**ISSUE:** Presentation to inform Council on issues facing the Hopewell Police Department, and other law enforcement agencies nationwide.

**No action required of Council**

**Reports of the City Attorney:**

**Reports of the City Clerk:**

**Reports of City Council:**

**Committees**

**Individual Requests**

**IR-1 Councilor Denton - Request that TBR's be submitted for appointment to the Ashford Civic Plaza Art Committee, and that upon receipt of sufficient TBR's, Council appoint members to the Committee.**

**IR-2 Mayor Shornak – Littering**

**Any Other Councilor**

**Individual Councilors**

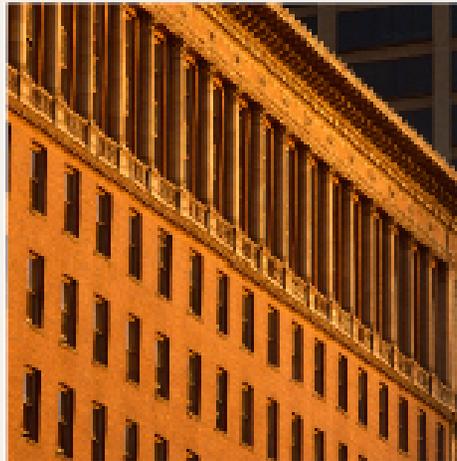
**Citizen/Councilor Requests**  
**Other Council Communications**

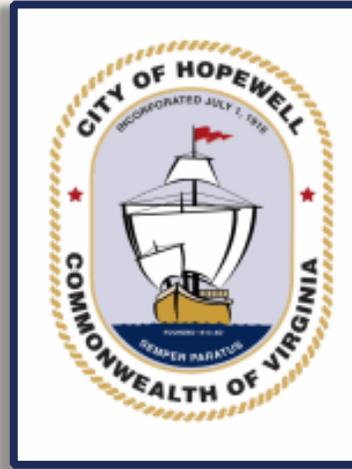
**Adjournment**

**CLOSED  
MEETING**

# **Work Session**

# Public Sector Advisors





# City of Hopewell, Virginia Classification and Compensation Study

John Anzivino, Senior Vice President

July 11, 2017

# Objectives

- Review and evaluate the City's current classification and compensation program
- Review and revise job descriptions
- Determine current relationship relative to the labor market
- Evaluate the internal ranking of all positions
- Develop a compensation system
- Review and develop administrative guidelines for implementation and maintenance

# Methodology

- Discussions with the City Manager and Department Heads
- Employee informational meetings
- Collection of data – Position Analysis Questionnaires
- Review and revision of descriptions
- Evaluate positions based on job requirements
- Obtain market salary and benefits information
- Development of compensation plan
- Assignment of positions to pay grades
- Development of implementation options

# Salary Survey

## Benchmark Communities - Municipalities

- City of Colonial Heights\*
- City of Danville\*
- City of Emporia\*
- City of Lynchburg
- City of Newport News
- City of Norfolk\*
- City of Petersburg\*
- City of Richmond\*
- City of Suffolk\*
- Chesterfield County
- Dinwiddie County\*
- New Kent County
- Prince George County\*
- Surry County\*

*\*Reflects communities who responded to the survey*

# Salary Survey

- 69 positions included in survey
- Comparison of current salaries to market salary ranges (information revised based on additional analysis from discussions with City Management, Human Resources and Department Heads)
  - 9.79% below average minimum salaries
  - 9.32% below average midpoint salaries
  - 17.76% below average maximum salaries
- Complete survey data can be found in Appendix B
- Internal pay relationship inequities exist within the City

# Job Evaluation

## Systematic Analysis and Factor Evaluation (SAFE<sup>®</sup>) System Job Evaluation Factors

Training and Ability	Experience Required
Level of Work	Human Relations Skills
Physical Demands	Working Conditions
Independence of Actions	Impact on End Results
Supervision Exercised	

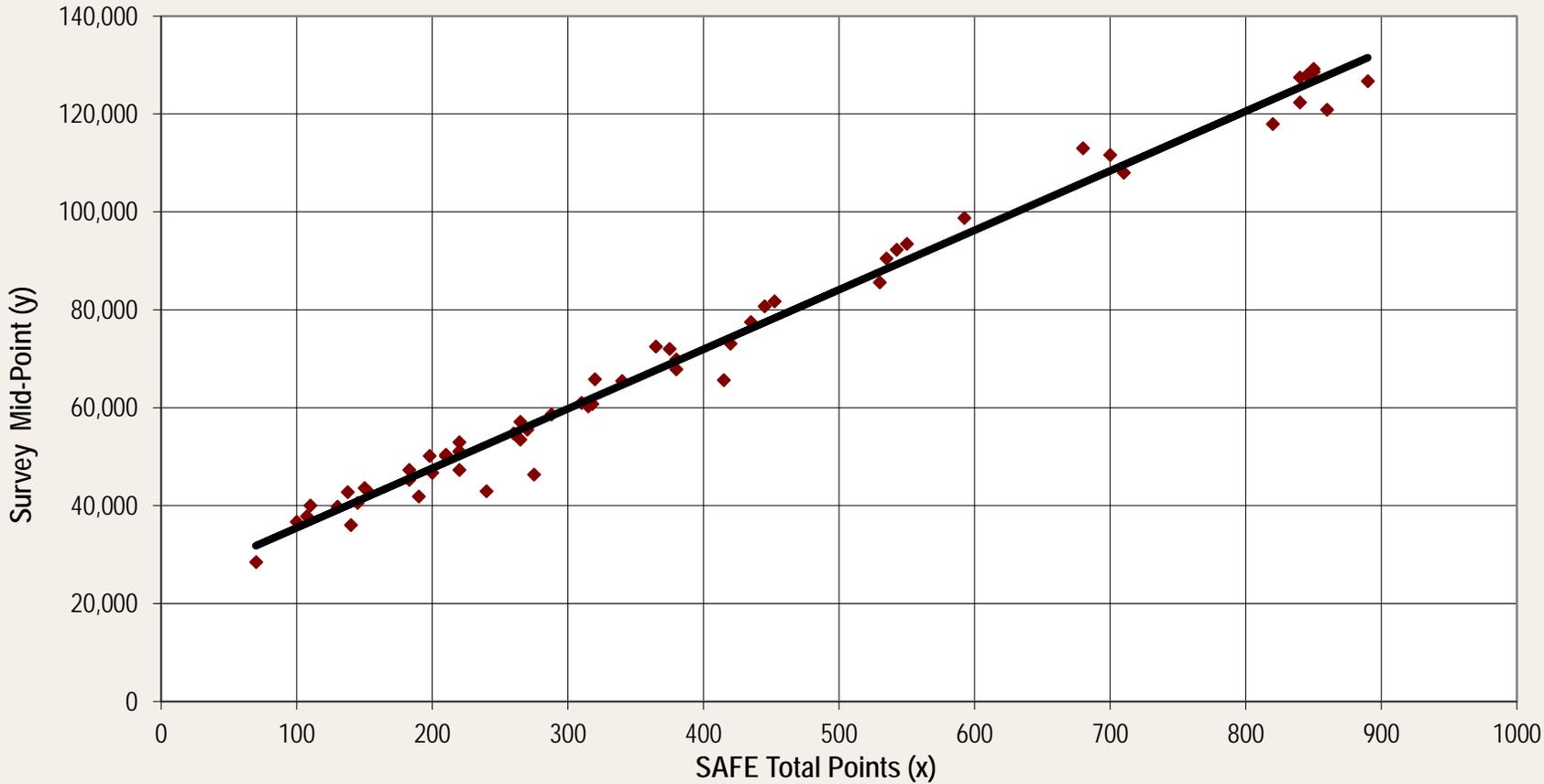
# Pay Philosophy

- Provide fair and equitable compensation to employees
- Balance external market and internal equity
- Maintain competitive pay structure with consideration of City's fiscal resources
- Performance based component for individual employee compensation
- Develop an understandable compensation program

# Salary Curve

City of Hopewell, Virginia  
Compensation Survey

$y = 121.55x + 23328$   
 $R^2 = 0.9862$



# Development of Compensation Plan

## The Proposed Pay Scale:

- Developed utilizing the respondents' survey data and is consistent with the other jurisdictions
- Is an open range system that provides a minimum, midpoint and maximum salary consistent with the survey responses
- Contains thirty-four (34) pay grades with a 6% separation between grades and a minimum to maximum spread of 65%
- Includes Department of Social Services positions
- Implementation options updated based on management and department head feedback

# Proposed Pay Scale

% Between Grades:	6%	
Range:	65.0%	
Starting midpoint:	27,500	

	Salary Range		
Grade	Min	Mid	Max
12	20,754.72	27,500.00	34,245.28
13	22,000.00	29,150.00	36,300.00
14	23,320.00	30,899.00	38,478.00
15	24,719.20	32,752.94	40,786.68
16	26,202.35	34,718.12	43,233.88
17	27,774.49	36,801.20	45,827.91
18	29,440.96	39,009.28	48,577.59
19	31,207.42	41,349.83	51,492.24
20	33,079.87	43,830.82	54,581.78
21	35,064.66	46,460.67	57,856.69
22	37,168.54	49,248.31	61,328.09
23	39,398.65	52,203.21	65,007.77
24	41,762.57	55,335.40	68,908.24
25	44,268.32	58,655.53	73,042.73
26	46,924.42	62,174.86	77,425.30
27	49,739.89	65,905.35	82,070.81
28	52,724.28	69,859.67	86,995.06

	Salary Range		
Grade	Min	Mid	Max
29	55,887.74	74,051.25	92,214.77
30	59,241.00	78,494.33	97,747.65
31	62,795.46	83,203.99	103,612.51
32	66,563.19	88,196.23	109,829.26
33	70,556.98	93,488.00	116,419.02
34	74,790.40	99,097.28	123,404.16
35	79,277.82	105,043.12	130,808.41
36	84,034.49	111,345.70	138,656.91
37	89,076.56	118,026.44	146,976.33
38	94,421.16	125,108.03	155,794.91
39	100,086.43	132,614.51	165,142.60
40	106,091.61	140,571.38	175,051.16
41	112,457.11	149,005.67	185,554.23
42	119,204.53	157,946.01	196,687.48
43	126,356.81	167,422.77	208,488.73
44	133,938.21	177,468.13	220,998.05
45	141,974.51	188,116.22	234,257.94

# Implementation Options

## Option 1 – Move to Minimum of the Recommended Pay Grade

- 26% of the City's employees are paid below the minimum of the proposed salary ranges
- Annual cost is \$282,425 which is equivalent to 1.53% of the City's approximate \$18.4 million annual payroll
- Increases market comparability

# Implementation Options *(cont.)*

## Option 2 – Move to Minimum or 2% Increase Whichever is Greater

- Provides minimum level of funding to address compression issues
- 100% of employees are impacted
- Annual cost is \$553,901, which is equivalent to 3.0% of the City's approximate \$18.4 million annual payroll
- Includes Adjustments to Minimum
- Increases market comparability

# Implementation Options *(cont.)*

## Option 3 – Years of service Adjustment

- Addresses salary compression issues
- 100% of employees are impacted
- Annual cost is \$1,122,130 which is equivalent to 6.08% of the City's approximate \$18.4 million annual payroll
- Includes Adjustments to Minimum
- Provides 0.5% increase per year of service; placing employees within grade

# Recommendations

- Approve the proposed “Open Range” salary schedule
- Approve the position placement, which allows for establishment of internal equity among all City positions
- Approve Implementation Option 3 to establish more equitable compensation levels for all employees
  - addresses compression issues and brings those employees that are below the market up to market minimums

## Recommendations *(cont.)*

- If implementation is not possible in one (1) year, we would recommend considering phasing in Option 3 over a two (2) to three (3) year period
- Provide support for ongoing administration of the program via a system of market adjustments and performance based merit increases awarded on the anniversary date of the employees hire or promotion

# On-going Administration

## Annual Adjustments

- Establish guidelines for base adjustments
  - e.g., Comparable organizations, other economic indicators
- Adjust pay ranges and wages of employees
- Adjustments that recognize individual employee performance

# The City's Fringe Benefits

<i><b>Holiday Leave</b></i>	Consistent with the survey average
<i><b>Annual and Sick Leave</b></i>	Consistent with the survey averages as compared to the respondents who offer PTO for most years of service; Below the survey average for 6 months and 14 - 20 or more years of service
<i><b>Pension and Retirement</b></i>	Consistent with survey average including the provision of a death benefit
<i><b>Life Insurance</b></i>	Consistent with the survey respondents in providing this benefit and above the survey average for the amount contributed
<i><b>Health Insurance</b></i>	Consistent with survey respondents in offering insurance to eligible employees and offering different types of coverage; Inconsistent with respondents by not requiring 100% full time employee participation and for compensating employees who choose not to participate
<i><b>Deferred Compensation</b></i>	Consistent with survey respondents in providing employees access to a plan and not contributing to the plan

# Conclusions

Adoption of the report's recommendations will result in:

- Fair and equitable compensation to employees in a competitive and changing labor market
- Improved opportunities to reduce turnover among current employees and to recruit quality replacements, when needed
- Compensation that addresses internal equity and external market competitiveness
- Establishing a market position that is fiscally responsible with public resources
- Consistent administration of pay policies and procedures among all City staff

**City of Hopewell, Virginia**  
**Proposed Pay Scale**

Department	Position	Points
Recreation and Parks	Summer Program Leader	53
Multiple	Custodian	100
Recreation and Parks	Facility Maintenance Worker	100
Recreation and Parks	Lifeguard	100
Recreation and Parks	Recreation Maintenance Specialist	100
DSS	Human Services Assistant II	105
Recreation and Parks	Community Center Supervisor	105
Multiple	Administrative Assistant	110
Public Works	Public Works Maintenance Specialist	112.5
DSS	Human Services Assistant III	115
Neighborhood Assistance	Permit Technician	115
Water & Wastewater Service	Collection System Technician	130
Recreation and Parks	Customer Service Representative	130
Public Works	Equipment Operator	130
Police	Police Records Specialist	135
DSS	Administrative Program Assistant I	140
DSS	Benefit Programs Specialist I	140
Treasurer	Deputy Treasurer I	140
Multiple	Senior Administrative Assistant	140
Recreation and Parks	Senior Recreation Maintenance Specialist	140
Commissioner of the Revenue	Deputy Commissioner of the Revenue II	145
Public Works	Convenience Center Maintenance Specialist	150
Elections	Deputy Registrar	150
DSS	Office Associate II	150
Public Works	Senior Public Works Maintenance Specialist	150
Multiple	Accounting Technician	153
Fire	Revenue Recovery Technician	155
Neighborhood Assistance	Code Enforcement Officer	160
Court	Deputy Circuit Court Clerk I	160
Police	Animal Control Officer	165
DSS	Self-Sufficiency Specialist I	168
DSS	Benefit Programs Specialist II	170
Neighborhood Assistance	Property Inspector	170
Neighborhood Assistance	Building Inspector I	178
Treasurer	Deputy Treasurer II	180
Multiple	Communications Operator	183
Treasurer	Delinquent Tax Collector	183
Commissioner of the Revenue	Deputy Commissioner of the Revenue III	183
Public Works	Engineering Technician	185
Commonwealth's Attorney	Victim Witness Advocate	185
DSS	Administrative Program Assistant II	188
Court	Deputy Circuit Court Clerk II	190
Water & Wastewater Service	Electrical & Instrumentation Technician Trainee	190
Water & Wastewater Service	Wastewater Maintenance Mechanic Trainee	190
Water & Wastewater Service	Wastewater Treatment Operator Trainee	190
Public Works	Building Maintenance Mechanic	195
Juvenile Court	Juvenile Court Services Officer	195
Multiple	Executive Assistant	198
Public Works	Automotive Mechanic	200
DSS	Family Services Specialist I	203

**City of Hopewell, Virginia  
Proposed Pay Scale**

Public Works	Public Works Maintenance Crew Leader	203
Commissioner of the Revenue	Business License Inspector	208
DSS	Benefit Programs Specialist III	210
Sheriff	Civil Process Server	210
Finance	Payroll Specialist	210
Human Resources	Human Resources Specialist	215
Water & Wastewater Services	Lab Technician Trainee	215
DSS	Self-Sufficiency Specialist II	215
Neighborhood Assistance Center	Building Inspector II	220
Sheriff	Deputy Sheriff	220
Fire	Firefighter	220
Recreation and Parks	Recreation Maintenance Supervisor	228
Commissioner of the Revenue	Deputy Commissioner of the Revenue IV	228.5
Water & Wastewater Services	Warehouse Supervisor	230
Neighborhood Assistance Center	Zoning Inspector	230
Neighborhood Assistance Center	Housing & Grants Coordinator	235
Water & Wastewater Services	Coating Specialist	240
Court	Deputy Circuit Court Clerk III	240
Water & Wastewater Services	Sample Technician	240
Water & Wastewater Services	Wastewater Maintenance Mechanic I	240
Water & Wastewater Services	Wastewater Treatment Operator I	240
DSS	Benefit Programs Specialist IV	245
DSS	Family Services Specialist II	250
Water & Wastewater Services	Lab Technician I	250
Public Works	Public Works Supervisor	255
Multiple	Senior Executive Assistant	255
Water & Wastewater Services	Utility Inspector	256
Sheriff	Deputy Sheriff Corporal	260
Police	Police Officer I	260
DSS	Office Supervisor	261
Neighborhood Assistance Center	Building Inspector III	265
Water & Wastewater Services	Electrical & Instrumentation Technician I	265
Information Technology	Information Technology Support Specialist	265
Information Technology	Web Developer	265
City Manager	City Clerk	270
Water & Wastewater Services	Environmental Compliance Coordinator	270
Water & Wastewater Services	Plant Maintenance Electrician	270
Water & Wastewater Services	Plant Maintenance Planner	270
Police	Police Officer II	270
Finance	Real Estate Appraiser	270
Recreation and Parks	Recreation Program Supervisor	270
Water & Wastewater Services	SCADA Administrator	270
Water & Wastewater Services	Utility Foreperson	270
Water & Wastewater Services	Wastewater Maintenance Mechanic II	270
Water & Wastewater Services	Wastewater Treatment Operator II	275
DSS	Self-Sufficiency Specialist III	278
Water & Wastewater Services	Chief Chemist	280
Neighborhood Assistance Center	GIS Specialist	280
Water & Wastewater Services	Lab Technician II	280
Fire	Senior Firefighter	280
Recreation and Parks	Aquatic Program Specialist	285
Treasurer	Deputy Treasurer IV	285
DSS	Family Services Specialist III	287.5
Commissioner of the Revenue	Chief Deputy Commissioner of the Revenue	288

**City of Hopewell, Virginia**  
**Proposed Pay Scale**

Water & Wastewater Servi	Electrical & Instrumentation Technician II	290
DSS	Social Worker III	295
Water & Wastewater Servi	Wastewater Maintenance Mechanic III	300
Water & Wastewater Servi	Wastewater Treatment Operator III	300
Police	Police Officer III	307.5
Water & Wastewater Servi	Lab Technician III	310
Human Resources	Safety & Risk Management Coordinator	310
Sheriff	Deputy Sheriff Sergeant	315
DSS	Benefit Programs Supervisor	318
Fire	Assistant Fire Marshal	320
Public Works	Construction Inspector	320
Public Works	Stormwater Quality Analyst	320
Recreation and Parks	Youth Coordinator	320
DSS	Self-Sufficiency Specialist IV	325
DSS	Family Services Specialist IV	330
Information Technology	Senior Information Technology Support Specialist	330
Water & Wastewater Servi	Wastewater Maintenance Mechanic IV	330
Police	Police Officer IV	332.5
Court	Chief Deputy Circuit Court Clerk	335
Water & Wastewater Servi	Electrical & Instrumentation Technician III	335
Water & Wastewater Servi	Lab Technician IV	340
Multiple	Purchasing Agent	340
Police	Communications Supervisor	357.5
Water & Wastewater Servi	Senior Lab Technician	360
Police	Crime Analyst	365
Police	Animal Control Supervisor	370
Water & Wastewater Servi	Senior Wastewater Maintenance Mechanic	370
Water & Wastewater Servi	Senior Wastewater Treatment Operator	370
Commonwealth's Attorney	Victim Witness Director	372.5
Recreation and Parks	Customer Service Manager	375
Water & Wastewater Servi	Electrical & Instrumentation Technician IV	375
City Manager	Administrative Services Manager	380
DSS	Administrative Services Manager-DSS	380
DSS	Family Services Supervisor	380
Police	Police Sergeant	385
Commonwealth's Attorney	Assistant Commonwealth Attorney I	385
Water & Wastewater Servi	Collection System Supervisor	390
Information Technology	IT Systems Administrator	390
DSS	CSA Manager	400
Water & Wastewater Servi	Wastewater Treatment Shift Supervisor	400
Water & Wastewater Servi	Senior Electrical & Instrumentation Technician	405
Public Works	Stormwater Management Engineer	405
Water & Wastewater Servi	Lab Supervisor	415
Human Resources	Human Resources Supervisor	417.5
Finance	Budget Analyst	420
Information Technology	Database Administrator	420
Water & Wastewater Servi	Process Engineer	420
Neighborhood Assistance	GIS Manager	422.5
Commonwealth's Attorney	Assistant Commonwealth Attorney II	425
Neighborhood Assistance	Senior Planner	435
Recreation and Parks	Facilities and Maintenance Manager	435
Fire	Fire Captain	435
Fire	Fire Captain Training Officer	435
Finance	Purchasing Officer	435

**City of Hopewell, Virginia  
Proposed Pay Scale**

Public Works	Automotive Superintendent	442.5
Public Works	Stormwater Program Manager	453
Public Works	Public Works Superintendent	455
Public Works	Construction Manager	455
Fire	Emergency Services Coordinator	455
Multiple	Administrative Support Manager	460
Information Technology	Senior IT Systems Administrator	465
Sheriff	Chief Deputy Sheriff	472.5
Neighborhood Assistance	Building Official	477.5
Police	Police Lieutenant	490
Fire	Fire Marshal	502.5
Water & Wastewater Service	Plant Maintenance Superintendent	505
Fire	Fire Battalion Chief	530
Commonwealth's Attorney	Deputy Commonwealth Attorney IV	535
City Manager	Intergovernmental & Public Affairs Director	542.5
Police	Police Captain	550
Fire	Deputy Fire Chief	550
Water & Wastewater Service	Deputy Water Renewal Director	580
Finance	Assistant Finance Director	587.5
Public Works	City Engineer	587.5
Finance	Real Estate Assessor	592.5
Water & Wastewater Service	Operations and Maintenance Manager	600
Police	Deputy Police Chief	630
Neighborhood Assistance	Neighborhood Assistance & Planning Director	710
Recreation and Parks	Recreation & Parks Director	710
Information Technology	Information Technology Director	715
Human Resources	Human Resources Director	820
Finance	Finance Director	840
Police	Police Chief	840
Fire	Fire Chief	845
DSS	Social Services Director	850
Water & Wastewater Service	Water Renewal Director	850
Public Works	Public Works Director	850
City Manager	Assistant City Manager	890

**CITY OF HOPEWELL  
FY 2018 BUDGET OPTIONS**

<b>FY 2018 Budget Options 4/27/17</b>		
ITEM	0 Cents Real Estate + Meals Tax Increase	Proposed City Council Budget
General Fund Expenses before Changes	51,233,275.00	51,233,275.00
<b>LESS REDUCTIONS</b>		
*** Retiree Health Care Modifications	(100,000.00)	(100,000.00)
Commonwealth Attorney Salary Adjustments	(136,659.00)	(136,659.00)
Clerk of Circuit Court Salary Adjustments	(31,933.00)	(31,933.00)
CM's Reductions to Dept Capital	(761,000.00)	(761,000.00)
CM's Reductions To Department Budgets	(110,000.00)	(110,000.00)
<b>Adjusted Starting Budget</b>		
	50,093,683.00	50,093,683.00
<b>Plus Additions</b>		
City Council Budget Adjustment	122,503.04	122,503.04
Schools Additional Funding Request	515,179.00	515,179.00
Class and Compensation Study Phase 1	174,000.00	174,000.00
Health Care Expenses	148,700.00	148,700.00
Public Safety retirement Multiplier	150,000.00	150,000.00
Employee COLA	192,900.00	192,900.00
Office On Youth Programs	90,000.00	90,000.00
*** Voter Registration New Voting Machines	75,000.00	75,000.00
Finance 1 Position	90,000.00	90,000.00
Human Resources Admin Support (Part Time)	25,000.00	25,000.00
Real Estate Assessor 2 Positions	68,515.00	68,515.00
Fire Department 6-EMT/Firefighters	25,000.00	25,000.00
Fire Department Assistant Chief	88,000.00	88,000.00
DPW Concrete Foreman	-	-
DPW Bldg Maint Tech	35,000.00	35,000.00
Police Department 2_Downtown Officers	110,000.00	110,000.00
CM/OOY Admin Support	-	-
Development Rental Inspector	47,000.00	47,000.00
CM Grant Writer	-	-
DPW Engineering Analyst	-	-
Borrow of \$10,500,000	-	-

**CITY OF HOPEWELL  
FY 2018 BUDGET OPTIONS**

<b>FY 2018 Budget Options 4/27/17</b>		
ITEM	0 Cents Real Estate + Meals Tax Increase	Proposed City Council Budget
Beacon Theater	250,000.00	250,000.00
Adjustment to The City Attorney Budget	45,000.00	45,000.00
Unclaimed Human Remains Fund	15,000.00	15,000.00
City Park Entrance Improvement Phase III and IV	-	-
Constitutional Officer Supplement For Staff	75,000.00	75,000.00
Mallonee Renovation ***	-	-
Contract For Grant Funding Pursuit	30,000.00	30,000.00
Tax Liability Transfer	40,000.00	40,000.00
Riverwalk Completion	100,000.00	100,000.00
Hopewell Downtown Partnership Funding	75,000.00	75,000.00
Add Healthy Families Match	15,000.00	15,000.00
Add \$50,000 Back To Recreation and Parks For Park Improvements (Results in \$150,000 in Park Renovation Funds)	50,000.00	50,000.00
Hopewell Food Pantry	7,500.00	7,500.00
<b>Sub-total</b>	2,659,297.04	2,659,297.04
Total Projected General Fund Expenses	52,752,980.04	52,752,980.04
General Fund Revenues	52,567,277.00	52,567,277.00
Unfunded Balance before Proposed Tax Rate	(185,703.04)	(185,703.04)
Proposed Tax Revenue	200,000.00	200,000.00
Unfunded Balance - Excess (Deficit)	14,296.96	14,296.96

**NOTE: Fund City Park Entrance Improvements Phases III and IV (\$550,000) from EDA returned funds (\$695,000) from Route 36 project. This is one time money used for a one time expense. It will also benefit the Un-restricted reserve account by adding approximately \$145,000 to reserves.**

# **REGULAR MEETING**

# **CONSENT AGENDA**

# MINUTES

**MINUTES OF THE MEETING OF CITY COUNCIL HELD APRIL 4, 2017**

A meeting and Work Session of the City Council of the City of Hopewell, Virginia, was held Tuesday, April 4, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor (arrived at 6:32 p.m.)  
Christina J. Luman-Bailey, Councilor  
Anthony J. Zevgolis, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ronnieye Arrington, City Clerk

ABSENT: Arlene Holloway, Councilor

**ROLL CALL**

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

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:32 p.m.)
Councilor Luman-Bailey	-	present
Councilor Holloway	-	absent
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**ADOPT AGENDA**

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

Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Zevgolis	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

**Motion passed 5-0**

**CLOSED MEETING**

Motion was made at 6:33 p.m. by Councilor Luman-Bailey, and seconded by Councilor Zevgolis, to go into Closed Meeting for (1) discussion of appointment of specific appointees

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of city council (city clerk); and (2) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code sections 2.2-3711 (A) (1) and (7), respectively. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:20 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

**Vote Result: 6-0 Yes**

**WORK SESSION**

Mayor Shornak opened the work session at 7:20 p.m. Roll call was take as follows:

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

Mark Haley, City Manager, Charles Dane, Assistant City Manager, and Lance Wolff, Interim Finance Director, presented an overview of the FY2018 budget development to council for review and discussion. Mayor Shornak closed the work session at 8:04 p.m.

At 8:04 pm, Councilor Pelham moved to go into the regular meeting, which motion was seconded by Councilor Luman-Bailey. Upon the roll call the vote resulted:

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

**Vote Result: 6-0 Yes**

The Mayor called for a moment of silence in honor of deceased former City Clerk, Ross A. Kearney, III

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

Prayer by Herbert Bragg, Director of Intergovernmental Relations, followed by the Pledge of Allegiance to the Flag of the United States of America.

**AMEND/ADOPT AGENDA**

A motion was made by Councilor Pelham, and seconded by Vice Mayor Gore, to adopt the agenda. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**CONSENT AGENDA**

A motion was made by Councilor Zevgolis, and seconded by Councilor Denton, to approve the consent agenda: updated Pending List, Routine Approval of April 11, 2017 work session of EDA and HRHA. Mayor Shornak changed the work session time to 6:30 p.m. and asked that the minutes reflect that change; Public Hearing Announcement: April 11, 2017 for city tax rate; Information for Council Review, Appomattox River Regional Park 2<sup>nd</sup> Annual 5k Run \*FOLAR); Big Brothers Big Sisters mentoring program; The James House proclamation declaring April Sexual Violence Awareness Month; and a presentation by the Freedom Support Center. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Zevgolis	-	yes

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Vice Mayor Gore - yes

**Motion passed 6-0**

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 - CAFR update Cherry Bekaert** – Rob Churchman and Greg Miller presented on the 2015 Financial Statement Audit Status. They took questions from council regarding the CAFR and errors that prevented the completion of it timely. **No action needed by Council.**

Councilor Pelham submitted a Transactional Disclosure Statement.

**R-2 – Presentation regarding notice of assessed value of real estate**– The assistant city manager Charles Dane and the real estate assessor, Patrizia Waggoner presented the status of real estate assessments, including increases in commercial real estate, methods of appeal of real estate assessment, and deadlines related thereto. **No action needed by Council**

**R-3 – Presentation on health care plans and rates** – Mary Jones, Senior Consultant with OneDigital Health Care consultants gave a presentation on new plans and rates available to employees and retirees. The presentation included the amounts to be paid by the City, and the various options available. Recommendation was made by OneDigital to discontinue payment of the retirees’ spouses health insurance as that would net the City a savings of approximately \$100,000. **No action needed by Council.**

**R-4 – Update on rental inspection program** – as it was getting late and there were several items remaining on the agenda, Tevya Griffin, Director of Planning and Development was asked if this item could be moved to the April 25, 2017 agenda. She assented so this presentation was not made during this meeting.

**R-5 – Spot blight program presentation** – Lynn Underwood and Tevya Griffin gave a presentation on the Spot Blight program. The presentation included a list of spot blighted properties and their rating (i.e., some properties were deemed unsalvageable and were recommended for demolition, others were not as bad and could be rehabilitated. Councilor Luman-Bailey opined that she was aware of programs in other municipalities where spot blight properties were combined with other projects and rehabilitated in a way that was beneficial to all. Ms. Griffin said she would look into that and get back to Council at a later meeting.

As it was approaching 10:30 pm, Councilor Pelham made a motion to extend the meeting beyond 10:30pm so that the remaining items could be heard. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

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**R-6 – Approval and appropriation of grant funds** – Ms. Griffin requested of council that she be allowed to appropriate \$45,000 in grant funds from the Department of Environmental Quality to assist with the Comprehensive Plan and Chesapeake Bay Perseveration Area Ordinance update. Councilor Pelham made a motion that was seconded by Councilor Denton to approve the appropriation of the grant funds. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**R-7 - Spring Cleanup** – Tevya Griffin gave a brief presentation requesting the establishment of Spring Clean Up week, April 15 – 22, 2017. This is a historically approved annual event. Councilor Pelham moved to establish April 15-22 as Spring Clean Up week. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**ADJOURN**

At 10:34 p.m., motion was made by Councilor Denton, and seconded by Councilor Denton to adjourn. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

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Jackie M. Shornak, Mayor

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Ronnieye L. Arrington, City Clerk

**MINUTES OF THE CITY COUNCIL MEETING HELD APRIL 11, 2017**

A special meeting of the City Council of Hopewell, Virginia, was held Tuesday, April 11 2017, at 6:30 p.m. in Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Mark Haley, City Manager  
Stefan Calos, City Attorney  
Ronnieye Arrington, City Clerk

ABSENT:

**ROLL CALL**

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

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

**Motion** was made by Councilor Denton and seconded by Councilor Luman-Bailey to amend the agenda to add item (3) to the closed meeting motion “discussion concerning a prospective business where no previous announcement has been made of the business interest in locating its facilities in the community,” and to add paragraph designation (5) to the code section cited so that it reads “Virginia Code sections 2.2-3711 (A) (1) (5) and (7), respectively, and to move the Closed Meeting to the end of the agenda. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

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**CLOSED MEETING**

Motion was made at 6:33 p.m. by Councilor Zevgolis and seconded by Councilor Luman-Bailey to go into closed meeting 1) discussion of the appointment or resignation of public officers (city councilor, constitutional officer) and specific appointees of city council (city clerk, finance committee), (2) discussion concerning a prospective business where no previous announcement has been made of the business interest in locating its facilities in the community, and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (the Beacon) requiring the provision of legal advice by such counsel, in accordance with Virginia Code sections 2.2-3711 (A) (1), (5) and (7), respectively. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**OPEN MEETING**

Council came out of Closed Meeting at 7:33 p.m. Councilors were asked if they complied with Virginia Code § 2.2-3712(D), namely, that only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion were discussed in closed meeting, to which they all responded yes.

**WORK SESSIONS**

**WS-1 Economic Development Authority** - Debbie Randolph of the Economic Development Authority came forward and presented to Council the status of various projects, including providing financial information. She fielded questions from Council and was asked to provide additional information at a later meeting.

**WS-2 Hopewell Redevelopment and Housing Authority** – Mr. Steve Benham, Chairman of the HRHA presented Council with an update of its projects. He spoke about the partnerships with other agencies, such as H.E.A.L. and how through that they encourage people to learn how to cook instead of eating fast food. He also noted that the HRHA set up an initiative for its staff to embrace healthy living, including having a chiropractor visit the office. Council asked about community gardens, and he said he would look at it. Vice Mayor Gore asked if the federal budget would have an impact on HRHA at the local level. Mr. Benham said he would get back on that. Pelham asked if the Summit paid property tax. Mr. Benham said that they do. Mr. Dane clarified that they were currently

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part of a rebate system, but that they would eventually be tax-paying. Mr. Benham discussed future plans for some of the affordable housing units.

**REGULAR MEETING**

Mayor Shornak opened the regular meeting at 7:30 p.m. Prayer by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America.

**CONSENT AGENDA**

**Motion** was made by Councilor Pelham and seconded by Vice Mayor Gore to approve the Consent Agenda

<b>C-1</b>	<b><u>Minutes:</u></b> None
<b>C-2</b>	<b><u>Pending List:</u></b> None
<b>C-3</b>	<b><u>Routine Approval of Work Sessions:</u></b> Council Finance Committee meeting April 13, 2017; Budget Work Session April 18, 2017
<b>C-4</b>	<b><u>Personnel Change Report &amp; Financial Report:</u></b> None
<b>C-4</b>	<b><u>Ordinances on Second &amp; Final Reading:</u></b> None
<b>C-5</b>	<b><u>Routine Grant Approval:</u></b> None
<b>C-6</b>	<b><u>Public Hearing Announcement:</u></b> <b>April 18, 2017</b> – <i>Finance</i> – City Manager Adjusted Budget; <b>April 25, 2017</b> – <i>Development</i> – Requests to amend the Zoning Ordinance; <i>Finance</i> – FY 2018 School Division Budget
<b>C-7</b>	<b><u>Information for Council Review:</u></b> Hopewell Water Renewal minutes for January 30, 2017
<b>C-8</b>	<b><u>Resolutions/Proclamations/Presentations:</u></b> Condolence Proclamation for Juanita Coles Chambers; Fair Housing Act proclamation; Appomattox Regional Library System 10 <sup>th</sup> Anniversary Invitation

Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**April 11, 2017**  
**Regular Meeting**  
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**PUBLIC HEARINGS**

**PH-1** A public hearing was held to receive comments consider citizen comments regarding real property tax levy increase of \$.04 per \$100 (from \$1.13 to \$1.17) for Fiscal Year 2018. Councilor Luman-Bailey made a motion to postpone a decision on real property taxes until a later meeting. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

**Motion passed 6-1**

Councilor Pelham noted that the item should have been discussed prior to the roll call. Stefan Calos advised that, even though the vote was already completed, there could still be discussion on the issue. Council then discussed their concerns regarding the proposed increase in real property tax. After the discussion, Mr. Calos voiced concern as to if the vote had been completed, but was informed that the vote was completed with Councilor Pelham's vote. The public hearing was closed at 8:08 p.m.

**COMMUNICATIONS FROM CITIZENS** – Mayor Shornak opened the floor to any citizen wishing to speak. Steven Barnes of Oaklawn Boulevard came forward. He gave his praise and support of the Hopewell Fire Department and EMS Crew. He said he had been a victim of a bad accident, and the crew saved his life. He also praised Chief Keohane for his efforts.

Thomas Hobbs of Ward 7 also came forward. He said that two weeks ago in the rain, he was coming to speak at the meeting, but there was a loss, and he offered condolences for that loss, for which the Mayor thanked him. He also said that on that day there was a rainbow with the Municipal Building showing as the pot of gold. Mr. Hobbs spoke of Chapter 23 of the City Ordinance, Sec. 23-18, which covered noise related to dumpster emptying. He noted that CFS has been emptying the dumpster that is 35 steps from his house in the middle of the night. He noted the steps he had taken to correct the problem, to no avail. Time ran out while Mr. Hobbs was speaking. Councilor Pelham moved to allow him to continue speaking, which was seconded by Councilor Zevgolis. By consensus, Council agreed to let him continue speaking. Mr. Hobbs mentioned that Ed Watson, Director of Public Works, had not been helpful to him. Mayor Shornak advised Mr. Hobbs that he could not bash anyone. She further stated that Council wanted to, and would, help him. She tasked the City Manager with getting with CFS to assist Mr. Hobbs.

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Mr. Haley asked Mr. Hobbs when the most recent event was because he (Haley) had reached out to CFS. Mr. Hobbs said it had been a week after he spoke with Mr. Haley and it was the recycle people. Mr. Haley thanked him and advised that the recycle was under another contract and he would reach out to them.

June Goho of Ward 4 then came forward to thank the City of Hopewell for the Code Red system. She said it was so valuable. She said when she received the call on her phone, she knew it was Hopewell specific and it gave her time to do whatever she needed to do to keep herself safe. She further stated that she did not have a computer or a smart phone, and Code Red was vital to her wellbeing.

Lavern Jones of Ward 6 had not signed up to speak, but asked to come forward. He request was granted. She said that she was provided information regarding real estate taxes. Mayor Shornak advised that Ms. Jones had missed the public hearing on real estate taxes, and asked if that was about what she wanted to speak. Mayor Shornak, after consultation with Mr. Calos, advised Ms. Jones that, because the public hearing regarding the real estate taxes had already been closed, they could not allow her to speak. She said the item would come up on the agenda again and she would be allowed to speak at that time. Councilor Pelham told Ms. Jones that she could call her and she would provide Ms. Jones with an update.

**REGULAR BUSINESS**

**R-1 Approval of Fiscal Year 2017 General Fund/Finance Budget appropriation for additional audit, consulting, and other professional service costs** - Presentation was made by Lance Wolff, Interim Finance Director regarding this item. Mr. Wolff said that this request included amounts that were pending along with an estimate of future expenses through the end of the year. Council clarified that the \$250,000 requested was included in the \$574,000 total spent for the audit. Mr. Wolff said the portion of the funds requested that consisted of “new money” was only \$177,000. Councilor Pelham moved to appropriate an additional \$250,000 to supplement the FY2017 budget, which was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

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

**Motion passed 6-1**

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- R-2 Presentation regarding the classification and compensation study results by Ann Antonsen of Springsted Incorporated** – Mr. Haley introduced Renia Coles, Director of Human Resources. Ms. Coles then introduced Ann Antonsen of Springsted Incorporated. Ms. Antonsen presented the findings of the classification and compensation study performed by Springsted. Council asked if there was an actual report that would include the data regarding personnel whose salaries needed to be increased. Mr. Haley noted that the study provided several options to address the deficiencies. Council requested that Ms. Springsted come back and do a work session to further discuss the issues. **No action was required of Council for this item.**
- R-3 Presentation of Capital Improvements Budget and financial requests from outside agencies by City Manager** - Mr. Haley asked that Council review their packets regarding the capital improvement budget and financial requests from outside agencies. Council then reviewed the packet and Mr. Haley answered Council’s question regarding both the capital improvements and financial requests from outside agencies. Charles Dane, Assistant City Manager, came forward and addressed the issue of M&T tax and how several industries had requested its removal. Council requested follow up on if Prince George is paying its chair for the HPG Chamber, and also to follow up from recipients on what was done with the money received from Hopewell. Council also requested that requestors use the Hopewell “grant” form to request funding. Councilors Luman-Bailey and Pelham asked that if any of the Constitutional offices had special requests that they be present so that Council could ask questions. **No action was required of Council for this item.**
- R-4 Approval of health care rates for employees and retirees, and other recommendations proposed by OneDigital** - presentation was made by Renia Coles with remarks by the City Manager and the Assistant City Manager requesting the approval of the increase in TLC healthcare rates. Councilor Luman-Bailey moved to approve the new rate schedules and recommendations of OneDigital regarding the City’s health insurance program, as was presented to Council at its April 4, 2017 meeting. The motion was seconded by Mayor Shornak. Councilor Pelham called for point of order and asked if it was proper that the Mayor second a motion. Mr. Calos verified that she could do so. Regardless, Councilor Denton then seconded the motion. Discussion ensued. The Mayor asked about the retirees’ spouses and the portion of insurance paid by the City.

As the discussion was continuing and it was approaching 10:30 p.m., the Mayor asked for a motion to extend the meeting past 10:30 p.m. Councilor Pelham made that motion, and it was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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

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

**Motion passed 7-0**

Council then voted on the health care rates. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-5 Update on 2017 real estate tax assessments by the Interim Finance Director** – Mr. Wolff and Patrizia Waggoner, the Real Estate Assessor both came before Council and provided a presentation and information on the 2017 real estate tax reassessment, and provided information on the status of 2016 appeals for both commercial and residential. Council noted that there was insufficient time between the mailing of the real estate assessment and the time for appeal, and requested that the time be extended. **No action was required of Council for this item.**

**REPORTS OF THE CITY ATTORNEY:** None

**REPORTS OF THE CITY CLERK:** None

**REPORTS OF CITY COUNCIL:**

Gore – Website Committee is calling a meeting to review the second half of the website changes. Mr. Lark reported that the Office on Youth page has 2,500 hits. When Mr. Lark first came there were only 500 hits. She also noted that 650 people watched the Council meeting live. She asked the Clerk to comment on Municode.

Luman-Bailey – The Hopewell Water Renewal had a meeting. The minutes were included in Council’s packet. Please advise if there are questions. Attended Virginia Gateway Board meeting Thursday morning, and several councilors attended the annual meeting that evening.

Councilor Zevgolis wished everyone a Happy Easter, and noted that both the Greek orthodox Easter and the Christian Easter are on the same date.

**April 11, 2017**  
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**DRAFT**

Pelham – Attended an RC&D meeting a week ago. The RC&D is an organization that provides a service for environmental options for Hopewell. They don't receive governmental funds at all, so they depend on the localities to subsidize their efforts. Saturday, April 22, is a clean-up for Ward 6. They will pass out flyers to let the residents come out and help. Wish everyone a Happy Resurrection Day. Thanked Ms. Denton for preparing dinner.

Denton – Wished her husband a Happy Birthday.

Shornak – thanked the City Manager, Assistant City Manager, Mr. Lance and the Department heads for their help with preparing the budget.

**CLOSED MEETING**

Motion was made at 6:33 p.m. by Councilor Zevgolis and seconded by Councilor Luman-Bailey to go into closed meeting 1) discussion of the appointment or resignation of public officers (city councilor, constitutional officer) and specific appointees of city council (city clerk, finance committee), (2) discussion concerning a prospective business where no previous announcement has been made of the business interest in locating its facilities in the community, and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (the Beacon) requiring the provision of legal advice by such counsel, in accordance with Virginia Code sections 2.2-3711 (A) (1), (5) and (7), respectively. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**OPEN MEETING**

Council came out of Closed Meeting at 7:33 p.m. Councilors were asked if they complied with Virginia Code § 2.2-3712(D), namely, that only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion were discussed in closed meeting, to which they all responded yes.

**ADJOURN**

At 11:20 p.m., Councilor Zevgolis made a motion to adjourn the meeting, which was seconded by Councilor Luman-Bailey, and unanimously passed.

**April 11, 2017  
Regular Meeting  
DRAFT**

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Jackie Shornak, Mayor

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Ronnieye Arrington, City Clerk

**May 23, 2017**  
**Regular Meeting**

**MINUTES OF THE CITY COUNCIL MEETING HELD MAY 23, 2017**

A Meeting and Work Session of the City Council of the City of Hopewell, Virginia, was held Tuesday, May 23, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Christina J. Luman-Bailey, Councilor  
Arlene Holloway, Councilor  
Anthony J. Zevgolis, Councilor  
Janice B. Denton, Councilor (arrived at 7:00 pm)  
Brenda S. Pelham, Councilor (arrived at 6:33 pm)

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ronnieye Arrington, City Clerk

**ROLL CALL**

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

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

**Five councilors present – two absent**

**AMEND/ADOPT AGENDA**

Motion was made at 6:31 p.m. by Councilor Luman-Bailey, and seconded by Vice Mayor Gore to adopt the agenda. Upon the roll call, the vote resulted.

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

**Motion passed 5-0**

**CLOSED MEETING**

Motion was made at 6:33 p.m. by Vice Mayor Gore, and seconded by Councilor Luman-Bailey, to go into Closed Meeting for (1) discussion of appointment or performance of specific appointees of city council (city manager, oversight committee, Riverwalk committee); (2) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating its facilities in the community; and (3) consultation with legal counsel employed or retained by city council

**MINUTES OF THE SPECIAL CITY COUNCIL MEETING HELD JULY 31, 2017**

A special meeting of the City Council of Hopewell, Virginia, was held Monday, July 31, 2017, at 6:30 p.m. in Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor (arrived at 6:40 p.m.)  
Christina Luman-Bailey, Councilor  
Arlene Holloway, Councilor  
Anthony Zevgolis, Councilor  
Janice Denton, Councilor  
Brenda S. Pelham, Councilor

Mark Haley, City Manager  
Stefan Calos, City Attorney  
Ronnieye Arrington, City Clerk

ABSENT:

**ROLL CALL**

Mayor Shornak opened the meeting at 6:32 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:40 p.m.)
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

Motion was made by Councilor Zevgolis and seconded by Councilor Pelham to move the motion to amend or adopt the agenda to after the Closed Meeting. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

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**CLOSED MEETING**

Motion was made at 6:37 p.m. by Councilor Luman-Bailey and seconded by Councilor Denton to go into closed meeting for (1) discussion of appointment of specific appointees of city council (city manager, city clerk, city attorney, and Office on Youth Commission); and (2) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code §§ 2.2-3711 (A) (1) and (8), respectively. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**OPEN MEETING**

Council came out of Closed Meeting at 7:36 p.m. Councilors were asked if they complied with Virginia Code § 2.2-3712(D), namely, that only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion were discussed in closed meeting, to which they all responded yes.

**AMEND/ADOPT AGENDA**

Motion was made by Vice Mayor Gore to amend the agenda by removing item SB-2 Advertisement for Deputy Clerk, and by moving item SB-3 Acceptance of City Attorney's Resignation to the next meeting. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Motion was then made by Councilor Pelham and seconded by Councilor Luman-Bailey to adopt the amended agenda. Upon the roll call, the vote resulted:

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

**Motion passed 6-1**

**REGULAR MEETING**

Mayor Shornak opened the regular meeting at 8:29 p.m. Prayer by Herbert Bragg, Director of Intergovernmental and Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Holloway.

**COMMUNICATIONS FROM CITIZENS** – Mayor Shornak opened the floor to any citizen wishing to speak. Mike Bujakowski of Ward 3 came forward. He asked that Council consider Charlie Dane for the position of City Manager. Since the city manager item was on the agenda, Councilor Pelham moved to waive the rules to allow discussion on the City Manager from the audience. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Councilor Zevgolis noted that Communications from Citizens should not appear on a special meeting agenda. Stefan Calos, said that it was okay to have Communications from Citizens on the special meeting agenda.

Mr. Bujakowski asked everyone in the audience who came out to support Mr. Dane as City Manager to stand. Approximately 85% of the audience stood.

Brian McDonald of Cobblestone came forward to talk about the traffic issues in Cobblestone. He said that a petition, signed by 181 residents, had been put forth seeking to have something done about controlling the traffic, especially the speeders in Cobblestone.

Steve Romano of Ward 3 came forward to discuss the Boathouse. He asked what we are getting from it. He asked why Council doesn't change the rules so that the next city manager or director

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must live in town. He said that the City Clerk hours should be 8:30-5, instead of those worked by the current clerk. He recommended freezing the Director's balances until unless they move to Hopewell.

Carol Saunders of Ward 4 came forward regarding Cobblestone. She said she had put a flyer out in Cobblestone and read the note on the flyer regarding appointing Mr. Dane as the new City Manager.

Brenda McQueen said that she agrees with Mr. Romano. She said if you don't live here you shouldn't be on a board here.

Sam Jean from Petersburg, came forward to speak on behalf of Charles Dane for City Manager.

Debbie Randolph of Ward 1 came forward and advised Council on the impact of animosity at the top on potential new deals for the City. She implored Council to work together.

Jeannie Grandstaff, Director of Hopewell Water Renewal came forward to speak in support of Charles Dane for City Manager.

Cassandra Vanderkrief came forward to speak to Council regarding the Food Bank. She said that she had gone there and found food that was not fit for human consumption. She said she was concerned and thought it was unfair to give people in need inferior food, dented and rusty cans, and bad fruit.

**REGULAR BUSINESS**

**SB-1 Appointment of City Manager or Advertisement for City Manager and/or Appointment of Interim City Manager** – Council discussed its options regarding the position of City Manager. The ensuing discussion was quite lengthy. Vice Mayor Gore made a motion to call for the vote and limit discussion, which was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

**Motion failed 4-3**

Councilor Pelham made a motion to advertise the position of City Manager, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

**Motion passed 5-2**

Councilor Denton then made a motion to appoint Charles Dane as City Manager. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

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

**Motion failed 4-3**

Councilor Luman-Bailey then moved to appoint Charles Dane as interim City Manager effective September 1, 2017. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Councilor Luman-Bailey made a motion to amend Councilor Pelham's motion to advertise for City Manager "to advertise for City Manager internally for two months." The motion was seconded by Councilor Denton. Lengthy discussion ensued. Councilor Pelham called for a vote on the motion, which was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	no

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Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes
Councilor Denton	-	yes

**Motion passed 6-1**

Council voted on the motion to advertise for City Manager internally for two months. Upon the roll call, the vote resulted:

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

**Motion failed 4-3**

**SB-2 Advertisement for Deputy Clerk** - this item removed from the agenda.

**SB-3 Acceptance of City Attorney's resignation** - this item moved to the next meeting agenda.

**SB-4 Schedule Council Retreat** – given the lateness of the hour, Councilor Pelham moved to continue this item to the next agenda. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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

**SB-5 RFP for Internal Audit** – Vice Mayor Gore advised Council of the need for an internal audit of all of the issues related to the late CAFRs and all of the issues and errors found relating thereto. Vice Mayor Gore then made a motion to approve working on an RFP or to schedule a meeting with the Office of Public Accounts for assistance with these issues. The motion was seconded by Councilor Pelham. Discussion followed.

Councilor Zevgolis made a substitute motion to contact the Inspector General and the State Auditor to request assistance. That motion was seconded by Councilor Pelham.

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Councilor Luman-Bailey asked to be excused, which was granted by the Mayor. Upon the roll call, the vote resulted:

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

**Motion passed 4-2**

There was additional discussion. Councilor Luman-Bailey made a motion to continue this item to the August 8, 2017 meeting. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

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

**Motion failed 4-3**

Vice Mayor Gore moved for the City Clerk to contact the Inspector General and the State Auditor to request and schedule a meeting between them and City Council. Councilor Luman-Bailey asked to be excused, which was granted by the Mayor. Upon the roll call, the vote resulted:

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

**Motion passed 4-2**

Mayor Shornak submitted a Transactional Disclosure Statement.

**REPORTS OF THE CITY ATTORNEY:** None

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**REPORTS OF THE CITY CLERK:** None

**REPORTS OF CITY COUNCIL:**

Denton – reminded citizens to come out for National Night Out and stated that there would be ice cream.

Pelham – provided the location of the National Night Out and thanked the officers who moved improperly parked vehicles during the night.

Gore – reminded everyone of her Ward meeting scheduled for August 7, 2017 in Council Chambers. She also invited Councilor Denton to attend a website committee meeting to discuss transparency.

Holloway – Thanked everyone for coming out

Luman-Bailey – will report on the Resilient Virginia Conference she attended at a later date.

Pelham – requested an update from Johnnie Butler, City Engineer, on what streets had been paved, and how much money was left for additional paving.

**Individual Councilors**

**IR-1 Gore – request for discussion on open government** – Council approved adding this item to a forthcoming agenda.

**IR-2 Gore – Request department report from the Office on Youth and VaPro Elite After-School and Summer Camp self-funded initiative, FY17 program budget expenditures and planned FY18 budget expenditures.** Council agreed that Vice Mayor Gore would schedule a meeting with Mayor Shornak, Shanelle Ebanks, VaPro Elite, and Dr. Hackney regarding this item.

**IR-3 Request City Council adopt a balanced budget resolution for all funds; to include corrected errors and fund transfers and updated General Fund Rainy Day Fund, Assigned Fund and Unassigned Fund amounts at the August 8th Meeting.** Council decided to table this request until the August 8, 2017 meeting.

**IR-4 Request a closed meeting with the Department of Social Services and the Community and Policy Management Team as appointed by Council, to discuss pending legal items and investigations** – Council agreed to place this item in the Closed Session portion of the August 8, 2017 agenda.

Mayor Shornak requested that her report on the Workforce Development Board and

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CLEO be placed on the September agenda.

**ADJOURN**

At 10:23 p.m., Councilor Pelham made a motion to adjourn the meeting, which was seconded by Councilor Zevgolis, and unanimously passed.

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Jackie Shornak, Mayor

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Ronnieye Arrington, City Clerk

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related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1), (5), and (7), respectively. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:36 p.m. Mayor Shornak announced that Council would be returning to Closed Meeting upon completion of the Regular Meeting.

**WORK SESSION**

Mayor Shornak opened the work session at 7:38 p.m. Roll call was take as follows:

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

**All seven councilors present**

Mark Haley, City Manager began the work session by advising about the new nitrogen removal project which will be starting in late June, at the cost of \$74 million. Mr. Haley introduced Jeannie Grandstaff, Director of the Hopewell Water Renewal plant. Ms. Grandstaff requested a 5% rate increase for the Water Renewal plant. She said they were estimating that the 2018 budget would increase by \$1.8 million. Ms. Grandstaff indicated that H<sub>2</sub>O Renewal hired Raptelis to assist with deciding how much of a rate increase would be needed to make up the \$1.8 million. The need to continue building out the infrastructure, and delinquencies in residential billing (\$664k written off in 2015) are some of the other reasons she gave for the requested rate increase, which they have not had since July 1, 2013. Ms. Grandstaff stated that they have now hired a collection agency, and have increased collections from 82% in 215 to 96% now. Ms. Grandstaff also noted that the proposed increase would assist H<sub>2</sub>O Renewal with maintaining its bond rating. There was general discussion and questions from Council which were fielded by Mr. Haley and Ms. Grandstaff. There were Mayor Shornak closed the work session at 7:55 p.m.

At 7:55 p.m., Mayor Shornak called the regular meeting to order. Upon the roll call, the results were:

Mayor Shornak	-	present
Vice Mayor Gore	-	present

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Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**All seven councilors present**

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

Prayer by Chaplain Deidre Bryant of John Randolph Medical Center Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Holloway.

**CONSENT AGENDA**

A motion was made by Councilor Denton, and seconded by Councilor Luman-Bailey, to approve the consent agenda: Public Hearing Announcement: June 13, 2017 – School Board appointments; Conditional Use Permit – Micro-winery; request for street vacation; Information for Council Review - Minutes of School Board (April 6, 2017), HRHA (March 3, 2017), Planning Commission (February 2, 2017), Board of Zoning Appeals (July 20, 2016 and November 16, 2016) meetings; Resolutions/Proclamations/Presentations - Department of Criminal Justice Services Accreditation Program Manager Derrick Mays – Hopewell Police Accreditation, Public Works Proclamation. Additional Announcement: Hopewell designated as Playful City for 2017; June 3, 2017 – Night at the Diamond, June 17, 2017 - Beer Fest; July 1, 2017 - Fireworks on the Appomattox. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**Public Hearings**

There were no public hearings.

**COMMUNICATIONS FROM CITIZENS:**

Karl Kindervater came forward to speak. Mayor Shornak advised him that if he wished to speak about the budget or any portion of the budget, Council would need to waive the rules. Councilor Pelham attempted to make the motion, but was interrupted by the Mayor. Point of order was called regarding the question of whether a motion and/or vote were needed to waive the rules. The City Attorney advised that, in fact, a motion would be needed to waive the rules.

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**Regular Meeting**

Motion was made by Councilor Pelham to waive the Council Rules so that citizens would be allowed to speak on items that are on the agenda, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Councilor Pelham	-	yes (returned at 8:02 p.m.)
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Vice Mayor Gore	-	yes

Carl Kindervater then spoke about the payment of the spousal retirement. He said if Council passed the proposed reduction or elimination it would send a bad message to retirees.

Eliot Eliades spoke of a fellow Hopewell classmate in need. Sam Bass, successful NASCAR driver and artist, is in need of a kidney transplant. Mr. Eliades mentioned that Mr. Bass had donated his art to the Moose Club, Fire Department and several other places in Hopewell. On June 16, 2017, the Friends of Sam Bass are hosting a Benefits Concert, the proceeds of which will go to help pay for Mr. Bass' transplant. Mr. Eliades asked for all citizen support.

Mayor Shornak read a letter from June Goho in support of the proposed public safety 1.85% multiplier.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Review and approve Fiscal Year 2018 city budget on first of two readings** – Assistant City Manager Charles Dane presented the Budget again to Council, requesting that it be approved. Councilor Luman-Bailey moved to approve the Fiscal Year 2018 city budget on the first reading. After discussion, Councilor Denton made a substitute motion to pass the budget with exceptions, namely the 50% reduction for insurance coverage for retirees' spouses this year, and 50% the next year, and to approve the operational needs only pending receipt of the 2016 CAFR. Councilor Holloway seconded the motion, but then rescinded her second when she received clarification that the approval was pending the 2016 CAFR. Mayor Shornak then seconded the motion. Councilor Denton then made a substitute motion to reduce by 50% the retirees' spouses' insurance beginning in 2019, and the remaining 50% in 2020, and for there to be operational expenses only pending receipt of the 2015 CAFR. Mayor Shornak seconded the motion. Upon the roll call, the vote resulted.

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

**Motion passed: 5-2**

**May 23, 2017  
Regular Meeting**

Councilor Pelham submitted a Transactional Disclosure Statement.  
Mayor Shornak submitted a Transactional Disclosure Statement

Councilor Denton left at 9:35 pm

**R-2 Re-appropriation of capital funds for purchase of synthetic skating rink** – Aaron Reidmiller, Director of Parks and Recreation presented information to Council regarding acquiring a synthetic skating rink and requested a \$40,000 appropriation for same. Councilor Luman-Bailey moved to re-appropriate \$40,000 in existing capital funds for the purchase of a synthetic ice skating rink. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted.

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

**Motion passed 6-0**

**R-3 Approval of issuance of \$10,241 refund to Lawn Beautician, Inc.** – Treasurer Terri Batton came before Council and requested that, pursuant to Va. Code §58.1-3981 she be allowed to issue a refund to Lawn Beautician for an erroneous assessment. Councilor Pelham moved to approve issuance of a \$10,241 refund to Lawn Beautician, Inc., which motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**R-4 Installation of electric vehicle charging stations in downtown Hopewell** – Jake Elder, Economic Development Coordinator presented to Council the special program offered by Tesla, Inc. to allow reimbursement for the installation of electric vehicle charging stations in downtown Hopewell. Vice Mayor Gore moved to approve the installation of two electric-vehicle charging stations downtown. The motion was approved by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

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

**Motion passed 6-0**

**R-5 Notice of temporary use of Hopewell Water Renewal accounts for Phase 2 Nitrogen**

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**Regular Meeting**

**Reduction Capital Project** – Jeanie Grandstaff, Director of Hopewell Water Renewal updated Council on the status of the nitrogen reduction project and interim payments from the City. The Department of Environmental Quality is retaining over \$2.4 million of grant funding pending completion of the project. Hopewell Water Renewal has that amount in another fund, and will be using it to pay contractors and other expenses related to the project. Upon completion of the project, Hopewell Water Renewal will use the DEQ funds to replace the City funds. **No action was requested of Council.**

**EXTEND MEETING**

Noting the lateness of the hour, Councilor Zevgolis moved to extend the meeting beyond the 10:30pm normal ending time. Councilor Pelham seconded the motion. Upon the roll call the vote resulted:

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

**Motion passed 6-0**

**Reports of the City Attorney:** None

**Reports of the City Clerk:** Accepting TBR’s for Architectural Review Board (1 vacancy); Board of Zoning Appeals (2 vacancies); Crater District Area Agency on Aging (1 vacancy); District 19 Community Services Board (1 vacancy); Dock Commission (3 vacancies); Downtown Design Review Committee (2 vacancies); Recreation Commission (need HHS Senior Class Representative); School Board (2 vacancies); Social Services Advisory Board (2 vacancies); Youth Commission (15 vacancies).

**Reports of City Council:**

**Committees**

**Individual Councilors**

**Citizen/Councilor Requests**

**CCR-1** Mayor Jackie Shornak – the Opioid Epidemic – the Mayor said she wanted to discuss drug prevention and the need for Naloxone to combat drug overdose. She requested a Town Hall meeting in late June regarding opioids.

Council then went back into closed meeting at 10:35 p.m.

**RECONVENE OPEN MEETING**

Council convened into Open Session at 11:01 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

**Vote Result: 7-0 Yes**

**ADJOURN**

At 11:01 p.m., motion was made by Councilor Pelham, and seconded by Councilor Holloway to adjourn. Upon the roll call, the vote resulted:

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

**Motion passed 6-0 - Adjourned at 11:01 p.m.**

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

Ronnieye L. Arrington  
Ronnieye L. Arrington, City Clerk

**MINUTES OF THE NOVEMBER 21, 2017 CITY COUNCIL MEETING**

A Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, November 21, 2017, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Christina J. Luman-Bailey, Councilor  
Arlene Holloway, Councilor  
Anthony J. Zevgolis, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor (arrived at 7:30 pm)

Charles Dane, Interim City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 5:31 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 7:30 pm)

**AMEND/ADOPT AGENDA**

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

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

**Motion passed 6-0**

**WORK SESSION**

David Stembel III, AIA and Lory Markhan of the Urban Land Institute gave a presentation on the results of the ULI Virginia Technical Assistance (TAP) Panel study for the Revitalization of the City of Hopewell Waterfront. They presented Council with a report as to their findings, and suggestions

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for changes the City should make regarding waterfront property, downtown, and how the two areas could and should be linked together. After the presentation, Mayor Shornak asked if ULI would be returning. They said no, but they would be available by phone or email to answer questions, and of course, would be happy to come back and do a new study.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Report to City Council** – Mr. Dane responded to Mr. Donahue’s concern regarding his issues related to the cost of a building permit. Mr. Dane said that he met with Mr. Donahue and explained that although the contractor charged Mr. Donahue \$400, Hopewell’s Planning Department only charged him \$50. Mr. Dane also addressed the concerns with the railroad crossings and stated that Mr. Butler is working with CSX to fix those.

**R-2 Transfer \$32, 000 from Development Code capital account to allow the purchase of three vehicles for Building Official, Building Inspector and Planning Division** - Motion was made by Councilor Holloway and seconded by Councilor Pelham to approve the transfer of up to \$32,000 of Development’s capital account to be used to purchase up to three vehicles. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	---- (not present)
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed 6-0**

**R-3 2018 Draft Legislative Priorities** – Herbert Bragg, Director of Intergovernmental and Public Affairs and Legislative Liaison presented the proposed 2018 General Assembly Legislative Priorities for the City of Hopewell. The priorities include opposing eliminating or reducing M&T tax, supporting full funding for K-12 education, supporting funding for state aid to local police department, supporting full funding of all state mandates, supporting historic rehabilitation tax credits, and supporting a proposed charter change to allow the City Clerk to appoint and remove a Deputy City Clerk. There was discussion on the proposed Charter Change. Rather than make a change to the charter, it was agreed that the Deputy Clerk would report to the Clerk directly. Vice Mayor Gore moved to approve the 2018 Draft Legislative Priorities, with the removal of the item related to the Deputy Clerk. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
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Councilor Pelham	-	----- (not present)
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed 6-0**

**R-4 Request for City Council to approve the following agreements between VDOT and the City** – Johnnie Butler and Austin Anderson presented information to Council related to the below items:

- A.** VDOT Commonwealth Transportation Board (CTB) to consider inclusion and approval of five new projects submitted by staff for the FY19 and FY20 **VDOT Revenue Sharing Program** for street pavement resurfacing, driveway aprons, drainage improvements, pavement reconstruction, curb and gutter, and pavement reconstruction.
- B.** VDOT Commonwealth Transportation Board (CTB) to consider inclusion and approval of one new project submitted for the FY19 and FY20 VDOT Transportation Alternatives Set Aside Program for expansion of non-motorized travel choices (bike lanes) and by improving the cultural, historical and environmental aspects of the transportation infrastructure.
- C.** VDOT Commonwealth Transportation Board (CTB) to consider inclusion and approvals of projects submitted by staff for FY18 and FY19 **Urban Maintenance Inventory and Lane Mileage Reimbursement Payments** based on the VDOT Residency and VDOT District Office and Central Office recommendations (e.g., two new street sections in Cobblestone subdivision, one new street in Anchor Point subdivision, road widening on N. 6<sup>th</sup> Avenue, etc.).

Councilor Zevgolis moved to approve projects R-4 A through C, and to approve the interim manager signing all appropriate documents related thereto. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	----- (not present)
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed 6-0**

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At 7:38pm, Councilor Pelham moved to amend the agenda to move items R-5 through R-9 to after the public hearings. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

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

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Captain Gregory Taylor of the Hopewell Police Department, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Shornak.

**CONSENT AGENDA**

Councilor Pelham moved to approve the Consent Agenda which appears below. The motion was seconded by Vice Mayor Gore.

**Consent Agenda**

<b>C-1</b>	<b><u>Minutes:</u></b> August 28, October 10, October 23, October 24, October 25, November 2, 2017
<b>C-2</b>	<b><u>Pending List:</u></b>
<b>C-3</b>	<b><u>Routine Approval of Work Sessions:</u></b>
<b>C-4</b>	<b><u>Personnel Change Report &amp; Financial Report:</u></b> Personnel Change Report attached
<b>C-5</b>	<b><u>Ordinances on Second &amp; Final Reading:</u></b> None
<b>C-6</b>	<b><u>Routine Grant Approval:</u></b> Hazardous Materials Commodity Flow Study Grant - \$20,800 from the Virginia Department of Emergency Management to the Hopewell Fire Department; Firefighting Foam Operations Grant - \$31,000 from the Virginia Department of Emergency Management to the Hopewell Fire Department; Regional FLIR Thermal Image Camera Grant - \$36,000 from the Virginia Department of Emergency Management to the Hopewell Fire Department
<b>C-7</b>	<b><u>Public Hearing Announcement:</u></b> December 12, 2017 - Rezoning of property from residential low-density (R-1) to limited commercial (B-2) for property located in the Broadway Subdivision; request for street vacation; resolution revising animal license fees
<b>C-8</b>	<b><u>Information for Council Review:</u></b> <b><u>Minutes:</u></b> CPMT- (September 18, August 21, July 17, June 26, May 15, April 17, 2017); School Board - (October 19, September 14, September 18, 2017); Petersburg Area Regional Tourism – (March 18, May 19, September 15, 2017); Recreation Commission - (February 17, May 10, 2017, Budget Report) HRHA – (September 11, 2017)
<b>C-9</b>	<b><u>Resolutions/Proclamations/Presentations:</u></b>

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<b>C-10</b>	<b><u>Additional Announcements:</u></b> Upcoming Events by Aaron Reidmiller, Director, Parks and Recreation
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Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

**COMMUNICATIONS FROM CITIZENS** – Several people came forward to speak about the Office on Youth, including: Katina Moss, Terrence Doctor, Everett Gilliam, and Jessica Taylor.

**PUBLIC HEARINGS**

**PH-1 Marjorie Gray request to vacate a portion of an alley adjacent to 1507 Miles Avenue and 2957 Courthouse Road** – A public hearing was held to receive comments regarding the proposed request to vacate a portion of an alley. Ms. Griffin presented this public hearing item to Council. Mr. Dane explained to Council that Administration did not want to approve the vacation unless an easement is given to the City. Councilor Pelham moved that the Planning Commission review the request and speak to Ms. Newman and Mr. Butler to address the additional questions, and come back with a fine tuned recommendation, which motion was seconded by Councilor Zevgolis. After discussion, including with Brenda Ellison, the partial owner of the house, and the person seeking the vacation, it was clarified that the owner wanted to replace the fence she had for some years, and which afforded her safety due to a recent conflict. Councilor Pelham withdrew her motion and Councilor Zevgolis withdrew his second. Councilor Luman-Bailey moved that the applicant work with the interim city manager, Mr. Butler and Mrs. Griffin to come up with a solution that is agreeable to all. Councilor Zevgolis asked if that was a proper motion. Stefan Calos stated that there was no need to vote on Councilor Luman-Bailey’s suggestion since it was not an action by Council.

**PH-2 Request to amend the Hopewell Zoning Ordinance, Article XI-A, Corridor Development District (B-4) to allow self-service storage facilities, by Conditional Use Permit** – A public hearing was held on Development’s request to amend the Hopewell Zoning Ordinance, Article XI-A. Ms. Griffin came forward and presented this public hearing item to Council. Councilor Zevgolis moved to approve the request to amend Article XI-A, Corridor Development District (B-4) of the Hopewell Zoning Ordinance to allow self-storage facilities, by Conditional Use Permit, which was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes

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Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed – 7-0**

**PH-3 Request to amend a Conditional Use Permit to decrease the required size of a single family home from 1,200 square feet to 1,000 square feet** – A public hearing was held on Mr. Joswick’s request to amend a CUP to decrease the required size of a single family home. Ms. Griffin presented this item to Council. The owner of the property, Mr. Joswick, was also present and spoke to Council. After discussion, Councilor Luman-Bailey moved to approve the request to amend the CUP to decrease the required size of the single family home from 1,200 square feet to 1,000 square feet. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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

**Motion passed – 6-0**

**PH-4 Spot Blight** – A public hearing was held to entertain citizen’s comments on the Spot Blight program. Ms. Griffin introduced Todd Hawkes, the new Building Official. She then presented Council with an update on houses in Hopewell that qualified for the Spot Blight program. She noted that the houses were in various stages—some qualified to be torn down, while others qualified for rehabilitation. Councilor Zevgolis moved to approve the City moving forward with the proposed demolition, rehabilitation or acquisition of property through the Spot Blight ordinance. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

Vice Mayor Gore then called for a motion to reconsider, citing that the motion was not clear and did not properly direct staff. Her motion to reconsider was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

Vice Mayor Gore then substituted the motion to approve the recommended proposed demolition, rehabilitation or acquisition through the Spot Blight ordinance, as recommended by the Director of Planning. That motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

**R-5 Encroachment Authorization Agreement with Columbia Gas** – Johnnie Butler, the City Engineer presented to Council information regarding the need for an Encroachment Authorization Agreement with Columbia Gas. Rex Parker, the System Engineer with Columbia Gas was there to answer questions of Council. After discussion, Councilor Denton moved to approve the Encroachment Authorization Agreement with Columbia Gas, and to approve the interim city manager signing all appropriate documents related thereto. Councilor Luman-Bailey seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

**R-6 Hopewell Police Department – Recruitment and Retention** – Chief Keohane presented to Council to inform them on issues facing the Hopewell Police Department and other law enforcement agencies, and on the need for an increase in salaries as a way to retain trained and certified officers. **No action was required of Council.**

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**R-7 Real Estate Assessor Request for reallocation of funds -** Real Estate Assessor Patrizia Waggon presented information to Council regarding her request for re-allocation of funds. Motion was made by Councilor Luman-Bailey and seconded by Councilor Zevgolis to reallocate \$25,000 to account 503200, and reallocate \$48,343 to account 503130. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-8 Approval of Hopewell Water Renewal Fund (Fund 32) Capital Projects Budget Amended** – Jeannie Grandstaff, Director of Hopewell Water Renewal presented to Council. There was discussion. Motion was made by Councilor Luman-Bailey and seconded by Vice Mayor Gore to approve the amendment of FY 2018 Fund 032 capital projects budget to increase the total funding and appropriations by \$1,470,000 from Fund 040. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed 6-1**

**R-9 Approval of issuance of \$14,473.06 refund to AdvanSix Resins & Chemicals, LLC**

Treasurer Terri Batton came before Council seeking permission to issue a refund of a tax overpayment to AdvanSix Resins & Chemicals, LLC. Motion was made by Councilor Zevgolis and seconded by Councilor Luman-Bailey to approve the \$14,473.06 refund to AdvanSix Resins & Chemicals, LLC.

Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes



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

**Motion passed 7-0**

**Reports of City Attorney** – Nothing to report.

**Reports of City Clerk** – Nothing to report.

**Reports of City Council** – Council appointed Faithea Flowers Foster to the Recreation Commission for the remainder of Rogers Henry’s term.

**Individual Councilors** – Mayor Shornak submitted a Transactional Disclosure Statement

**Citizen Councilor Requests:**

**ADJOURN**

At 12:08 a.m. motion was made by Councilor Luman-Bailey and seconded by Vice Mayor Gore to adjourn. All council responded “aye” to the question. None opposed. **Motion passed by unanimous vote.**

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Jackie Shornak, Mayor

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Ronnieye L. Arrington, City Clerk

**MINUTES OF THE DECEMBER 12, 2017 CITY COUNCIL MEETING**

A Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, December 12, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Charles Dane, Interim City Manager (arrived at 7:09 pm)  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

**ROLL CALL**

Mayor Shornak opened the meeting at 6:32 p.m. Roll call was taken as follows:

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

**CLOSED MEETING**

At 6:33 p.m. Councilor Denton moved to go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city manager); (2) discussion of appointment of specific appointees of city council (HRHA); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council (CSA, public safety building); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively. The motion was seconded by Councilor Luman-Bailey. Upon the roll call the vote resulted:

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

**Motion passed 7-0**

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Councilor Denton submitted a Transactional Disclosure Statement citing Tom Wagstaff.  
Mayor Shornak submitted a Transactional Disclosure Statement citing that her daughter is a City employee and that the transaction was Budget.

**AMEND/ADOPT AGENDA**

Councilor Pelham made a motion to postpone the Unfinished Business Item – Hopewell Police Department Recruitment and Retention until the January work session. The motion was seconded by Vice Mayor Gore and discussion ensued. Upon the roll call, the vote resulted.

Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	No
Councilor Pelham	-	Yes

**Motion passed 5-2**

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

Mayor Shornak called the meeting to order at 8:31, and thanked all for attending. The prayer was led by Rev. Jeff Butler of Woodlawn Presbyterian Church, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Zevgolis.

**CONSENT AGENDA**

Councilor Luman-Bailey moved to approve the Consent Agenda which appears below. The motion was seconded by Councilor Denton.

- C-1** **Minutes:** August 29, 2017; November 20, 2017; December 6, 2017
- C-2** **Pending List:**
- C-3** **Routine Approval of Work Sessions:** Work Session between the Planning Commission and City Council – to be scheduled in Council’s 2018 calendar
- C-4** **Personnel Change Report & Financial Report:** Attached
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:** Recreation & Parks - \$20,000 Virginia Environmental Endowment for the creation of interpretive educational signage along the Hopewell Riverwalk
- C-7** **Public Hearing Announcement:** January, 2017 – Street vacation—easement to Noble Oil
- C-8** **Information for Council Review:** Minutes: EDA (October, 2017)
- C-9** **Resolutions/Proclamations/Presentations:** Retirement Certificates for Sheriff Luther Sodat and Treasurer Terri Batton; presentation to City by Sgt. Maj. Michael Warren of Fort Lee for supporting their 100<sup>th</sup> Year Anniversary Program
- C-10** **Additional Announcements:**

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Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Motion to Reconsider**

Councilor Luman-Bailey made a motion to reconsider removing the Unfinished Business item from the agenda. Charles Dane, interim city manager stated that it was fine to move that item to the January agenda. Councilor Luman-Bailey then withdrew her motion.

**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATIONS FROM CITIZENS:**

There were no communications from citizens.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Report to Council** – Charles Dane, interim city manager, gave his report to City Council of current events including the fact that Hopewell High School won the state championship. He noted that the celebration thrown by the City to celebrate the team had over 200 attendees. He also said there would be a rally the next evening for the team. Mr. Dane introduced Michael Terry, the new finance director. He said Mr. Terry would come back to council in January and present his plan. **This required no action of council.**

**R-2 Establishment of Council Calendar for 2018** – Council reviewed its calendar and made revisions, including the addition of work sessions and the reduction of meetings in November from two to one. Councilor Pelham made a motion to approve the 2018 council calendar with adjustments made by Council, and to add the ratification of the calendar to the January 9, 2018 meeting. That motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-3 Appomattox Cemetery Drainage Repairs** – Mr. Dane presented to council information regarding the drainage issue at the Appomattox Cemetery and proposed repairs, including planting foliage on slopes, adding filtration to slow the stream, etc. Discussion ensued. Motion was made by Councilor Zevgolis, and seconded by Councilor Denton to approve the transfer of \$60,000 from the Cemetery Trust Fund to the Cemetery operating fund to be used for the installation of drainage improvements at Appomattox Cemetery - Item R-3 – Appomattox Cemetery Drainage Repairs. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-4 Appropriation of Aide to Locality (ATL) Funding Grant** - The ATL grant budget line item currently sits at \$0.00. ATL has awarded the Fire Department \$75,525, but the budget funds need to be appropriated so that the budget line item can be properly adjusted. Vice Mayor Gore made a motion to appropriate \$75,525 to the ATL fire grant line item in the Fire Department budget, which was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

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**R-5 Consider Capital Area Partnership Uplifting People’s (CAPUP) appeal of the Downtown Design Review Committee decision regarding fence height** - Director of Planning presented to Council information regarding the requested appeal of the DDRC’s decision regarding fence height for the CAPUP project. The issue was that CAPUP wanted a 6’ fence in an area where only 4’ had been approved. There was significant discussion.

Councilor Denton moved to approve the 5 foot fence height instead of four feet. This motion was seconded by Mayor Shornak, but upon discussion, there was no vote.

Councilor Luman-Bailey made a substitute motion to postpone a decision on this item until Council could get more information from the DDRC. The motion was seconded by Councilor Zevgolis. Griffin explained that this matter was time sensitive and could not wait. Councilor Zevgolis withdrew his second, and there was no vote.

Councilor Luman-Bailey then made a substitute motion to approve a 4.5’ fence. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	No
Councilor Pelham	-	No
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	No
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion failed 4-3**

Councilor Pelham made a substitute motion to approve the 6-foot fence as CAPUAP requested. This motion was seconded by councilor Denton. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	No

**Motion passed – 5-2**

**R-6 Landfill Financial Assurance for the DEQ** – Mr. Watson, Director of Public Works and Mr. Dane presented to Council information regarding the fact that due to the tardiness of the 2016 CAFR, the DEQ is requiring that the City purchase a standby letter of credit. At a cost to the City of \$8,000, SunTrust will issue a line of credit on a certificate of deposit. Initially they were requiring a transfer of \$586,155 from the Solid Waste Fund to a fund that could be accessed by the DEQ.

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Vice Mayor Gore made a motion to cover costs for the CD up to \$8,000 for funds to be placed in a CD or trust. Upon further discussion, Mr. Watson expressed concerns that the bank could require additional funds. Vice Mayor Gore amended her motion to approve payment of up to \$8,000 to fund the CD and/or trust and to return all funds not expended to the General Fund. Councilor Luman-Bailey seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

**R-7 Request for 2% Increase for Registrar’s Office** – Dane advised Council that the Code of Virginia mandates the compensation of the Registrar and staff. The Virginia Department of Elections issued a letter providing the salary for the registrar’s office for FY2018, but it was inadvertently overlooked in the budget process. Vice Mayor Gore asked if the funds could come out of the \$75,000 set aside for constitutional offices, and Mr. Dane said that it could. Councilor Pelham moved to approve the 2% increase to the registrar’s office compensation as recommended by the Virginia Department of Elections and as mandated by the Code of Virginia, and for the money to come from the funds set aside for Constitutional Offices. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed– 7-0**

**R-8 Creation of Opioid Task Force** - Mr. Dane advised Council concerning the growing opioid epidemic. He provided a recommendation for the creation of the task force, and the membership of the task force.

Councilor Zevgolis made a motion to create an opioid task force to address the growing epidemic, and that the task force be comprised of council members, the City Manager, the Chief of Police, the Fire Chief, the Commonwealth’s Attorney, the Sheriff, the Social Services Director, the Director of Riverside Criminal Justice Agency, the Office on Youth Coordinator, a Health Department representative, and two service providers residing in Hopewell, Virginia, who work on opioid related issues. The motion was seconded by Councilor Denton.

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The Vice Mayor amended the motion to add the Mayor and the Vice Mayor as council representatives. Stefan Calos of Sands Anderson, City Attorney, explained that there was no need to amend the motion, but rather insert the Mayor and Vice Mayor into the Motion.

Vice Mayor Gore moved that the task force be comprised of Mayor Shornak, Vice Mayor Gore, the City Manager, the Chief of Police, the Fire Chief, the Commonwealth's Attorney, the Sheriff, the Social Services Director, the Director of Riverside Criminal Justice Agency, the Office on Youth Coordinator, a Health Department representative, and two service providers residing in Hopewell, Virginia, who work on opioid related issues. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

At 10:25, Mayor Shornak asked if there was a motion to continue past 10:30 p.m. Councilor Pelham made the motion, which was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**Motion passed – 7-0**

Council went back into closed session.

**RECONVENE OPEN MEETING**

Council re-convened into Open Session at 11:45 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolts	-	Yes
Vice Mayor Gore	-	Yes



**December 12, 2017  
Regular Meeting  
DRAFT**

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Ronnieye L. Arrington, City Clerk

**DRAFT**  
**January 9, 2018**  
**Regular Meeting**

**MINUTES OF THE CITY COUNCIL MEETING**

A Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, January 9, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jackie Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Christina J. Luman-Bailey, Councilor  
Arlene Holloway, Councilor  
Anthony J. Zevgolis, Councilor (arrived at 6:33 pm)  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

Charles Dane, Interim City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

**ABSENT:**

**ROLL CALL**

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

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	absent
Councilor Zevgolis	-	absent (arrived at 6:33 pm)
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 6:31 p.m. Councilor Denton moved to go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city manager); (2) discussion of specific appointees of City Council (CPMT); (3) discussion of appointment of specific appointees of city council (HRHA, Recreation Commission, Hopewell Water Renewal Commission); (4) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the community; (5) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council (EEOC); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (5), (7), and (8), respectively, which motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

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Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	----- (arrived at 6:33 pm)

**Motion passes 6-0**

**Councilor Zevgolis left the meeting at 7:37 pm**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:43 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**AMEND/ADOPT AGENDA**

Councilor Denton made a motion to amend the agenda to remove Public Hearings 2 and 3 from the agenda, and to change the location of the January 18, 2018 Joint Meeting between Council and the Planning Commission to the Beacon, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted.

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passes 6-0**

Mayor Shornak requested a roll call, the result of which was:

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

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

Mayor Shornak called the meeting to order, and thanked all for attending. The prayer was led by Herbert Bragg, Director of Intergovernmental and Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Vice Mayor Gore.

**CONSENT AGENDA**

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

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** January 18, 2018 - Work Session between the Planning Commission and City Council; February 1, 2018 – Work session with Springsted on Compensation Study and Plan, and HPD recruitment and retention
- C-4 Personnel Change Report & Financial Report:** Personnel report
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:**
- C-7 Public Hearing Announcement:** January 23 - Request to amend the Hopewell Zoning Ordinance, Article III-A; Request to vacate a portion of an approximate 6,882 square foot undeveloped right-of-way known as Walnut Street, adjacent to 401, 310 and 309 Delton Avenue
- C-8 Information for Council Review:** Minutes: Youth Services Commission (December 2017) Recreation Commission - (November, 2017); EDA minutes (November, 2017); Hopewell Water Renewal Commission (January 2017, April 2017, April 2017, May 2017, July 2017)
- C-9 Resolutions/Proclamations/Presentations:** Presentation by WRLH TV Fox Richmond regarding Rev. Dr. Curtis Harris
- C-10 Additional Announcements:**

Vice Mayor Gore made a motion to approve the Consent Agenda, which was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

Fara Jenkins of WRLH TV Fox gave a presentation on a proposed series of 60-second vignettes highlighting Rev. Dr. Curtis Harris to celebrate Black History Month. She said the series of videos would be shown throughout the month of February. She requested \$5,000 to create, edit and run the videos. Councilor Luman-Bailey suggested that the Gilliam family be included as they, too, were well known as the family that desegregated Hopewell schools. Vice Mayor Gore confirmed that the requested \$5,000 would only fund the Hopewell portion of the project. Councilor Pelham confirmed it was okay to use money from Council's marketing fund in this way. Since Ms. Jenkins was requesting money, Council

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decided she needed to be added to the agenda. Councilor Denton moved to add Ms. Jenkins to the agenda. Mayor Shornak seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Excused
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 5-0**

There was considerable and lengthy discussion regarding this project. Mayor Shornak called for the vote. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	No
Councilor Denton	-	Yes
Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Holloway	-	No

**Motion failed 4-2**

Discussion continued. Councilor Pelham called for a special meeting to discuss the project. Ms. Jenkins said that next week would be too late for Fox to act on the project. Councilor Pelham withdrew her motion. Discussion continued. Vice Mayor Gore moved to use \$5,000 from the marketing fund to do the project with Fox for both Rev. Dr. Harris and the Gilliam family. If the Gilliam family refused or could not participate, the project would be Rev. Dr. Harris. Upon the roll call, the vote resulted.

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Excused
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 5-0**

**PUBLIC HEARINGS**

The Clerk read the rules regarding Public Hearings.

**PH-1 Noble Oil Services, Inc. request for an easement for pedestrian and vehicle traffic on the entrance road into the Hopewell Water Renewal Treatment Plant** – There was a public hearing to get citizen input on Noble Oil’s request for an easement. Interim City Manager Dane provided Council with information regarding the need for Noble Oil Services, Inc. to have an easement for pedestrian and vehicle traffic on the entrance road into the Hopewell Water Renewal Treatment Plant. Mayor Shornak opened the public hearing. Darlene Thompson of Ward 6 signed up to speak, but when asked by the Mayor, declined to do so. The Mayor then closed the public hearing. There being no discussion of

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Council, Councilor Luman-Bailey moved to approve Noble Oil Services, Inc.'s request for an easement for pedestrian and vehicle traffic on the entrance road into the Hopewell Water Renewal Treatment Plant. Councilor Denton seconded the motion. Upon the roll call, the vote resulted.

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

**COMMUNICATIONS FROM CITIZENS:**

Debbie Randolph, Chairman of the EDA came forward to speak on issues regarding the Treasurer's office delay in disseminating the personal property tax bills. She asked if the City could put something on the website to let the citizens know. Mr. Dane assured her that a notice would be issued the next day and it would also be posted on the website.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Report to City Council** – Mr. Dane thanked everyone for their help and hard work on the snow and ice removal. He specifically thanked Aaron Reidmiller, Director of Parks & Recreation, Ed Watson, Director of Public Works, Donald Hunter, Hopewell Fire Chief, John Keohane, Hopewell Police Chief and anyone else that had a hand in the great work that was done keeping the streets clear. Mr. Watson thanked the City Manager. Mr. Dane told Council that the Riverwalk project contract had been signed and work should begin in the next 60 days. He also advised that the new Real Estate Assessor look up site was up and running. He asked Ray Spicer, Director of the Department of Social Services to give a report on the Warming Shelter. Mr. Spicer gave a history of the Warming Shelter and explained the relationship between it and the City and staff. He said that it opened November 6 this year, and is open from 8:00 am to 8:00pm unless the weather is severe, in which case the shelter is open 24 hours. He said it serves between 8 and 14 people and that the maximum capacity is 20 people. She said the Shelter is now serving more people with chronic mental illness or drug abuse issues because, as part of its mission, the Shelter was assisting the able-bodied with jobs and/or housing. Mr. Spicer said there had been a few issues where the police had been called, but they were minor. He also said that volunteers were needed badly.

**R-2 Finance Department Turnover Assessment** – Michael Terry, the Finance Director, reported to Council regarding the City's financial status. He also presented an organizational chart to Council which contained revisions based on certain needs related to the CAFR work. **No action was required of Council** on this item.

**APPOINTMENTS**

Councilor Denton moved to appoint Christina Luman-Bailey to the Hopewell Water Renewal Commission. Councilor Holloway seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

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Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

Councilor Denton moved to appoint Brian Johnson to the Hopewell Water Renewal Commission. Councilor Luman-Bailey seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

**Reports of City Attorney** – Nothing to report.

**Reports of City Clerk** – Nothing to report.

**Reports of City Council.**

**Individual Councilors**

IC-1 Gore – City Boards, Authorities and Commissions Update/Outreach Plan – Councilor Gore discussed the need for an in-depth review of the City Boards. She noted that some of them were outdated, some had no membership, and others had members but were not active. Councilor Pelham agreed with the Vice Mayor and requested a 2-hour work session. She also requested that there be a staff member present at every board, committee or commission meeting so that Council could get minutes.

Councilor Pelham also noted that they needed a work session on the travel policy and that we should add that to the work session for the Human Resources Manual. Council reminded Councilor Pelham that she needed to amend the agenda to add this item. Councilor Pelham moved to amend the agenda. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

Councilor Pelham moved to add travel to the Human Resources Manual and include both in one work session. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes

**Motion passed 6-0**

**Individual Councilors:**

Pelham – Thanked Mr. Butler for work done on Mesa. She said he was doing a great job. Mr. Dane remarked on the good work done getting the traffic light back up.

**ADJOURN**

At 10:43 p.m. motion was made by Councilor Denton and seconded by Councilor Pelham to adjourn. All council responded “aye” to the question.

/s/ Jackie Shornak  
Jackie Shornak, Mayor

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



**January 18, 2018  
Special Joint Meeting**

Councilor Denton	-	yes
Councilor Pelham	-	yes

Mayor Shornak thanked the Planning Commission and Staff for the work done to set up things for the meeting.

Prayer was given by Reverend Rudolph Dunbar, Retired, First Baptist Church of City Point, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Chairman of the Planning Commission, Todd Butterworth.

Mayor Shornak then turned the meeting over to the Planning Commission. Tevya Griffin, Director of Development explained that the purpose of the joint meeting was to provide information regarding the comprehensive plan. She said that the plan would be provided to council by January 31, 2018 and would be followed by another work session to answer additional questions. She then turned the meeting over to Elliot Eliades, Chairman of the Planning Commission.

Mr. Eliades thanked the Mayor and then gave an extensive presentation on the Comprehensive Plan. Mr. Eliades said that the actual Comp Plan was approximately 300 pages long, and would be presented to Council at the same time as it was presented to the public; however, he did say the Commission would be coming back before Council prior to the Comp Plan release. He then opened the floor for questions from Council.

Councilor Zevgolis said that he like the Plan. He said that the City had a history of too many pans in the fire and nothing getting done. He said that we need to decide what will give us the best bang for our buck.

Councilor Luman-Bailey complimented the Planning Commission on the Plan and the presentation. She said that it was very flexible. She noted that other localities often have a Plan that is too strict and can cause implementation problems. Councilor Luman-Bailey said that more walkable areas in the community was a great idea.

Vice Mayor Gore noted that the old Comp Plan included an art district. She asked if there was any interest in art in this Plan. Mr. Eliades said that the results of their study showed that art areas were really not helpful and therefore not included in the comp plan. He said that the art area was included in the DDRC plan, but not incorporated in the Comp Plan. Vice Mayor asked if the Strategic Plan had been incorporated and Ms. Griffin responded that it was included in Chapter 2.

There was further discussion between the Council and the Planning Commission, with Council making very positive comments on the Plan.

**ADJOURN**

At 7:46 p.m., motion was made by Councilor Pelham, and seconded by Vice Mayor Gore to adjourn. Upon the roll call, the vote resulted:

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

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

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

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

**January 22, 2018  
Special Meeting**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD JANUARY 22, 2018**

A Special Meeting of Hopewell City Council, was held Monday, January 22, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jackie M. Shornak, Mayor  
Arlene Holloway, Councilor  
Janice Denton, Councilor  
Anthony Zevgolis, Councilor  
Christina Luman-Bailey, Councilor

Ronnieye Arrington, City Clerk

ABSENT: Jasmine E. Gore, Vice Mayor (arrived at 6:33 pm)  
Brenda S. Pelham, Councilor (arrived at 6:33 pm)  
Charles Dane, Interim City Manager (presence not requested)  
Stefan Calos, Sands Anderson PC, City Attorney (presence not requested)

**ROLL CALL**

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

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:33 pm)
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 6:33 pm)

**ADOPT AGENDA**

Motion was made at 6:31 p.m. by Councilor Zevgolis and seconded by Councilor Denton to adopt the agenda. Upon the roll call, the vote resulted:

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

**CLOSED MEETING**

Motion was made by Councilor Zevgolis, and seconded by Councilor Denton, to go into Closed Meeting for (1) discussion of appointment of specific appointees of city council (city manager); and (2) consultation with legal counsel employed or retained by city council related thereto and other specific legal matters requiring the provision of legal advice by counsel retained by City Council, in accordance with Virginia Code § 2.2-3711 (A) (1) and (8), respectively. Upon the roll call, the vote resulted:

**January 22, 2018  
Special Meeting**

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

At 9:30 Council briefly exited Closed Session (but did not officially come out of Closed Session). Councilor Denton made a motion to extend the meeting beyond the three hours allowed by the Rules, which motion was seconded by Vice Mayor Gore. Upon the roll call, all of Council responded “aye” to the question. Council then returned to Closed Session.

**RECONVENE OPEN MEETING**

Council convened into Open Session at 10:50 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

**ADJOURN**

At 10:51 p.m., motion was made by Councilor Denton, and seconded by Councilor Zevgolis to adjourn. All councilors responded “aye” to the question. Meeting was adjourned.

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

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

**MINUTES OF THE JANUARY 23, 2018 CITY COUNCIL MEETING**

A Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, January 23, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jackie Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Christina J. Luman-Bailey, Councilor  
Arlene Holloway, Councilor  
Anthony J. Zevgolis, Councilor (arrived at 6:33pm)  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

Charles Dane, Interim City Manager  
Stefan M. Calos of Sands Anderson PC, City Attorney  
Ronnieye L. Arrington, City Clerk

**ABSENT:**

**ROLL CALL**

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

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	absent (arrived at 6:33 pm)
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 6:33 p.m. Councilor Denton moved to go into closed meeting 1) discussion and consideration of prospective candidates for employment (city manager, city attorney); (2) discussion of specific appointees of city council (CPMT, city clerk) (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (CSA); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

**DRAFT**  
**February 27, 2018**  
**Regular Meeting**

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**Motion passed 7-0**

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:36 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

**AMEND/ADOPT AGENDA**

Councilor Denton moved to amend the agenda, to move Public Hearing 2 to number one, and to put Public Hearing 3 on the February 1<sup>st</sup> meeting, and to add the phrase “accept and appropriate to the grant in Section C-6 of the Consent Agenda. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted.

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

**Motion passed 7-0**

Mayor Shornak requested a roll call, the result of which was:

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

**DRAFT**  
**February 27, 2018**  
**Regular Meeting**

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

Mayor Shornak called the meeting to order at 7:39 p.m., and thanked all for attending. The prayer was led by Chaplain Deidre Bryant of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

**Consent Agenda**

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

- C-1 Minutes:**
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** February 1, 2018 – Work session with Springsted on Compensation Study and Plan, and HPD recruitment and retention; February 27, 2018 – follow-up work session with the Planning Commission regarding the Comprehensive Plan
- C-4 Personnel Change Report & Financial Report:**
- C-5 Ordinances on Second & Final Reading:**
- C-6 Routine Grant Approval:** \$20,000 Grant from John Randolph Foundation to Hopewell Recreation and Parks
- C-7 Public Hearing Announcement:**
- C-8 Information for Council Review:** Minutes: Hopewell Water Renewal Commission – 10-17-17; EDA – 12-4-17; HRHA – 10-9-17; ARLS January 2018 Abbreviated Board Report
- C-9 Resolutions/Proclamations/Presentations:** Presentation by WRLH TV Fox Richmond regarding Rev. Dr. Curtis Harris; Hopewell Police Department Year-End Review
- C-10 Additional Announcements:**

Councilor Denton made a motion to approve the Consent Agenda as amended, which was seconded by Councilor Pelham. Councilor Pelham withdrew her second, which was then made by Mayor Shornak. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

Fara Jenkins of WRLH-Fox gave an update presentation regarding the Rev. Dr. Curtis Harris videos. John Keohane, Chief of Police, presented to Council on how things went in 2017 regarding the Police Department. He noted the crime reductions, additional training for officers, and increased professional standards. He also advised Council that he would be coming back before then with some budget items and major projects and issues for 2018.

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**PUBLIC HEARINGS**

The City Clerk read the rules regarding Public Hearings.

**PH-2 Request to vacate a portion of an approximate 6,882 square foot undeveloped right-of-way known as Walnut Street, adjacent to 401, 310, and 309 Delton Avenue** – A public hearing was held to get citizen input on a request to vacate a portion of Walnut Street. Tevya Griffin, Director of the Planning Department presented information related to this request. She noted that Staff suggested granting only 3,100 feet of the requested vacation. Councilor Pelham moved to approve the request to vacate a portion of an approximate 3,900 square feet undeveloped right-of-way directly adjacent to Walnut Street. The motion was seconded by Councilor Luman Bailey. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**PH-3 Request for a Conditional Use Permit to build a self-storage facility in the Corridor Development District (B-4) at 4013-4017 Old Woodlawn Street** – a public hearing was held to get citizen input on a request for a CUP to build a self-storage facility. Ms. Griffin presented information to Council, including pictures of the proposed storage unit. Mayor Shornak noted that the proposed storage facility would be in her ward, and she welcomed it. Councilor Pelham asked if the pictures were an accurate representation of the facility, to which Ms. Griffin replied in the affirmative. **No action was required of Council for this time.** It was placed on the February agenda, per amendment of Council.

**PH-1 Request to amend the Hopewell Zoning Ordinance, Article III-A, Residential, Low Density District (R-1 and R1-A, respectively), Section E, Yard Regulations, Accessory Buildings, to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet** – A public hearing was held to get citizen input on a request to amend the Hopewell Zoning Ordinance. Ms. Griffin presented information to Council regarding this request, and fielded their questions. She explained that an accessory structure could be a shed or pool or other structure as defined in the ordinance. Councilor Pelham moved to approve the request to amend Article II-A, Residential, Low Density District (R-1 and R1-S, respectively), Section E, to reduce the setback of accessory structures on corner lots from 20 feet to 15 feet. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes



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Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passed 7-0**

**R-4 Martin Luther King, Jr. Memorial Foundation Presentation** – Herbert Bragg presented as the chairman of the Martin Luther King, Jr. Memorial Foundation. Mr. Bragg requested that the Foundation be allowed to have a sculpture of a bust of Rev. Dr. Curtis placed in the Ashford Center Plaza. There was considerable discussion, including about the rules regarding the placement of artwork in the Plaza. Ms. Griffin located the original policy regarding the Plaza. Councilor Luman-Bailey moved to postpone the discussion and for the Foundation to come back before Council with a recommendation. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-5 Conversion of Stormwater/Refuse Billing System from external to internal** – Ed Watson and Charles Dane presented information regarding a proposed change to the stormwater/refuse billing system. Council requested additional information and asked that this item be placed on a February agenda. Vice Mayor Gore made a motion to postpone this item to a February meeting, which motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

Councilor Pelham	-	----- (absent from dais)
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passed 6-0**

**AMEND/ADOPT AGENDA**

Councilor Zevgolis made a motion to amend the agenda to appoint a City Manager. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes

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Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passed 7-0**

Vice Mayor Gore made a motion to appoint John Marchington Altman, Jr., the City Manager beginning February 5, 2018. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Reports of City Attorney** – Nothing to report.

**Reports of City Clerk** – Nothing to report.

**Reports of City Council.**

**Individual Councilors**

Zevgolis – there are a lot of seniors who use their toters only once a month or every six weeks—is there a program for them so that they are not required to pay full price for a service they don’t use that often. He said it would be nice if the City could do something like that.

Shornak – Spoke in support of the Martin Luther King, Jr. Food Drive.

**Citizen Councilor Requests**

**ADJOURN**

At 10:22 p.m. motion was made by Councilor Pelham and seconded by Councilor Holloway to adjourn. All council responded “aye” to the question.

/s/ Jackie Shornak  
Jackie Shornak, Mayor

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

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**MINUTES OF THE CITY COUNCIL MEETING**

At 5:45pm, prior to the City Council meeting, John M. Altman, Jr., was sworn in as the new city manager.

A Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, February 13, 2018, at 6:00 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:**

Jackie Shornak, Mayor  
Jasmine E. Gore, Vice Mayor (arrived at 6:05 pm)  
Christina J. Luman-Bailey, Councilor  
Anthony J. Zevgolis, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

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

**ABSENT:** Arlene Holloway, Councilor

**ROLL CALL**

Mayor Shornak opened the meeting at 6:01 p.m. Roll call was taken as follows:

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:05 pm)
Councilor Luman-Bailey	-	present
Councilor Holloway	-	absent
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

**CLOSED MEETING**

At 6:05 p.m. Councilor Pelham moved to go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city attorney); (2) discussion of appointment of specific appointees of city council (CPMT, Library Board, Opioid Task Force); (3) discussion of specific appointees of city council (city clerk); (4) discussion concerning a prospective business where no previous announcement has been made of the business' interest in locating or expanding its facilities in the community; (5) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (EEOC, CSA, cemetery, fire department, police department); and (6) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel (Beacon), in accordance with Virginia Code § 2.2-3711 (A) (1) [three items], (5), (7), and (8), respectively, which motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

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Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	----
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	---- (arrived at 6:05 pm)
Councilor Denton	-	Yes

**Motion passes 5-0**

**Council returned to the dais at 7:37pm, but did not come out of Closed Meeting.**

**AMEND/ADOPT AGENDA**

Councilor Denton made a motion to amend the agenda to move Communications from Citizens so that it appeared before Unfinished Business, which motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted.

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

Mayor Shornak requested a roll call, the result of which was:

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

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

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

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**CONSENT AGENDA**

- C-1** Minutes: Dec. 12, 2017, Jan. 18, 2018, Jan. 22, 2018
- C-2** Pending List:
- C-3** Routine Approval of Work Sessions:
- C-4** Personnel Change Report & Financial Report: Personnel Change Report included
- C-5** Ordinances on Second & Final Reading:
- C-6** Routine Grant Approval:
- C-7** Public Hearing Announcement:
- C-8** Information for Council Review:
- C-9** Resolutions/Proclamations/Presentations: Resolution appointing John M. Altman, Jr. to Riverside Community Criminal Justice Board; Resolution appointing John M. Altman, Jr. to all other boards, committees and/or commissions to which the city manager should be appointed; presentation by the IT Department responsive to requests from Vice Mayor Gore regarding a constituent complaint process linked to MUNIS
- C-10** Additional Announcements: Arlington Park Renovation Public Meeting by Aaron Reidmiller, Director of Recreation and Parks

The new city manager, March Altman, introduced the new IT Director, Dr. Concetta T. Manker. Dr. Manker began her presentation, but was interrupted by Councilor Pelham. Councilor Pelham called for a point of order, asking Mr. Calos if the Consent Agenda should be approved before Dr. Manker gave her presentation. Mr. Calos agreed. Accordingly, Councilor Denton made a motion to approve the Consent Agenda, which was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion approved 6-0**

Dr. Manker then gave Council an overview of the Munis implementation. She said that the project began January 2014, and went live September 2014. The first module was Finance. The second module was tax. It began December 2014, and it went live November 2016. The third module was business license and the fourth module was permits. They were implemented at the same time. It began in January 2015, and it went live May 2016. The fifth module was HR and Payroll. It began on January 2017, and went live July 2017. The last module was the Work Order. A request went out September 2017, the kick off meeting is March 2018, and the go live date is July 2018.

Aaron Reidmiller, Director of Recreation and Parks was absent, so Charlie Dane, the Assistant City Manager, announced the Arlington Park Renovation Public Meeting to be held at the Elks Lodge on February 20, 2018.

**PUBLIC HEARINGS**

The Clerk read the rules regarding Public Hearings.

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**PH-1 Request for Conditional Use Permit for a self-storage facility at 4013-4017 Old Woodlawn Street, in the Corridor Development District (B-4).**

At 7:55pm Tevya Griffin, Director of Development, presented to Council information regarding the applicant for the Conditional Use Permit for a self-storage facility at 4013-4017 Old Woodlawn. Mayor Shornak opened the public hearing and, stating that there was no one signed up to speak, closed it. Councilor Luman-Bailey moved to approve the request for a Conditional Use Permit to build a self-storage facility in the Corridor Development District at 4013-4017 Woodlawn Street, which motion as seconded by Councilor Zevgolis. Discussion ensued regarding an issue on the proposed color of the facility. A citizen came forward and indicated that he wanted to speak on this issue. Mayor Shornak reopened the Public Hearing. Ronald “Ronnie” Dovel spoke on the fact that a storage facility would bring no tax revenue to the City, but that hotels or restaurants would help the City. He also said that he had been a resident in the area for 30 years, and he too was opposed to the color. Mayor Shornak then closed the public hearing.

Vice Mayor Gore made a substitute motion to approve the request for a Conditional Use Permit to build a self-storage facility in the Corridor Development District and have the owner seek and receive approval from the Planning Department about the exterior design of the building. The motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted.

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

**PH-2 Request for Conditional Use Permit to establish a micro-winery at 235 E Broadway in the Downtown Central Business District.**

Tevya Griffin presented to Council information related to Haleys Honey Meadery’s request for a conditional use permit to establish a micro-winery. Ms. Griffin advised Council that no action was necessary and mentioned that Haleys had appeared before Council previously and obtained a CPU for another location. She stated that the Planning Commission had approved the CPU, but wanted to wait until Haleys secured proper financing. Connie Haley, the owner of Haleys Honey Meadery came forward and spoke to Council. She stated that she had financing lined up, but that she could not finalize it until she had received approval of the CPU from Council. Mr. Elliot Eliades, Chairman of the Planning Commission stood up and advised Council that the Planning Commission was unaware that Haleys had financing, and that the Planning Commission approved of the CPU. Mr. Altman advised Council that if they used the conditions set forth by the Planning Commission, they should be fine.

Councilor Zevgolis moved to approve the request for a conditional use permit to establish a micro-winery at 235 East Broadway with conditions as set by the Planning Commission. Councilor Luman-Bailey seconded the motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes

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Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	---- not on dais (yes)
Councilor Denton	-	Yes

**Motion passes 5-0 (technically 6-0, per Council rules)**

**PH-3 Request to vacate a portion of a ten-foot wide alley between PID #043-034, 043-0365 and 081-0565**

Tevya Griffin presented to Council the request to vacate a portion of the ten-foot alley. She said the portion Haron Izhour was seeking to vacate was only approximately 730 square feet. She also stated that Mr. Izhour has two properties in this area, one of which would have to be brought before Council for rezoning. Councilor Denton moved to approve the request to vacate a portion of the ten-foot alley between PID #043-034, 043-0365, and 081-0565 in the High Point and West Hopewell subdivisions. The motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

**COMMUNICATIONS FROM CITIZENS:**

Rev. Dr. John E. Johnson, Jr., Interim Pastor of Union Baptist Church came forward. He spoke about Rev. Dr. Curtis Harris, who was the pastor of Union Baptist for 46 years, and was a member of Council for over 26 years. He also spoke of why he believed Rev. Dr. Harris' bust should be allowed to be placed in Ashford Plaza.

Councilor Pelham called a point of order. She stated that since the bust was on the agenda, Council would have to waive the rules to allow citizens to speak about it. Stefan Calos agreed with her. Councilor Pelham then moved to waive the rules to allow the citizens to speak about a matter that was already on the agenda. Her motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

After that, several people came forward to speak on behalf of Dr. Harris' bust being in the Plaza, including Teresa Brown, former Councilor James W. Patterson, Larry Cherry, Ralph and LaVerne Helfert, Rev. Vodricka Epps, Rev. Dr. Norwood G. Carson, Krestna Truell, Iris Walker, Jamar Pearson, Curtis Harris, III, Carter G. Woodson librarian. The Mayor thanked each speaker for coming forward.

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**UNFINISHED BUSINESS**

**UB-1 Discussion Concerning Plaza Art Policy and Commission** – Tevya Griffin came forward and presented a brief history on the Commission, which began as an ad hoc commission. Councilor Denton then moved for Council to be appointed as the Plaza Art Policy Commission and to approve the request of the Martin Luther King, Jr. Foundation to put Rev. Dr. Curtis Harris’ bust in the Plaza. Upon the roll call, the vote resulted:

Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Zevgolis	-	No
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion fails - Vote tied 3-3**

Councilor Luman-Bailey made a substitute motion to reactivate the Commission and the Commission be able to approve art in the Plaza as well as other areas of the City. The motion was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	No
Councilor Denton	-	No

**Motion fails – Vote tied 3-3**

Councilor Zevgolis made a substitute motion to delay voting on the Harris Bust until the full body of Council was in attendance at the meeting. The motion was not seconded.

**Motion fails for lack of a second**

Councilor Pelham repeated Councilor Zevgolis substitute motion to delay voting on the Harris Bust until the full body of Council was in attendance at the meeting, and it was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	No
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	No
Councilor Denton	-	No

**Motion fails – Vote tied 3-3**

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Councilor Gore made a substitute motion to approve the placement of the memorial in Ashford Plaza, and to have the Martin Luther King, Jr. Foundation work with Planning and come back to Council with recommendations, and to have the Clerk change the TBR to add the Commission. Upon the roll call, the vote resulted:

Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Zevgolis	-	No
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion fails – Vote tied 3-3**

Further discussion ensued. Mayor Shornak called for the vote. Upon the roll call, the vote resulted:

Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Zevgolis	-	No
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion fails – Vote tied 3-3**

After more discussion, Vice Mayor Gore made a motion to postpone this agenda item until the next scheduled meeting, and to include her previous motion on that agenda. This motion was not seconded.

**Motion fails for lack of second**

Vice Mayor Gore made a motion to reconsider the previous vote, which motion was seconded by Mayor Shornak. Upon the roll call, the vote resulted:

Councilor Pelham	-	No
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Zevgolis	-	No
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion fails – Vote tied 3-3**

**REGULAR BUSINESS**

**Reports of City Manager:**

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**R-1 Report to City Council** – Councilor Pelham questioned why this item was on the agenda. March Altman advised that he would either clarify by listing the items he intended to discuss under R-1, or to remove the item

**R-2 Mutual Aid Agreements** – Donald Hunter, Hopewell Fire Chief, advised council that both the Regional Mutual Aid Agreement with Central Virginia, and the Agreement between the National Park Service and the Hopewell Fire Department were to allow our Fire and EMS workers to come to the aid of Colonial Heights, Hopewell, Petersburg, Richmond, Amelia, Caroline, Charles City, Chesterfield, Cumberland, Dinwiddie, Goochland, Hanover, Henrico, King and Queen, King William, New Kent, Powhatan, Prince George, Sussex, and the Richmond Ambulance Authority, the Capital Regional Air Commission, the Defense Supply Center Richmond, and Fort Lee, and for those municipalities to be able to come to our aid as, when and if needed.

Councilor Zevgolis made a motion to approve Hopewell’s Fire and Emergency Services’ inclusion in the Regional Mutual Aid Agreement and the Agreement between National Park Service and Hopewell Fire Department, and that the city manager be authorized to sign all necessary documents related thereto, which motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

**R-3 Update to Opioid Task Force** - the City Manager advised Council that when the Opioid Task Force was originally appointed, the Superintendent of Schools was inadvertently left out, so it was brought back to Council to amend. Councilor Denton moved to revise the appointment to include, the Superintendent of Schools or his/her designee, along with the Mayor, the Vice Mayor, the City Manager, the Chief of Police, the Fire Chief, the Commonwealth’s Attorney, the Sheriff, the Social Services Director, the Director of Riverside Criminal Justice Agency the Office on Youth Coordinator, a Health Department representative, and two service providers residing in Hopewell, Virginia, who work on opioid-related issues. Councilor Zevgolis seconded the motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

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**APPOINTMENTS**

Councilor Pelham moved to appoint Ann Williams to the Library Board. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passes 6-0**

**Reports of City Attorney** – Nothing to report.

**Reports of City Clerk** – Nothing to report.

**Reports of City Council.**

**Individual Councilors**

**Citizen Councilor Requests:**

Luman-Bailey – commented on attending Legislative Day along with the Legislative Committee. She said it was especially nice to see the new Governor. Councilor Pelham asked Councilor Luman-Bailey if she had discussed anything regarding Hopewell with the Governor, to which Councilor Luman-Bailey responded in the negative.

Gore – said she agreed that the Governor was awesome. She also gave a “shout out” to Jake Elder for is Route 36 project. She stated that attendance was not as good as it could have been, and stressed the importance of citizen participation.

Pelham – mentioned the memorial for Debra Whitfield who recently passed. She also asked that the citizens who attended the meeting tonight please come back out to attend the Arlington Park meeting, Tuesday, Feb. 20, 2018. Arlington Park is in need of repairs and a bathroom.

Gore – Requested that the Clerk add a space for the new City Manager to speak on the next agenda.

Denton – Told about the Ward 5 meeting to be held February 26, at Wesley Church. She said that it was for everyone, not just her ward.

Since it was 10:30 pm, Councilor Luman-Bailey moved to extend the meeting past the 10:30pm deadline. The motion was seconded by Vice Mayor Gore. Upon the roll call the vote resulted:

Councilor Pelham	-	No
Mayor Shornak	-	No
Councilor Luman-Bailey	-	No

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Councilor Zevgolis	-	No
Vice Mayor Gore	-	Yes
Councilor Denton	-	No

**Motion fails – 5-1**

**ADJOURN**

At 10:31 p.m. motion was made by Councilor Zevgolis and seconded by Vice Mayor Gore to adjourn. All council responded “aye” to the question.

/s/ Jackie Shornak  
Jackie Shornak, Mayor

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

**MINUTES OF THE FEBRUARY 27, 2018 CITY COUNCIL MEETING**

A Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, February 27, 2018, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

**PRESENT:** Jackie Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Christina J. Luman-Bailey, Councilor  
Anthony J. Zevgolis, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

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

**ABSENT:**

**ROLL CALL**

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

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

**RECONVENE MEETING OF 2-13-18**

Council reconvened the February 13, 2018 meeting in which Council did not come out of Closed Session, and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Mayor Shornak	-	yes
Vice Mayor Gore	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	---- (absent 2-13-18)
Councilor Denton	-	yes
Councilor Pelham	-	yes
Councilor Zevgolis	-	yes

**ROLL CALL**

The Mayor requested a roll call, the result of which was:

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

**CLOSED MEETING**

At 6:37 p.m. Councilor Pelham moved to go into closed meeting for 1) discussion and consideration of prospective candidates for employment (city attorney); (2) discussion of appointment of specific appointees of city council (District 19 Community Services Board, HRHA); (3) discussion of specific appointees of city council (city clerk); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (EEOC, CSA, cemetery, fire department, police department); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel (Beacon), in accordance with Virginia Code § 2.2-3711 (A) (1) [three items], (7), and (8), respectively. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**Council returned to the dais at 7:30 pm, but did not come out of Closed Meeting.**

**AMEND/ADOPT AGENDA**

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

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

**Motion passed 7-0**

**DRAFT**  
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Mayor Shornak requested a roll call, the result of which was:

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

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

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

**Consent Agenda**

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

**C-1** **Minutes:**

**C-2** **Pending List:**

**C-3** **Routine Approval of Work Sessions:** March 1, 2018 – Joint Work Session between City Council and the School Board

**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:** March 27, 2018 - Joint Public Hearing between Planning Commission and Council

**C-8** **Information for Council Review:** February 7, 2018 Recreation Commission Minutes

**C-9** **Resolutions/Proclamations/Presentations:**

**C-10** **Additional Announcements:** March 12, 2018 - Public meeting on Comprehensive Plan; Hopewell Water Renewal Nitrogen Reduction Project and HDR design engineers received the American Council of Engineering Companies of Virginia Grand Award for innovation. The project will advance to the organization's national competition in April; April 10, 2018 - Council approval of Comprehensive Plan.

Mayor Shornak went over the items in the Consent Agenda. Councilor Denton made a motion to approve the Consent Agenda, which was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes

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Vice Mayor Gore	-	Yes
Councilor Denton	-	Yes

**Motion passed 7-0**

**PUBLIC HEARINGS**

There were no public hearings.

**COMMUNICATION FROM CITIZENS**

Katherine Podlweski of Ward 1 came before Council. She noted that the Comprehensive Plan was out and she was very disappointed in its plans for her area. She said she was very upset that Patrick Copeland was torn down, and is concerned about stormwater. She noted that Patrick Copeland was a historic building, and since its demolition nothing had been done with the site. Ms. Podlweski also commented on the Keopone disaster. She said that Keopone had a large impact on her life. She said it's been 40 years, and there is still evidence of the chemical in the water and the fish. She said that William & Mary are writing a report on the fish and the water, and that Dr. Greg Wilson was working on a book about Keopone and its affects. Ms. Podlweski said that she hoped there would be adequate warnings on the Riverwalk regarding contamination.

Iris Walker of Ward 4 then came forward. She said at the last meeting there had been people visiting for the first time. She said that bullying and mean behavior was displayed. She said that she had 350 signatures on the petition for Rev. Harris' bust. She said she enjoyed speaking with people as she obtained the signatures, and hearing their memories of Rev. Harris and his work. She spoke of a councilor having a personal issue that should have been a point of order, and that councilor should not have been allowed to speak. Ms. Walker asked that council allow the Harris bust and move on. She said that she had been asked would Rev. Harris approve of the bust in the plaza, and said that he would because they asked him two years before he died, and he was excited about it.

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Report to City Council** – Aaron Reidmiller gave the Recreation Commission's annual report. He introduced Anthony Sylvester the chairman of the Commission, as well as Faithea Flowers, the newest member. Mr. Sylvester came forward. He said they were working on revising the bylaws, and said that he board is still too small. He said the Director has done a wonderful job, and noted the challenge of the Commission to raise revenue. Thanked Council for its financial support. He said that Parks & Rec are integrated into Economic Development. He had to leave, but asked Council to call him if they had questions. Mr. Reidmiller gave names of other members of the Commission: Janelle Taylor, Greg Cufee, and Terrence Doctor. Councilor Luman-Bailey said she would love for Mr. Reidmiller to work on rejuvenating the National Park Service Waterfront Committee. Mr. Reidmiller said they already have a workshop planning. Councilor Zevgolis asked if the Commission worked with AARP. Mr. Reidmiller said they used the safe driver program through AARP. Councilor Gore noted that the Rec Center transportation was good. She also noted that having PETA come there was wonderful and stated that both she and the Clerk had used that service. The Mayor thanked Mr. Reidmiller, the Commission and his staff.

**R-2 Recreation and Parks appropriation of \$15,970 from auction** – Aaron Reidmiller explained to Council why the requested appropriation was needed. Councilor Zevgolis move to approve the

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appropriation of \$15,970 in auction proceeds to the Recreation and Parks Department to be used towards operating expenses related to maintenance and recreational programming. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-3 Re-appropriation of Capitol Project Funding for the Arlington Park Renovation Project –** Mr. Reidmiller advised Council that the requested \$20,000 was needed to complete the work on Arlington Project. He also note that several other parks, including Atwater, needed work. He mentioned that there was a ten-year plan, but that the needed work is beyond that. He did note that he will be back before Council in FY20 for funds for additional renovations to other parks. Councilor Holloway moved to approve the \$20,000 currently assigned to Atwater Park be re-appropriated to the Park Improvement capital account to assist with the completion of the Arlington Park Renovation Project. The motion was seconded by Vice Mayor Gore. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**R-4 Treasurer request to extend penalty and interest for late payment of taxes to March 1, 2018** - Mr. Altman advised Council that, due to a computer error, the tax bills were late being sent out, and that the Treasurer’s office proposed that the interest and penalty be extended to March 1, 2018. Councilor Pelham moved to approve the Treasurer’s request to extend the penalty and interests for late payment of taxes to March 1, 2018, which motion was seconded by Councilor Pelham.

Stefan Calos advised that, in case this request required a resolution, the motion should be amended to include the phrase “resolve to.” Councilor Pelham amended the motion to resolve to approve the Treasurer’s request to extend the penalty and interest for late payment of taxes to March 1, 2018. The motion was seconded by Councilor Luman-Bailey. Upon the roll call, the vote resulted.

Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes



**DRAFT**  
**February 27, 2018**  
**Regular Meeting**

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**RECONVENE OPEN MEETING**

Council convened into Open Session at 10:50 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

**APPOINTMENTS**

Councilor Holloway moved to reappoint Sheila Flowers to the HRHA and Ray Spicer to the District 19 Community Services Board. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

**Motion passed 7-0**

**ADJOURN**

At 9:59 p.m. motion was made by Councilor Denton and seconded by Councilor Zevgolis to adjourn. All council responded "aye" to the question.

/s/ Jackie Shornak  
Jackie Shornak, Mayor

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

**MINUTES OF THE SPECIAL MEETING OF  
HOPEWELL CITY COUNCIL AND SCHOOL BOARD HELD MARCH 1, 2018**

A Special Meeting of City Council and the School Board of the City of Hopewell, Virginia, was held Thursday, March 1, 2018, at 6:00 p.m. at Carter G. Woodson Middle School, 1000 Winston Churchill Drive, Hopewell, Virginia.

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

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

ABSENT: Charles Dane, Assistant City Manager

PRESENT: Christopher G. Reber, Chairman  
Linda E. Hyslop Vice-Chairman  
Shirl A. Jefferson  
Wesley T. Joyner  
Nelson G. Cuffey  
Melody D. Hackney, Superintendent

**ROLL CALL**

Mayor Shornak opened the meeting at 6:03 p.m. Roll call was taken as follows:

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

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

Prayer was led by Christopher Reber, Chairman of the School Board, followed by the Pledge of Allegiance to the Flag of the United States of America.

**March 1, 2018**  
**Special Work Session Joint Meeting with Hopewell School Board**

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**WORK SESSION**

Dr. Hackney presented the agenda. She acknowledged Mr. Altman's recent appointment as City Manager. She also noted that the students had prepared the meal and gave them accolades for their work. She went on to note that we are all one team, and acknowledged how much the City has shown support of education and the school system in the past regarding budgeting. She said that, with recent violence in schools including an episode at Carter G. Woodson, their emphasis was on safety and security for the children.

Dr. Hackney then gave a PowerPoint presentation on anticipated revenues, retirement/attrition, anticipated savings, VRS rate decrease, and other specific budget initiatives. She shared that the School Board was requesting \$2.1 million in additional funds. She noted that, although there was an anticipated increase of \$300,000 in health insurance costs, their goal was to not pass those costs on to the City.

Dr. Hackney then went over the results of the school classification and compensation study. She said that the study revealed they were below market standards in several areas. Councilor Pelham said that she noticed that the Admin and Clerical positions were listed together for an 89% increase. She noted that those two positions had very different salaries, and asked if there was a different percentage for each. Dr. Hackney said that each position was slated for an 89% increase. Dr. Hackney also hit upon staffing needs (teachers, bus drivers, custodial staff, etc.). She advised that Harry E. James School was still not accredited, and that this was a priority for the school system.

Dr. Hackney gave a list of future funding considerations, including career and technical program expansion, elementary school expansion, dual enrollment tuition costs, incentives to recruit and retain quality teachers, school safety and security, etc. When she spoke of school safety, Mr. Cuffey asked her to advise all about the recent threat to the school. Dr. Hackney described the recent gun threat made by a student Wednesday of this week. That student was suspended and the threat assessed. However, the following day, another student (believed sibling of the first child) continued the threat. Even though it was determined that this was not a credible threat, parents removed 200 students from the school in fear. Dr. Hackney reassured all present that the threat had been handled appropriately and that police and parents had been properly notified. Dr. Hackney then made a report of preliminary safety and security priorities, including hiring an expert consultant, SRO's, locking mechanisms for the doors (currently, the doors can only be locked from the outside with a key), more mental health experts, video surveillance, emergency communication system, etc. Dr. Hackney stated that these additional safety initiatives would cost approximately \$614,000. Mr. Reber noted that the safety figures were only recently put together. He stated that even though the schools were all state compliant regarding safety, the state was behind the times and both it and the City of Hopewell needed to make changes and updates.

Vice Mayor Gore stated that the conversation regarding safety initiatives and updates is excellent. Regarding the amount, Vice Mayor Gore stated that whatever was necessary for children safety was well worth spending. She also stated that she would like for the School Board and the City Council to have more joint meetings to share information. Dr. Hackney agreed with that idea, and said perhaps a subcommittee would also work.

Mayor Shornak thanked the School Board for its presentation. She said she was happy they were addressing safety issues. She addressed Woodlawn School and its myriad needs and stated she is glad the school board is focused on that. The mayor also thanked the chefs who prepared the meal, as well as the wait staff. She said the meal was delicious and the service was excellent. She also said she had no problem with the budget request presented by the Board.

**March 1, 2018**  
**Special Work Session Joint Meeting with Hopewell School Board**

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Councilor Luman-Bailey asked if there was any room for creativity within the budget. She said that she believed teacher retention could be improved if we required the teachers to live in Hopewell, and aided them by offering vouchers, low interest loans, etc. Mr. Joyner answered Councilor Luman-Bailey by saying that while those incentives may prove helpful, sometimes there is nothing better to entice people than cash, but he did think the voucher idea was great.

Councilor Denton said that she had spoken with Dr. Hackney last year regarding retention of teachers and asked if that had improved. Dr. Hackney said they are just starting to monitor that information by use of the exit interview. She also said that they made the reason why the teacher left one of the questions asked at the exit interview, along with what would it have taken for them to stay.

Councilor Gore remarked to Mr. Joyner that the Strategic Plan contained a section on providing housing for use in retention. She recommended to him that he contact Tevya Griffin, the Director of Development. Councilor Gore then asked how New Hope was doing since its inception. Dr. Hackney noted that New Hope did not have all of the programs offered by the regular schools since New Hope was a school for students who were unable to attend regular schools for various reasons. She also noted that the goal of New Hope was to incorporate those students back into regular school.

Councilor Pelham asked if Dr. Hackney had any figures for why teachers leave, other than salary. Dr. Hackney reiterated that they are just starting to gather that information.

Councilor Zevgolis thanked the School Board for its presentation. He said that it was premature for the City to make a decision about the budget just now as the General Assembly had yet to make any decisions about the Governor's proposed budget. He said he was very interested in the reasons people leave the City. He stated that state law allows the City to offer up to \$25,000 towards housing. He also wanted to know about children who get free lunch, and wondered if there were any unsuccessful programs that the school could cut. Dr. Hackney advised that, through federal funding, all of Hopewell's children get free lunch. She also said that they are very good about cutting any program that is not advantageous to the children.

Councilor Holloway commended the board because of their interest in advocating for the education of Hopewell's children, and for their hard work.

Mr. Cuffey thanked Councilor Zevgolis for his comments. He noted that Mr. Joyner was a watchdog for teacher retention, and that he worked very hard towards that goal. Mr. Cuffey also noted that during the recent active shooter threat, his children (who attend the school) verified that they had been trained by the school what to do and whether or not to evacuate.

Ms. Hyslop said she would like to not only retain teachers, but for our students to graduate and come back to Hopewell to raise their children, and for those children to do the same.

Ms. Jefferson noted that Hopewell has great students. She said that she was not as confident about the safety issue, and that when the threat occurred she kept her grandchildren at home.

Mr. Joyner noted all of the hardships and encumbrances to being a teacher, including low salary, continuing education requirements, licensing requirements, etc.

Mr. Reber thanked the Councilors for their time and attention.

**March 1, 2018**  
**Special Work Session Joint Meeting with Hopewell School Board**

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**ADJOURN**

At 7:43 p.m., motion was made by Councilor Luman-Bailey and seconded by Councilor Denton.  
Upon the roll call, the vote resulted:

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

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Jackie M. Shornak, Mayor

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Ronnieye L. Arrington, City Clerk

**MINUTES OF THE MARCH 6, 2018 CITY COUNCIL MEETING**

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

PRESENT: Jackie M. Shornak, Mayor  
Jasmine E. Gore, Vice Mayor  
Christina J. Luman-Bailey, Councilor  
Arlene Holloway, Councilor  
Anthony J. Zevgolis, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor (arrived at 7:58 pm)

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

**ROLL CALL**

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

Mayor Shornak	-	present
Vice Mayor Gore	-	present
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 7:58 pm)

**CLOSED MEETING**

At 6:31 p.m. Councilor Denton moved to go into closed meeting for (1) discussion and consideration of prospective candidates for employment (city attorney); (2) discussion of appointment and performance of specific appointees of city council, (CPMT); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (CSA, Green Plains, imminent domain) and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (human resources and social media policies) requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively. Vice Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed 6-0**

**March 6, 2018  
Regular Meeting  
DRAFT**

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**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:37 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

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

Mayor Shornak called the meeting to order, and thanked all for attending. Prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Holloway.

**AMEND/ADOPT AGENDA**

Councilor Denton made a motion to adopt the agenda, which was seconded by Councilor Zevgolis. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes
Vice Mayor Gore	-	Yes

**Motion passed 6-0**

**CONSENT AGENDA**

Vice Mayor Gore discussed the Prescription Savings Club information from NLC. She requested a new stock of the brochures and cards, which have been received. The new stock is in English and Spanish. Vice Mayor Gore spoke about how the last report she reviewed showed that some citizens of Hopewell were still using the original cards, which was good. The Vice Mayor also said that the cards could be used for prescription savings for pets. She advised Mr. Bragg that the stock was in the Clerk's office and would be given to him to distribute. The Vice Mayor also asked if the information could be shared with the John Randolph Foundation and anyone else that could benefit.

Councilor Denton moved to approve the below Consent Agenda, which motion was seconded by Councilor Zevgolis. During discussion, Councilor Luman-Bailey expressed her disappointment that the public meeting for the Comp plan was being held March 12 when she and other members of Council would be at NLC. Mr. Altman explained that there would be a public hearing with Council on March 27<sup>th</sup>.

**March 6, 2018  
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DRAFT**

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Councilor Luman-Bailey said that the public meeting was a better setting to get feedback from the public because it was less formal.

<b>C-1</b>	<b><u>Minutes:</u></b>
<b>C-2</b>	<b><u>Pending List:</u></b>
<b>C-3</b>	<b><u>Routine Approval of Work Sessions:</u></b> March 27, 2018 – Work session with Springsted on Compensation Study and Plan, and HPD recruitment and retention
<b>C-4</b>	<b><u>Personnel Change Report &amp; Financial Report:</u></b> Personnel report
<b>C-5</b>	<b><u>Ordinances on Second &amp; Final Reading:</u></b>
<b>C-6</b>	<b><u>Routine Grant Approval:</u></b>
<b>C-7</b>	<b><u>Public Hearing Announcement:</u></b> March 27, 2018 – Joint Public Hearing – Planning Commission and City Council regarding Comp Plan
<b>C-8</b>	<b><u>Information for Council Review:</u></b> November 2017 – Minutes from HRHA and EDA
<b>C-9</b>	<b><u>Resolutions/Proclamations/Presentations:</u></b> NLC Prescription Savings Club – Vice Mayor Gore
<b>C-10</b>	<b><u>Additional Announcements:</u></b> March 12, 2018 - Public meeting regarding Comp Plan – held at HMA at 6:00 pm

Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	No
Councilor Holloway	-	Yes
Councilor Zevgolis	-	No
Vice Mayor Gore	-	Yes

**Motion passed 4-2**

Vice Mayor Gore was ill and left the meeting after this vote.

**Public Hearings**

None

**COMMUNICATIONS FROM CITIZENS:**

None

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Fire Department appropriation of \$1,456.73 from donations** – The Fire Department requested the appropriation of four donations received from various sources totaling \$1,456.73. Councilor Luman-Bailey said she found this and R-2 to be unusual requests since they were donations. Mr. Altman remarked that he wasn't sure why it was required but that Council had to approve the appropriation so that the Fire Department could use the donated funds. Councilor Denton moved to approve the appropriation of \$1,456.73 in donations to the Hopewell Fire Department to be used towards small equipment (e.g. smoke detectors) and other operating expenses. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Mayor Shornak	-	Yes

**March 6, 2018**  
**Regular Meeting**  
**DRAFT**

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Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes

**Motion passed 5-0**

Mayor Shornak submitted a Financial Disclosure Form because her daughter is a City employee.

**R-2 Sheriff's Office appropriation of \$1,000 from a donation** – The Sheriff received a donation of \$1,000 which needed to be appropriated. Councilor Luman-Bailey stated that she thought it was odd that Council had to approve a donation to a Constitutional office. Mr. Altman said it was because the Sheriff's money went through the City budget. Councilor Luman-Bailey requested that staff research the need for Council to approve donations, which Mr. Altman said he would do. Councilor Zevgolis moved to approve the appropriation of the \$1,000 donated to the Hopewell Sheriff's office to be used towards equipment and other operating expenses. Councilor Luman-Bailey seconded the motion. There was no further discussion. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes

**Motion passed 5-0**

**R-3 Approval of issuance of \$9,203.04 BPOL refund to Columbia/HCA John Randolph** – Mr. Altman advised Council that the Treasurer's Office was seeking to issue a refund to Columbia/HCA John Randolph for overpayment of taxes. Pursuant to Code, any refund of more than \$2,500 has to be approved by Council. Councilor Denton moved to approve issuance of a \$9,203.04 BPOL refund to Columbia/HCA John Randolph. Councilor Zevgolis seconded the motion. There was no further discussion. Upon the roll call, the vote resulted:

Councilor Denton	-	Yes
Councilor Pelham	-	Yes
Mayor Shornak	-	Yes
Councilor Luman-Bailey	-	Yes
Councilor Holloway	-	Yes
Councilor Zevgolis	-	Yes

**Motion passed 5-0**

**Reports of City Attorney** – there was nothing to report.

**Reports of City Clerk** – nothing to report.

**Reports of City Council** –

- Shornak – Attended Crater Workforce meeting. The Workforce has been revamped and, hopefully, soon will be presenting to Council all of the improvements. Attended Virginia Gateway Annual Meeting, which was also attended by Councilors Luman-Bailey and Zevgolis. Attended Joint Meeting with School Board on March 1 (noted that she loved the food). Read a book for Dr. Seuss' birthday.

**March 6, 2018**  
**Regular Meeting**  
**DRAFT**

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- Pelham – announced that the Lady Blue Devils had won their basketball game and were headed to the State Championship playoffs. She stated that they won by 40 points, and that this was the first time Hopewell had been to the playoffs since the 70's. She said she was very proud of her daughter, who was coaching this team to victory; and her granddaughters who were playing on the victorious team.

**Individual Councilors - IC-1** Vice Mayor Gore requested that Stefan Calos of Sands Anderson, City Attorney, speak on her behalf. Mr. Calos said that the Vice Mayor was requesting that a work session be set to discuss the boards, committees and authorities. Mr. Calos noted some of the inconsistencies in the board, and asked Council to agree to set up a work session. Councilor Denton said she was all for the work session, but would prefer to wait until after all of the budget stuff is done. Councilor Zevgolis said that he supported the work session, and said that even though the budget is a priority, Council should be able to slide this work session in. He said that they should also address Council Rules & Procedures as well as the Travel Policy. Mayor Shornak agreed. She asked Council if they were all in agreement, as well. They all verbally agreed and Mayor Shornak said she didn't think a vote was necessary. Mr. Calos advised that it was necessary just to be sure there was a record of the agreement of Council regarding the work session.

**ADJOURN**

At 8:03pm, motion was made by Councilor Denton and seconded by Councilor Pelham to adjourn. All Council responded aye to the question. Meeting adjourned by unanimous vote.

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Jackie Shornak, Mayor

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Ronnieye L. Arrington, City Clerk

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

**MINUTES OF THE REGULAR CITY COUNCIL MEETING HELD JANUARY 13, 2015**

A Regular Meeting of the City Council of the City of Hopewell, Virginia, was held Tuesday, January 13, 2015, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Mark A. Haley, City Manager  
Thomas Lacheney, City Attorney  
Charles Dane, Assistant City Manager

ABSENT: Cynthia Y Ames, City Clerk

*\*In the absence of the City Clerk, Assistant City Manager, Charles Dane was Clerk pro tem.*

**ROLL CALL**

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

Mayor Pelham	-	present
Vice Mayor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Gore	-	ABSENT (arrived at 6:43 p.m.)
Councilor Walton	-	present
Councilor Shornak	-	present

**CLOSED MEETING**

Motion was made by Councilor Zevgolis, and seconded by Vice Mayor Luman-Bailey, to resolve to convene into closed session for discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body (City Council appointees) and discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held property, where the discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body (acquisition of real property), according to Virginia Code Section 2.2-3711(A)(1) and (3).

Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Walton	-	yes

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

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

### **OPEN SESSION**

Council convened into Open Session. Councilors responded to the question: "Were the only matters discussed in the Closed Meeting public business matters lawfully exempted from open meeting requirements; and public business matters identified in the motion to convene into Closed Session?" Upon the roll call, the vote resulted:

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

### **REGULAR MEETING**

Mayor Pelham opened the regular meeting at 7:30 p.m. Roll call was take as follows:

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

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

Prayer was given by Chaplain Laura Claiborne, followed by the Pledge of Allegiance to the Flag of the United States of America.

### **CONSENT AGENDA**

Motion was made by Vice Mayor Luman-Bailey, and seconded by Councilor Gore, to resolve to approve the Consent Agenda. Minutes: none; Pending and Action List; Information for Council Review: none; Personnel Change Report and Financial Report; Public Hearing Announcements: none; Routine Approval of Work Sessions: January 27, 2015; Ordinances on second and final reading: Ordinance No. 2014-16 amending the official zoning map of the City of Hopewell to rezone the property known as 717 Francis Street from TH-1 (Tourist/Historic District) to R-1 (Residential, Low Density District); Ordinance No. 2014-19 amending and reenacting Chapter 2 (Administration), Article I, (In General), by adding new Section 2 -14 (Coordinator of Emergency Management for the City of Hopewell) of the Code of the City of Hopewell; Routine Grant Approval: none; Proclamations/Resolutions/Presentations: ACO Proclamation. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
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**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	yes
Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	yes

**Ordinance No. 2014-16**

**An ordinance amending the official zoning map of the City of Hopewell to rezone the property known as 717 Francis Street from TH-1 (Tourist/Historic District) to R-1 (Residential, Low Density District)**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that the Official Zoning Map of the City of Hopewell is amended and reenacted as follows:

That, as shown on the attached map, incorporated into, and made a part of this ordinance, the following property, with tax parcel number as shown in the 2013 records of the City Assessor's Office, are excluded from the TH-I District, Tourist/Historic District, and shall no longer be subject to the provisions of Article XIV-B of the City of Hopewell Zoning Ordinance, as amended, and that the same are included in the R-1, Residential, Low Density District, and shall be subject to the provisions of Article III of the City of Hopewell Zoning Ordinance and all other applicable provisions of the City of Hopewell Zoning Ordinance, as amended:

Tax Parcel #005-0050

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In accordance with Section 7, Effective date of ordinances and resolutions; emergency measures, of Chapter 4 of the City Charter, this ordinance, on second reading, shall become effective immediately upon its passage as an emergency measure on the date of its adoption by the City Council. In all other respects said Code of the City of Hopewell shall remain unchanged and be in full force and effect.

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**ORDINANCE NO. 2014-19**

An ordinance amending and reenacting Chapter 2 (Administration), Article 1 (In General), by adding new section 2-14 (Coordinator of Emergency Management for the City of Hopewell) of the Code of the City of Hopewell.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOPEWELL that Chapter 2, Article 1, of the Code of the City of Hopewell be amended and reenacted as follows:

**Chapter 2      ADMINISTRATION**

**ARTICLE I. IN GENERAL**

**Sec. 2-1. Corporate Seal.**

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

(a) The corporate seal of the city is a round plate about one and five-eighths inches in diameter with a raised edge. About one-fourth of an inch from this edge is a raised circle. Between the edge and the circle is inscribed, "City of Hopewell—Commonwealth of Virginia." In the center of the circle is a raised emblem of the Good Ship Hopewell. Above the emblem is inscribed, "Incorporated July 1, 1916," and below the emblem is inscribed the Latin phrase "Semper Paratus."

(b) The city clerk shall be the official keeper of the corporate seal. (Code 1963, § 1-6; Ord. No. 99-13, 7-13-99)

**Charter references:** Authority of city to have corporate seal, Ch. 1, § 1.

**Sec. 2-2. Fiscal year.**

The fiscal year of the city shall begin on the first day of July of each year and shall end on the thirtieth day of the following June. (Code 1963, § 2-1)

**Sec. 2-3. Terms of members of appointed boards, commissions, etc.; limitation on service.**

(a) The terms of all members of all boards, commissions and authorities, for which no other date of appointment is otherwise provided by state law, shall begin on November 1 and end on October 31 of the appropriate year.

(b) Unless otherwise limited by state and federal law, there shall be no limit to the number of terms or years of service of any citizen appointed by city council to any permanent commission, board or authority.  
(Ord. No. 79-8, 4-10-79; Ord. No. 80-4, 3-11-80; Ord. No. 80-8, 5-27-80; Ord. No. 92-6, 4-14-92; Ord. No. 96-7, 4-23-96)

**Sec. 2-4. Residency requirements for certain city officers and department heads.**

(a) The following city officers appointed by the city council must become residents of the city no later than six (6) months after appointment:

- (1) City manager;
- (2) City attorney;
- (3) City clerk.

(b) The assistant city manager and department heads residing within 30 miles of the city limits of the City of Hopewell at the time of initial employment are exempted from the residency requirement. If the assistant city manager or a department head relocates his or her primary residence while employed by the City of Hopewell, such assistant city manager or department head shall be subject to the residency requirement.  
(Ord. No. 10-24-78; Ord. No. 89-24, 10-24-89; Ord. No. 92-11, 5-12-92; Ord. No. 97-11, 7-8-97; Ord. No. 2001-24, 12-11-2001; Ord. No. 2013-06, 6-4-13)

**Sec. 2-5. Exercise of authority by duly authorized representative of city manager or department head.**

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**Regular Meeting**  
**-CORRECTED-**

Whenever authority is vested under the provisions of this Code or other ordinance of the city in the city manager or any department head, such authority may be exercised by the representative of the city manager or of the department head in question duly authorized for such purpose. (Code 1963, § 1-8)

**Sec. 2-6. Signing and execution of drafts, checks, etc.**

The director of finance is authorized, empowered and directed to execute such drafts, checks, notes and other similar instruments, from time to time, as may be required to be signed on behalf of the city, along with the city treasurer or his duly authorized deputy. The city manager, and in his absence the acting city manager is authorized, empowered and directed to execute such drafts, checks, notes and other similar instruments, from time to time, as may be required to be signed on behalf of the city in the place and stead of the director of finance. (Code 1963, § 2-2.1; Ord. No. 9-12-78)

**Sec. 2-7. Sale or donation of unclaimed personal property.**

(a) The city manager, or his duly authorized representative, is hereby authorized, to sell all unclaimed personal property, other than motor vehicles and firearms and other weapons, at public auction to the highest bidder after such unclaimed property has been held for not less than sixty (60) days by the city, during which time the owners of such property may claim the same. The property to be sold, and the procedure to be utilized shall be in accordance with Code of Virginia, § 15.2-1719, and any subsequent amendments thereto. The proceeds from the sale of such property shall be held for an additional sixty (60) days. Should the owners of such personal property be able to establish their ownership of the property sold, the proceeds from such sale shall be paid to the owners of such personal property so sold. If at the end of such sixty (60) days no claim has been made upon the funds, then the same shall be paid over and delivered to the general fund of the city.

(b) In addition to the authority contained in subsection (a) of this section, the city manager, or his duly authorized representative, is hereby authorized to donate, to charitable organizations serving the city, bicycles, electric personal assistive mobility devices, electric power-assisted bicycles, and mopeds that have been in possession of the city, unclaimed, for more than thirty (30) days. (Code 1963, § 2-2.2; ord. No. 2002-20, 1-14-2003)

**Sec. 2-8. City attorney authorized to acquire real property.**

The city attorney is authorized to acquire, by purchase, gift or condemnation, any property in fee simple, or any lesser interest or estate therein, for any project approved by the city council, within the funding allocated for such project.  
(Ord. No. 79-12, 4-24-79)

**Sec. 2-9. Extra copy of plat prerequisite to acceptance for recordation of deed, etc., with plat attached.**

The clerk of the circuit court of the city shall not accept for recordation any deed, certificate of dedication or any other instrument to which a plat is attached for recordation, unless an extra copy of such plat is furnished to such clerk. Such clerk shall deliver such plat to the commissioner of the revenue of the city. (Code 1963, § 2-2)

**Sec. 2-10. Law library established; court cost assessment; library committee.**

(a) *Library established.* Under the provisions of Section 42.1-70 of the Code of Virginia, 1950, as

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**-CORRECTED-**

amended, there is hereby established a law library in Room 261 of the Courts Facility Building, 100 East Broadway, which law library shall be open for the use of the public.

(b) *Assessment of court costs.* To provide for the acquisition of law books and law periodicals, and to provide for the maintenance of such library, beginning July 1, 2009, there is hereby assessed a sum of four dollars (\$4.00) as part of the costs incident to each civil action filed in the district court and the circuit court of the City of Hopewell. The assessment provided for herein shall be in addition to all other costs prescribed by law, but shall not apply to any action in which the Commonwealth of Virginia or any political subdivision thereof or the federal government is a party and in which the costs are assessed against the Commonwealth, political subdivision thereof, or federal government. The assessment shall be collected by the clerk of the court in which the action is filed, and remitted to the treasurer of the city, to be held by such treasurer subject to disbursements by the law library committee, hereinafter created.

(c) *Law library committee.* A committee to be called the law library committee is hereby created to be composed of a member of council appointed by the mayor, the city attorney, the commonwealth attorney, the judge in residence of the general district court, and a member appointed by the Hopewell Bar Association, to oversee the operation of said library and to report to city council quarterly during the first year and annually by June 30 of each year thereafter.  
(Ord. No. 83-20, 12-13-83; Ord. No. 92-22, 6-23-92; Ord. No. 95-33, 9-26-95; Ord. No. 95-38, 11-15-95, 2009-07)

**Editor's note:** Ord. No. 83-20, adopted Dec. 13, 1983, did not specify manner of codification; hence, inclusion herein as § 2-10 has been at the discretion of the editor.

#### **Sec. 2-11. Court costs—Courthouse security fee.**

Pursuant to Code of Virginia, § 53.1-120(D), there shall be assessed against convicted defendants in all criminal and traffic cases in the city's district and circuit courts a fee of ten dollars (\$10.00), which shall be added as costs, collected by the clerks of the respective courts, remitted to the treasurer, and held by the treasurer subject to appropriation by the city council to the sheriff's office for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

An attested copy of this section shall be sent to the clerks of the Hopewell District and Circuit Courts by the clerk of the city.

(Ord. No. 2002-08, 6-25-2002; Ord. No. 2004-27, 8-10-2004; ord. No. 2007-04, 6-12-2007)

#### **Sec. 2-12. Riverside Regional Jail—Processing fee.**

That there [will] be imposed a processing fee of twenty-five dollars (\$25.00) on each individual admitted to the Riverside Regional jail from the city following conviction of that individual. Said fee shall be ordered as part of the court costs collected by the clerk of each court in the city, deposited into the account of the city treasurer, and shall be appropriated to and used by the sheriff's office to defray the costs of processing arrested persons into the Riverside Regional Jail.

The fee authorized by this section shall be imposed in all courts of this city for convictions occurring on and after July 1, 2002 wherein defendants are sentenced to incarceration and are processed into the Riverside Regional Jail by the Hopewell Sheriff's Office. The clerk of city council is directed to send an attested copy of this section to the clerk of each court in the city and to the sheriff of the city.  
(Ord. No. 2002-09, 6-25-2002)

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**-CORRECTED-**

**Sec. 2-13. Assessment for Courthouse Construction, Renovation, or Maintenance as Part of Fees Incident to Criminal or Traffic Cases.**

Pursuant to the provisions of Section 17.1-281 of the Code of Virginia, and subject to the conditions and limitations thereof, there is hereby imposed an assessment, as part of the fees taxed as costs against each defendant in each criminal and traffic case in the General District and Circuit Courts of the City of Hopewell, the sum of two dollars (\$2.00). The assessment provided for herein shall be in addition to any other fees prescribed by law.

This assessment shall be collected by the Clerk of the Court in which the action is filed, and remitted to the City Treasurer and held by the Treasurer subject to disbursements by City Council for construction, renovation, or maintenance of any city courthouse or jail and court-related facilities and to defray increases in the cost of heating, cooling, electricity, and ordinary maintenance of such facilities.  
(Ord. No. 2010-14, Adopted 05/11/2010)

**Sec. 2-14 Coordinator of Emergency Management for the City of Hopewell**

In compliance with the Commonwealth of Virginia Emergency Services and Disaster law, the Director of emergency Management for the City of Hopewell shall be the City Manager. The Director shall in turn be authorized to appoint, at his discretion, a Coordinator of emergency Management for the City. The Director and Coordinator of Emergency Management for the City of Hopewell shall have such power as specified in §44-146.19 (Powers and Duties of Political Subdivisions) of the Code of Virginia.

**Secs. 2-15—2-24. Reserved.**

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Mayor Pelham presented a Proclamation to Amanda Hoak, Animal Control Officer with the Hopewell Police Department.

**PROCLAMATION**

**WHEREAS**, The City of Hopewell employs Animal Control Officers within the Hopewell City Police Department; and

**WHEREAS**, Animal Control Officers are dedicated service providers for the City of Hopewell and to the citizens; and

**WHEREAS**, Animal Control Officers answer calls for service, provide care for injured and sick animals, ensure the welfare of animals, provide shelter services, and coordinate with animal rescue organizations; and

**WHEREAS**, the citizens of Hopewell expect the highest level of service from their service providers; and

**WHEREAS**, on October 9, 2014, the Virginia Animal Control Association named Amanda Hoak their Animal Control Officer of the Year for 2014. Officer Hoak has been an Animal Control officer since 2005, and she currently supervises the unit. The Dr. Kent Roberts Award – Animal Control Officer of the Year is presented to an officer who has demonstrated overall excellence in the performance of his or her job.

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**Regular Meeting**

**-CORRECTED-**

**NOW, THEREFORE**, the Mayor, Brenda S. Pelham, of the City of Hopewell, Virginia, congratulates Animal Control Officer, Amanda Hoak on her accomplishments and excellent service to the City of Hopewell.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the Seal of the City of Hopewell to be affixed on this 13<sup>th</sup> day of January 2015.

Proclamation presented this 13<sup>th</sup> day of January 2015.

*/s/ Brenda S. Pelham*

Brenda S. Pelham, Mayor

**PH-1 PUBLIC HEARING – ORDINANCE AMENDING (1) AN ORDINANCE ADOPTED AUGUST 13, 2013, ENTITLED “An Ordinance Authorizing The Issuance of General Obligation Bonds Of The City of Hopewell, Virginia, In the Maximum Principal Amount Of \$7,700,000,” and (2) a resolution adopted September 17, 2013, entitled “Resolution Providing For The Issuance And Sale Of A General Obligation Public Improvement Bond Of The City of Hopewell, Virginia, In A Principal Amount Not To Exceed \$7,000,000, And Providing For The Form, Details and Payment Thereof”**

The public hearing was opened. Janice Denton, Ward #5, Hopewell, addressed Council. She urged Council to consider private funding for the Police Department’s communication system, and not to take the proposed \$2.5 million from the \$7.7 million bond issuance.

There being no other speakers, the public hearing was closed.

**PUBLIC HEARING PH-2 – PROPOSED AMENDMENTS AND APPROPRIATIONS TO THE FY 2015 ADOPTED BUDGET FOR THE PURCHASE OF A PUBLIC SAFETY COMMUNICATION SYSTEM FOR THE CITY OF HOPEWELL IN THE ESTIMATED AMOUNT OF \$2,500,000**

The public hearing was opened. There being no speakers, the public hearing was closed.

**Motion** was made by Councilor Walton, to take the \$2.5M from the reserve fund for the Communication System.

Finance Director, Mr. Jerry Whitaker, and Financial Advisor, Jimmie Sanderson from Davenport addressed Council. Staff recommended borrowing short term. He thought that the reserve balance was a lot high than it is. Based on the use of reserves for balancing the budget for 2014/2015 we are using \$780,000 to balance the budget. Additionally, Council has appropriated an additional \$800,000 for additional use for fund balance for the 2015 year. If we use the \$2.5M it will drop the fund balance to 11.35% (of the \$46M budget). The ideal fund balance is between 15-17%. Staff recommends a short term borrowing. Mr. Sanderson would have some concern about getting the fund balance that low. Getting the percentage down to 11% would give him pause, and would give pause to the bond rating agency as well. He would suggest maintaining the fund balance at 16%.

Councilor Walton withdrew his motion, and Councilor Shornak withdrew her second to the motion, to take the \$2.5M from the reserve fund for the Communication System.

**Motion** was made by Vice Mayor Luman-Bailey, and seconded by Councilor Holloway, to accept Option A, use funds from \$7.7 million, to adopt an ordinance amending (1) an ordinance adopted August

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

13, 2013, entitled “An Ordinance Authorizing the Issuance of General Obligation Bonds of the City of Hopewell, Virginia, in the maximum principal amount of \$7,700,000,” and (2) a resolution adopted September 17, 2013, entitled “Resolution providing for the issuance and sale of a General Obligation Public Improvement Bond of the City of Hopewell, Virginia, in a principal amount not to exceed \$7,700,000, and providing for the form, details and payment thereof.”

A **substitute motion** was made by Councilor Walton, and seconded by Councilor Shornak, to accept Option C, to adopt an ordinance amending (1) an ordinance adopted August 13, 2013, entitled “An Ordinance Authorizing the Issuance of General Obligation Bonds of the City of Hopewell, Virginia, in the maximum principal amount of \$7,700,000,” and (2) a resolution adopted September 17, 2013, entitled “Resolution providing for the issuance and sale of a General Obligation Public Improvement Bond of the City of Hopewell, Virginia, in a principal amount not to exceed \$7,700,000, and providing for the form, details and payment thereof.”

Upon the roll call, the vote resulted:

Councilor Holloway	-	NO
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	NO
Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	NO

Motion passed, 4 yes/3 no.

**Motion** was made by Councilor Shornak, and seconded by Councilor Walton, to approve amendments and appropriations to the FY 2015 adopted budget for the purchase of a public safety communication system for the City of Hopewell in the estimated amount of \$2,500,000

Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolis	-	yes
Councilor Gore	-	yes
Councilor Walton	-	yes
Mayor Pelham	-	NO
Councilor Shornak	-	yes
Vice Mayor Luman-Bailey	-	NO

The motion passed 5 yes/2 no.

**--oo0oo--**

The undersigned City Clerk of the City of Hopewell, Virginia (the “City”), certifies as follows:

1. A regular meeting of the City Council of the City (the “Council”) was held on January 13, 2015, at the time and place established by the Council for its regular meetings, at which the following members were present and absent during the voting on the ordinance referred to below:

**PRESENT:** Mayor Brenda S. Pelham

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

Vice Mayor Christina J. Luman-Bailey

Councilor Arlene Holloway

Councilor Anthony J. Zevgolis

Councilor Jasmine E. Gore

Councilor K. Wayne Walton

Councilor Jackie M. Shornak

**ABSENT:** none

**AN ORDINANCE AUTHORIZING THE BORROWING OF FUNDS IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,500,000 TO BE USED TO FINANCE THE ACQUISITION AND INSTALLATION OF A PUBLIC SAFETY COMMUNICATIONS SYSTEM.**

2. Ordinance No. 2015-1 entitled "AN ORDINANCE AUTHORIZING THE BORROWING OF FUNDS IN A PRINCIPAL AMOUNT NOT TO EXCEED \$2,500,000 TO BE USED TO FINANCE THE ACQUISITION AND INSTALLATION OF A PUBLIC SAFETY COMMUNICATIONS SYSTEM" having been introduced at a regular meeting held on January 13, 2015, and having been the subject of a public hearing held on \_\_\_\_\_, 2015, in accordance with Section 15.2-2606 of the Code of Virginia of 1950, as amended, was duly adopted at a regular meeting held on January 13, 2015, by an affirmative roll-call vote of a majority of all members of the Council, the ayes and nays being recorded in the minutes of the meeting as shown below:

**MEMBER**

**VOTE**

[\_\_\_\_\_]

3. Attached hereto is a true, correct and complete copy of such ordinance as adopted at such meeting.

4. The foregoing ordinance has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the City of Hopewell, Virginia, this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
City Clerk, City of Hopewell, Virginia

(SEAL)

**--oo0oo--**

**RESOLUTION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES WITH PROCEEDS OF A BORROWING**

WHEREAS, the City of Hopewell, Virginia (the "Borrower"), intends to finance certain public safety improvements, including the acquisition and installation of a public safety communications system (the "Project"); and

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

WHEREAS, plans for the Project have advanced, and the Borrower expects to advance its own funds to pay expenditures related to the Project (the "Expenditures") prior to incurring indebtedness and to receive reimbursement for such Expenditures from proceeds of tax-exempt bonds or taxable debt, or both;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOEPWELL, VIRGINIA:

1. The Borrower intends to utilize the proceeds of tax-exempt bonds (the "Bonds") or to incur other debt in an amount not currently expected to exceed \$2,500,000 to pay the costs of the Project.

2. The Borrower intends that the proceeds of the Bonds be used to reimburse the Borrower for Expenditures made on or after the date that is no more than 60 days prior to the date hereof. The Borrower reasonable expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds or other debt.

3. Each Expenditure was or will be, unless otherwise approved by bond counsel, either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues or (d) a grant to a party that is not related to or an agent of the Borrower so long as such grant does not impose any obligation or condition (directly or indirectly ) to repay any amount to or for the benefit of the Borrower.

4. The Borrower intends to make a reimbursement allocation, which is a written allocation by the Borrower that evidences the Borrower's use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Borrower recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction of at least five years.

5. The Borrower intends that the adoption of this resolution confirms the "official intent" within the meaning of Treasurer Regulations Section 1.150-2 promulgated under the Internal Revenue Code of 1986, as amended.

6. This resolution shall take effect immediately upon its passage.

Adopted January 13, 2015.

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**BUDGET RESOLUTION AMENDMENT  
FISCAL YEAR 2014-2015**

WHEREAS, at the meeting of the City Council of the City of Hopewell held on January 13, 2015, an amended budget was introduced to appropriate funds for the FY 2014-2015 budget to provide for the Public Safety Communication System project.

WHEREAS, an amended budget to appropriate funds in the amount up to \$2,500,000 for the public Safety Communication System from new borrowing for the FY 2014-2015 budget, was introduced and,

WHEREAS, sufficient funds exist.

January 13, 2015

Regular Meeting

-CORRECTED-

BE IT, HEREBY, RESOLVED by the Council of the City of Hopewell that:

Sec. 1 The following designated funds and accounts shall be appropriated for the Public Safety Communication System project from the Unassigned Fund Balance.

Capital Project Fund-071:

Resources:

Financing..... \$2,500,000

Appropriations:

Public Safety Communication System Project..... \$2,500,000

**AMEND AGENDA TO MOVE CCR-8 – HOPEWELL HEALTH COALITION, TO PRECEDE REGULAR BUSINESS**

Motion was made by Vice Mayor Luman-Bailey, and seconded by Councilor Gore, to amend the agenda to move CCR-8, Hopewell Health Coalition, to precede Regular Business. Upon the roll call, the vote resulted:

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

**UB-1 – UNFINISHED BUSINESS – CITY OF HOPEWELL’S STORMWATER PROGRAM STORMWATER UTILITY: FEE COVERAGE**

Motion was made by Councilor Walton, and seconded by Councilor Shornak, to establish a fee of \$4 per household per month, and provide \$1 million from the sewer fund to jumpstart the program~~appropriate \$4 million from house, and \$1 million from the sewer fund.~~ Upon the roll call, the vote resulted:

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

**UB-2 UNFINISHED BUSINESS – AN ORDINANCE AUTHORIZING THE VACATION OF PARK DRIVE, LOCATED ADJACENT TO PARCEL 009-0157, IDENTIFIED AS THE LANGSTON PARK HOUSING COMMUNITY, LANGSTON PARK SUBSIDVISION, IN THE CITY OF HOPEWELL, VIRGINIA**

**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

Motion was made by Councilor Zevgolis, and seconded by Councilor Shornak, to adopt Ordinance No. 2015-02 Authorizing the vacation of Langston Park Drive, located adjacent to parcel 009-0157, identified as the Langston Park Housing Community, Langston Park Subdivision, in the City of Hopewell, Virginia, on first reading, dispensing with the second reading and shall take effect immediately upon adoption. Upon the roll call, the vote resulted:

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

**ORDINANCE 2015-01**

An ordinance authorizing the vacation of Langston Park Drive, located adjacent to parcel 009-0157, identified as the Langston Park Housing Community, Langston park Subdivision, in the City of Hopewell, Virginia.

WHEREAS, a request has been filed with the City of Hopewell to vacate the City's interest in Langston Park Drive, located adjacent to parcel 009-0157, identified as the Langston Park Housing Community, Langston Park Subdivision, in the City of Hopewell, Virginia; and

WHEREAS, the Planning Commission of the City of Hopewell has recommended granting the requested vacation.

NOW, THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL that the vacation of the following described rights-of-way located in the City of Hopewell, Virginia:

ALL that certain piece or parcel of land located in the City of Hopewell, Virginia, identified as Langston Park Drive, located adjacent to parcel 009-0157, Langston Park Housing Community, Langston Park Subdivision, in the City of Hopewell, Virginia,

Be authorized and doth hereby authorize the Mayor to execute, on behalf of the City of Hopewell, one or more deeds of vacation vacating such parcels, as well as a development agreement, after review of said deed or deeds and such resubdivision plat by the City Attorney.

This Ordinance shall become null and void and of no effect if it is not recorded together with all deeds of vacation, and resubdivision plats in the Clerk's office of the Circuit Court of the City of Hopewell within 30 days from passage of this Ordinance, or if the involved property owners do not pay all costs. The party or parties requesting this vacation are responsible for preparing the appropriate deeds to effect vacation, submission of said deeds to the City Attorney for approval prior to execution and recordation, and the recordation of said deeds, all in a timely manner. The vacated parcels shall be assimilated into, and become a part of, each abutting property, in accordance with the resubdivision plat. The party or parties requesting this vacation are responsible for effecting any resubdivision process necessary to accomplish such assimilation. A copy of this Ordinance shall be sent to said parties by the Clerk of the City of Hopewell.

January 13, 2015

Regular Meeting

-CORRECTED-

**HOPEWELL HEALTH DEPARTMENT, CRATER HEALTH DISTRICT**

Oliver Jenkins, Hopewell Health Department, Crater District, addressed Council about an opportunity to the Crater Health District. They have been granted a \$1.7M grant over four years to improve health outcomes. It is one of the largest grants in Virginia. It may not be enough to meet the needs of the entire district, which includes three cities and five counties. They may have to ask for financial participation from the localities.

**R-1 – REGULAR BUSINESS – HOPEWELL POLICE END OF YEAR CRIME REPORT**

Police Chief John Keohane presented the Hopewell Police Department's End of Year Crime Report. Robberies have been cut in half since 2010. He urged any individuals interested in starting a Neighborhood Watch to contact the Police Department. He will continue command walks.

**R-2 – REGULAR BUSINESS – WARMING SHELTER AT MALLONEE – UPDATE**

The City Manager stated that the Warming Shelter at Mallonee is primarily focused on those who do not have a home. However, it is also for citizens in the event of a power outage and there is no heat, or if their heater breaks down. They are welcome to participate also. Mr. Ray Spicer, Director of the Department of Social Services reported a collaboration between the local faith-based community, Catholic Charities, and the City of Hopewell. The faith-based community provides volunteers to staff the shelter. Catholic Charities provides shelter management services so they can be sure the shelter is run safely and efficiently. The City is providing the space for the shelter, and provides some assistance to pay for services through Catholic Charities. The shelter is open when the weather is 35° or below. It was first opened on December 29, 2014, and has been open every night, except for the first weekend of January. It serves an average of 5-6 individuals. There is a mix of both men and women, and most have roots in the city. Assistant City Manager, Charlie Dane also reported a partnership with Police and Sheriff's offices to provide security and support. One third of the homeless in the city are working. They will be allowed in after curfew. If the police come across someone who needs shelter they will let them in also.

**R-3 – REGULAR BUSINESS – BUDGET RESOLUTION AMENDMENT FISCAL YEAR 2014-2015 TO APPROPRIATE SURPLUS PROPERTY FUNDS TO THE FY 2014-2015 BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2014, AND ENDING JUNE 30, 2015, IN THE AMOUNT OF \$18,071.00 FOR OPERATIONAL EXPENDITURES FOR PARKS AND RECREATION**

The City periodically holds public auctions to sell surplus property that has either exceeded its useful lifespan or is no longer needed for City operations. The auction is administered by the Recreation and Parks Department and the revenue from the items sold at the auction is appropriated to the department to assist with operational expenses. Since the additional revenue is not part of the department's original approved budget, City Council must appropriate the funds to be used by the Recreation and Parks Department. The most recent auction was held on October 4, 2014 and generated \$18,070.70.

Motion was made by Councilor Walton, and seconded by Councilor Gore to approve a Budget Resolution Amendment Fiscal year 2014-2015 to appropriate surplus property funds to the FY 2014-2015 Budget for the Fiscal Year beginning July 1, 2014, and ending June 30, 2015, in the amount of \$18,071.00 for operational expenditures for Parks and Recreation. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Zevgolits	-	yes

**January 13, 2015  
Regular Meeting  
-CORRECTED-**

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

**BUDGET RESOLUTION AMENDMENT  
FISCAL YEAR 2014-2015**

WHEREAS, the Council of the City of Hopewell, at its meeting of Tuesday, January 13, 2014 to appropriate surplus property funds to the FY 2014-2015 Budget, for the fiscal year beginning July 1, 2014, and ending June 30, 2015, in the amount of \$18,071 for operational expenditures; and,

WHEREAS, the City Fund received the amount of \$18,071 in FY 2014 from surplus property sales.

WHEREAS, sufficient funds exist;

BE IT, HEREBY, RESOLVED by the Council of the City of Hopewell:

Sec. 1. The following designated funds shall be appropriated:

General Fund-011:

Resources:

Misc. Revenue – Surplus Receipts..... \$18,071

Appropriation:

Transfer to Fund 035..... \$18,071

Recreation Fund-035

Resources:

Transfer from General Fund..... \$18,071

Appropriation:

Operating Expenditures..... \$18,071

**R-4 – REGULAR BUSINESS – DEMOLITION UPDATE**

FOLLOWING WAS TAKEN VERBATIM FROM THE MEETING TAPE FOR EXPLANATION. ANY OR ALL OF IT MAY BE DELETED.

The City Manager reported that there are several properties in the city that do not belong to the city. They are in stages of disrepair and have been declared derelict or need to be torn down. There is a process to undertake these projects. The one property that Council is very interested in is Prince George Terrace. City Attorney David Fratarcangelo spoke with the attorney for the Erie Insurance Company and they have elected to proceed with what is called the reservation of rights. One of the buildings is scheduled for demolition, was the subject of arson. A reservation of rights is where an insurance company gives notice to the insured that they are investigating whether or not the circumstances warrant that the insurance company keep the loss. According to his conversation with the attorney, they are supposed to be getting all of their investigation files back the end of this month and hopefully sometime by the middle of next month they

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**-CORRECTED-**

should have an idea as to whether or not they are going to proceed with providing compensation for the loss, demo cost or whatever it will be, whether it will end up in litigation between the insured and the insurance company, whether or not the property will be covered. It is not prudent for the city to wait at this moment because it is possible that it may be paid by the insurance company. As was discussed with Mrs. Griffin and the City Manager, there are some options. They have spoken to the owners of the property, The Strategic Holdings Group, that if this does not work out favorably to them, then there are options whereby they ask the city to declare the properties derelict, tear them down at their expense, and then have their taxes abated for a period of time for them to recoup the cost of the demolition. At this point right now, we have to wait to see where things shake out between the insured and the insurance company and then we will have a better idea as to who will tear the building down and who will pay for it. Hopefully he said by the end of the month they should get their reports back from their investigators. Then hopefully by the middle of next month we will have a better idea of what exactly is going on with who is going to be responsible for taking them down.

Buren Street is the property the city recently acquired. Regarding 600 and 700 North 21<sup>st</sup> Street, the court entered the Order several months ago allowing the city to take them down. There was a meeting about a month ago with Public Works, Code Enforcement, the City Manager and the City Attorney, and put together working towards that end.

Mrs. Griffin gave a brief overview. Regarding 600 East Broadway, right now we know that the asbestos testing cost is \$690, by Vero Technology. The asbestos abatement itself will cost \$21,500. That will be done by Abateco. They will start that January 20 and will take approximately 15 days to finish. Demolition will be done by Cooper & Claiborne. Purchase Orders have already been cut for these. These buildings were owned by Hopewell Partners and they were derelict buildings. Mr. Fratarcangelo has been working with the courts in order for us to be able to demolish these buildings. We do not own 600 East Broadway, 700 North 21<sup>st</sup> Avenue, Prince George Terrace, or 200 Buren Street. The city will recoup its monies when a lien is placed on the property for the cost of demolition and we will recoup monies when the property is sold. Demolition of 600 East Broadway is estimated mid to late February 2015. 700 North 21<sup>st</sup> Avenue, Vero Technology completed their asbestos testing. We have not received the actual abatement. The property was declared derelict. Residents have moved. The owners have never rehabilitated the property.

Mr. Fratarcangelo reported that 600 East Broadway and 700 North 21<sup>st</sup> Avenue property owners were Hopewell Partners. The note was owned by Wells Fargo. Wells Fargo Mortgage Company petitioned Hopewell Circuit Court to appoint a receiver, a third property to mortgage the property in order to stop the property from being wasted so that Wells Fargo's asset does not get lost. The court appointed a receiver. In the order appointing the receiver, it specifically stated that anyone taking action against the receiver must get a court order authorizing that action. That took some time. But then subsequent to that, the note that was owned by Wells Fargo was then bought by another company. That company was initially contesting the city tearing the buildings down. They sent an engineer down here to look at the properties. They bought four properties, one of which is Prince George Terrace, and the other Town Square Apartments. They sent engineers down here and looked at 600 and 700 North 21<sup>st</sup> Avenue. They determined that it was cost effective to rehabilitate them. He did agree to an order saying that the city can take the properties down. After two years the city can put them up for a tax sale and the city will recoup its money. Wells Fargo bought the notes but never foreclosed on the property. So they own the deed but they don't own the property. They are not the title owner of the property.

Mrs. Griffin reported that 200 Buren Street is the one that the City has recently become the owner of. Franz (????) Environmental has completed the asbestos testing at a cost of \$1,060. We are waiting to get a contractor to look and provide us with the abatement cost. We do have an estimated demolition cost

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**-CORRECTED-**

of \$35,935. The contract we actually got last year and so we have to get new updated bids. This is an average of the two contracts together. This is actually an average of Cooper & Claiborne and also J. H. Smith.

**R-5 – REGULAR BUSINESS – DESIGNATE WINTER CLEAN UP WEEKEND**

City Council requested City Wide Clean-Ups be conducted once each quarter instead of twice a year. This is the first quarterly clean-up. The purpose of the clean-ups is to provide citizens an opportunity to dispose of trash (these are not the items normally placed in a toter on a weekly basis) at the Hopewell Convenience Center free of charge.

City Administration recommended that City Council resolve to approve Saturday, January 30, 2015 and Sunday, January 31, 2015 as Winter Clean-Up Weekend.

Mayor Pelham requested that the City manager bring back costs for overtime, etc., vs the number of people who participated.

**R-6 – REGULAR BUSINESS – REVIEW AND RECOMMEND, THREE INDIVIDUALS TO SERVE ON THE BOARD OF EQUALIZATION AND ONE ALTERNATE FOR A TERM THROUGH 12/31/2015**

Motion was made by Councilor Zevgolis, and seconded by Councilor Holloway, to recommend Billy Glass, Kyle Davis and Keith Wagner, and alternate P. Allen Powell, to the Circuit Court Judge to serve on the Board of Equalization for a term extending through December 31, 2015. Upon the roll call, the vote resulted:

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

**REPORT OF THE CITY ATTORNEY**

The City Attorney will provide a litigation update to Council this week.

**REPORT OF THE CITY CLERK – BOARDS AND COMMISSIONS**

The City Clerk reported the following vacancies: Board of Architectural Review-2vacancies, no Talent Bank Resumes on file; Dock Commission-1 vacancy-no TBRs on file; Keep Hopewell Beautiful-1 vacancy-no TBRs on file; Recreation Commission-3 vacancies (2 students and 1 adult); Senior Citizen Advisory Commission-3 vacancies, no TBRs on file; and Social Services Advisory Board-4 vacancies-2 TBRs on file.

**REPORTS OF CITY COUNCIL MEMBERS**

**January 13, 2015**

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**-CORRECTED-**

Vice Mayor Luman-Bailey suggested to the City Manager that in the future, to keep Council informed of staff recommendations, to avoid a lot of discussion on an issue. Councilor Shornak raised a point of order that there is no need to be berating anyone.

### **CITIZEN/COUNCILOR REQUESTS**

**CCR-1. Citizen/Councilor Request** – Councilor Gore – Request City Council to allocate funding for Public Works; Stormwater to do community outreach for upcoming Stormwater utility and community concerns. City Council requested community outreach. As of the 12/09/2014 meeting, no funds have been appropriated to the Stormwater budget to conduct community outreach. Follow-up from 12/09/2014 request.

**CCR-2. Citizen/Councilor Request** – Councilor Gore – Request City Website Discussion be added to the February 2015 Work Session agenda. This is a follow-up from the May 13, 2014 (CCR-2) to review current website features and upgrades. Ms. Gore thanked Mr. Bragg and Mrs. Pershing for their input and assistance. She also asked for Department Heads to audit the website.

**CCR-3. Citizen/Councilor Request** – Councilor Gore – Request City Manager to provide City Council with a progress update for the City Council Strategic Plan adopted June 10, 2014. City Manager to provide updates to all objectives submitted in the September 2014 revised plan. Updates to be listed in same format plan to state: if objective is complete or incomplete. If incomplete, state tasks remaining until goals are met and a new proposed deadline. She asked that Councilor Zevgolis and Councilor Holloway be brought up to speed in this regard. Councilor Gore asked Council to schedule another Advance. Mayor Pelham asked the City Manager to come up with some possible dates for an Advance. Council should let the City Manager know what items to include.

**CCR-4. Citizen/Councilor Request** – Councilor Gore – Request an addition to a City Council Beacon Update-Report as to the status of the preliminary business plan submitted by the Beacon Theatre. (Request originally made January 8, 2013 CCR-2). Request marketing plan information, and method for notifications about events. Mr. Haley reported that one marketing suggestion is a marquis, but that is expensive and difficult due to the historical nature of the building. But it is under consideration.

**CCR-5. Citizen/Councilor Request** – Councilor Gore – Request update on purchasing a City-Wide events sign to display. This is a follow-up to the April 9, 2013 (CCR-4), September 10, 2013 and September 9, 2014 (CCR-6) requests. The City Manager indicated that the city hopes to get a partnership with the LLC. The cost of a mobile sign is \$15,000.

**CCR-6. Citizen/Councilor Request** – Councilor Gore – Request an update on purchasing a “Welcome to Hopewell” replacement sign for Rt. 36 and status of relocating the Civic Club Sign to I-295 median, to complete the gateway project conducted by Councilor Gore, Public Works, Keep Hopewell Beautiful, and Neighborhood Planning and Assistance. Follow-up from May 13, 2014 (CCR-6 request). The City Manager reported that they should be putting the sign up next week. Many Civic clubs have already sent in their medallions.

**CCR-7. Citizen/Councilor Request** – Councilor Gore – Request City Council to adhere to City of Hopewell Code – Chapter 38; Youth Services and create a Youth Services Commission. Request appointments are made by Council at the next regularly scheduled City Council meeting. In addition, designate one City Staff member (member of the Youth Services Commission) to serve as a city liaison in coordinating official City of Hopewell partnership efforts with the John Randolph Foundation Youth Plan. Re-establishment of the commission will help streamline youth outreach efforts within the City of Hopewell Departments, provide clear communication to city youth partners, and provide a foundation to address

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**-CORRECTED-**

priorities established in the 2014 Strategic Plan. Follow-up from September 9, 2014 (CCR-4) for City of Hopewell Youth Report. Mayor Pelham asked the City Manager and City Attorney to research to find out if there was a particular Council that actually got rid of the Youth Commission.

**CCR-8. Citizen/Councilor Request** – Mayor Pelham – Hopewell Health Coalition.

### **REPORTS OF CITY COUNCIL MEMBERS**

Councilor Holloway invited anyone concerned about neighborhoods to establish a Neighborhood Watch. Please call her at 926-0695, or the City Clerk at 541-2249.

Councilor Zevgolis complimented Councilor Gore because she handled the CCR's the way they are supposed to be handled.

Councilor Shornak congratulated Nahseem Hopson who is the recent winner of an essay contest, "If I Were Mayor." He was the statewide winner among 999 contestants. He lives in her ward #7, in Piper Square. He will be at the VML meeting on January 28, and will be given an award by the Governor. Councilor Shornak intends to give him a special treat or take him to a movie or museum. She also wants him to come to a City Council meeting and receive a proclamation for his great achievement.

Councilor Gore thanked Councilor Zevgolis for his comments, and thanked Councilor Shornak for her announcement of Mr. Hopson's award.

Councilor Zevgolis reported on a recent change to the FOIA regarding electronic voting. Council should consider electronic voting for members who may be incapacitated from attending meetings. In the 12 years he was on Council, they never took a vote that affected all the citizens unless all seven Councilors were aware of it. If someone were absent, he or she would let the others Councilors know whether or not they were in favor of it. Electronic voting is a good thing. At a future meeting he would like to see a motion on the floor for electronic voting. Mayor Pelham suggested that he coordinate with the City Manager to place that item on the agenda. Hopefully they will have a work session about Council rules overall.

Mayor Pelham thanked everyone who stayed for the meeting until this late hour. The City Manager gave her a note that, due to the weather, schools would be on a two-hour delay tomorrow. She solicited churches to consider joining an organization of churches and concerned citizens.

### **ADJOURN**

At 11:00 p.m., motion was made by Councilor Zevgolis, and seconded by Councilor Gore. Upon the roll call, the vote resulted:

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

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**January 13, 2015**

**Regular Meeting**

**-CORRECTED-**

Brenda S. Pelham, Mayor

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Charles Dane, City Clerk Pro Tem  
(Assistant City Manager)

**July 11, 2017  
Regular Meeting**

**CORRECTED MINUTES OF THE CITY COUNCIL MEETING HELD JULY 11, 2017**

A meeting and work session of the City Council of the City of Hopewell, Virginia, was held Tuesday, July 11, 2017, at 6:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

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

Mark A. Haley, City Manager  
Stefan M. Calos, City Attorney  
Ronnieye Arrington, City Clerk

ABSENT Brenda S. Pelham, Councilor

**ROLL CALL**

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

Mayor Shornak	-	present
Vice Mayor Gore	-	absent (arrived at 6:32pm)
Councilor Luman-Bailey	-	present
Councilor Holloway	-	present
Councilor Zevgolis	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent

**ADOPT AGENDA**

Motion was made at 6:32 p.m. by Councilor Denton and seconded by Councilor Luman-Bailey to adopt the agenda without revision. Upon the roll call, the vote resulted:

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

**CLOSED MEETING**

Motion was made at 6:33 p.m. by Councilor Denton, and seconded by Councilor Luman-Bailey, to go into Closed Meeting for (1) discussion of appointment or performance of specific appointees of city council (city manager, city clerk, board of architectural review); (2) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (The Beacon, EEOC), where such

**July 11, 2017**  
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consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1) and (7) (two items), respectively. Upon the roll call, the vote resulted:

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

**RECONVENE OPEN MEETING**

Council convened into Open Session at 7:43 p.m. and announced that it would not be coming out of closed session, but rather would return to it at the end of the regular meeting.

**WORK SESSION**

Mayor Shornak opened the work session at 7:44 p.m. Roll call was taken as follows:

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

Ed Watson, Director of Public Works, Aaron Reidmiller, Director of Parks & Recreation, and Tevya Griffin, Director of Planning, presented their proposal for fee increases and decreases for their departments, including trash collection fees, construction and demolition waste fees, leaf collection, (it was recommended that trash collection and stormwater fees be billed through the property tax collection billing process), park fees, planning and zoning fees, to council for review and discussion. After discussion, Councilor Zevgolis requested that the fee changes be brought back in a public hearing. Mayor Shornak closed the work session at 8:33 p.m.

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

Prayer by Chaplain Michael Wyche of John Randolph Medical Center Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

**July 11, 2017  
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**CONSENT AGENDA**

A motion was made by Councilor Denton and seconded by Councilor Holloway to approve the consent agenda: Pending list updated July 7, 2017, Personnel Report, Public Hearing Announcement: August 8, 2017, conditional use permits for carport; driving school in Downtown Hopewell, and meadery; transfer of property; September 12, 2017, trash, sewer, wastewater collection; and Information for Council Review: Hopewell School Board calendar; School Board agenda for July 13, 2017. Upon the roll call, the vote resulted:

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

**PUBLIC HEARING**

**PH-1 Community Development Block Grant update and appropriation request.** A public hearing was held to receive comments regarding the proposed appropriation of \$170,044, including the \$162,676 allocated by HUD for FY2018 from the CDBG Program, and the re-appropriation of \$7,368 from cancelled projects FY2018 budget, and to authorize the city manager to submit the Third Year Annual Action Plan per HUD. There were no speakers, so the public hearing was closed at 8:38 p.m. Vice Mayor Gore moved to appropriate the \$170,044 and to authorize the city manager to submit the Third Year annual action Plan. The motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

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

**COMMUNICATIONS FROM CITIZENS**

Johnny Partin of Ward 3 announced that he was collecting donations and supplies for middle school teachers. Charles Dane announced that the TV show Homeland will be filming in Richmond, and have indicated that they will also film some scenes in Hopewell. Mr. Dane also announced that they were in negotiations with another movie planning

**REGULAR BUSINESS**

**Reports of City Manager:**

**R-1 Approve Grant Funding Appropriation** – The city manager presented the Hopewell Fire & Rescue’s request for appropriation of \$22,500 in grant funds from John Randolph Foundation for the purchase of two LUCAS™ chest compression devices. The total cost of the devices is \$30,000 and Fire & Rescue will pay the remaining \$7,500. Councilor Denton moved to appropriate \$22,500 to Hopewell Fire & Rescue for the purchase of the LUVAS™ devices. Upon the roll call, the vote resulted.

**July 11, 2017  
Regular Meeting**

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

**R-2 Presentation on Classification and Compensation Study** – John Anzivino of Springsted Incorporated presented on Springsted’s findings with the class and comp study. He highlighted the City’s deficient areas where employees were making below the minimum. There were three option presented to the city for adoption (see attached). Councilor Denton moved to adopt the study, which motion was seconded by Councilor Luman-Bailey. Upon discussion, no vote followed this motion.

Councilor Luman-Bailey made a motion to amend the above motion to ~~adopt~~ approve the study and move forward with Option 1 ~~of the study effective July 1, 2017, and have a work session to discuss the study further~~. This motion was seconded by Councilor Denton. Upon roll call, the vote resulted:

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

~~Councilor Luman-Bailey then made the motion to adopt Option 1 of the class and comp study. Before the vote, Councilor Luman-Bailey amended her motion to adopt Option 1 of the class and comp study, effective July 1, 2017. Upon the roll call, the vote resulted:~~

<del>Councilor Denton</del>	<del>yes</del>
<del>Mayor Shornak</del>	<del>yes</del>
<del>Councilor Luman-Bailey</del>	<del>yes</del>
<del>Councilor Holloway</del>	<del>yes</del>
<del>Councilor Zevgolis</del>	<del>yes</del>
<del>Vice Mayor Gore</del>	<del>yes</del>

Mayor Shornak submitted a Transactional Disclosure statement.

Councilors Zevgolis and Gore requested that Springsted return for a work session.

**R-3 A & B - Sewer Service Rate** - Jeanie Grandstaff, Director of Hopewell Water Renewal and James Sanderson of Davenport & Company present to council regarding the need to adjust the current residential and commercial sewer rates by 5% to ensure that operational reserve fund remains secure, and to provide for the increased operation expenses resulting from the completion of the Phase 2 Nitrogen Reduction project. Ms. Grandstaff further requested that council repeal Sec. 31-11.1 of Article I, Chapter 31 of the Hopewell City Code as it was no longer accurate or necessary. Councilor-Luman Bailey made a motion to

**July 11, 2017  
Regular Meeting**

approve the 5% increase and repeal Sec. 31-11.1 of the Hopewell City Code. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**R-4 Repeal and replace Chapter 2A of the City Code** – Mark Haley, City Manager presented the proposed change to the Chapter 2A of the City Code, which is to repeal the current chapter and replace it with a proposed ordinance which incorporates the Virginia Public Procurement Act. Councilor Zevgolis moved to repeal and replace Chapter 2A, which motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**R-5 Approval of Hopewell Water Renewal Fund 32 Capital Project Budget Amendment** – Mr. Haley and Ms. Grandstaff presented on the need to amend the FY17 budget to add a capital project and increase the total funding and appropriations by \$622,400. Councilor Denton moved and Councilor Luman-Bailey seconded the motion granting the appropriation. Upon the roll call, the vote resulted:

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

**Extend Meeting** – Mayor Shornak noted that it was already at 10:30 p.m. and asked for a motion to extend the meeting past the 10:30 p.m. deadline. Vice Mayor Gore made the motion, which was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

**July 11, 2017**  
**Regular Meeting**

**Individual Reports of Council**

Vice Mayor Gore asked that both the Website and Legislative Committees set meetings in the near future.

Luman-Bailey remarked that she had attended the Crater Regional meeting on June 22, 2017. She also advised that she and Mr. Haley had attended the ribbon cutting of the nitrogen project.

Vice Mayor Gore asked Assistant Manager Charlie Dane about the status of the \$2.5 million that was requested but never borrowed. Mr. Dane said that he would have the information regarding those funds prior to the net council meeting. Vice Mayor Gore then asked about the budget resolution and how would the errors on that be addressed. Mr. Dane responded that the correct information would be provided to council in the next month or so when the city issued updated financials.

Mayor Shornak commented to recreation and parks on the great job they had done on the July 1, 2017 fireworks. She mentioned that she had attended the groundbreaking for the new police building. Mayor Shornak also said that she had been asked by Rev. C.W. Harris' son to attend the Reverend's 93<sup>rd</sup> birthday celebration. She also attended the Ft Lee Centennial race with Mr. Dane. She extended a special thank you to Herbert Bragg, Director of Intergovernmental Affairs for his assistance. The Mayor said that she, Councilors Luman-Bailey and Denton, along with Mr. Haley attended the July 10, 2017 Ft. Lee reception. Mayor Shornak ended by acknowledging that Lacharese Aird had attended tonight's meeting.

**CCR** – Councilor Luman-Bailey gave a report on spot blight and how the city is looking at different methods to deal with it.

Mayor Shornak closed the regular meeting at 10:33 p.m.

**CLOSED MEETING**

At 10:37 p.m. Council went back into Closed Meeting for (1) discussion of appointment or performance of specific appointees of city council (city manager, city clerk, board of architectural review); (2) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation (The Beacon, EEOC), where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of City Council; and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code section 2.2-3711 (A) (1) and (7) (two items), respectively.

**RECONVENE OPEN MEETING**

Council convened back into Open Session at 11:35 p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

Councilor Denton	-	yes
Mayor Shornak	-	yes
Councilor Luman-Bailey	-	yes
Councilor Holloway	-	yes
Councilor Zevgolis	-	no

**July 11, 2017  
Regular Meeting**

Vice Mayor Gore - yes

**ADJOURN**

At 11:35 p.m., motion was made by Councilor Zevgolis and seconded by Councilor Denton to adjourn. Council unanimously agreed.

**Meeting Adjourned at 11:36 p.m.**

*/s/ Jackie M. Shornak*

\_\_\_\_\_  
Jackie M. Shornak, Mayor

*/s/ Ronnieye L. Arrington*

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

# PENDING LIST

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Beacon Update; RFP; Marketing Plan; Beacon LLC                      City Manager clarified that only the RFP has been completed so far; Shornak requested copy of RFP; Mayor suggested that RFP be dispensed to council at the same time as to the public, to which City Manager agreed; Shornak requested financial information for the Beacon, as well; City Attorney explained Beacon setup and why, and advised that LLC could be dissolved 3 years after last tax payment rec'd; Walton requested specific date re when LLC can be dissolved</p>	<p>2-7-17  2-21-17</p>	<p>Date when LLC can be dissolved  Mayor requested Plan when submitted.</p>	<p>March Altman Stefan Calos</p>	<p><b>ONGOING</b>                      2/1/2018, if notice is given on the first possible business day of the year.                      2-7-17 Mr. Haley reported, Slap Productions hired, contract on year to year basis.</p> <p>1/1/2018 the LLC can proceed to purchase the interest of the State Investor Member (the "Fund"). The purchase would occur between 30 and 90 days after notice that the LLC is exercising its purchase option.</p> <p><b>2-13-18 – Council reviewed</b></p> <p><b>2-27-18 – to come back to Council</b></p> <p><b>2-27-18 – Discussed with Council in closed session – City Manager and City Attorney to present alternatives to Council</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Class and Compensation Study</p>	<p>4-11-17  <b>2-1-18</b></p>	<p>Council requested costs associated with having an employee satisfaction survey/audit and staffing/manpower review for efficiency.</p>	<p>March Altman Renia Coles</p>	<p><b>COMPLETED</b> 6-23-17 - the final study has not been received. Upon receipt and review, it will be sent to Council.  7-7-17 – final report placed in council’s packets for 7-11-17 meeting  2-1-18 – Work session with Springsted to review report and recommendations  <b>Work Session Scheduled for 3-27-18</b></p>
<p>Revision of Council Rules and Procedures Breach of Confidentiality Sanctions VML training VML training for Directors, City Council and Admin Gore agreed to combine numbers 5, 10, 21 and 32 of this list into this numbered item. Shornak and Zevgolis have completed draft Code of Ethics, which they passed out at meeting; Pelham said training should come first; Gore agreed to do VML training which would include emphasis on Ethics and Roberts Rules; City Manager to schedule training.</p>	<p>2-9-15 3-15-16 2-7-17  2-21-17  3-13-17</p>	<p>Council to review Code of Ethics &amp; City Attorney to review Code of Ethics  Vice Mayor requested Council Rules to be distributed to members of Council before the March 17-18, 2017 Retreat.  City Attorney emailed to all members of Council 3-13-17 the proposed revisions for Council to review.</p>	<p>March Altman Stefan Calos City Clerk</p>	<p><b>PENDING</b>  <b>2-19-18 - Council to provide next steps.</b></p>

## CITY COUNCIL PENDING LIST

	Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
4	Cost update on City taking control of Mallonee Gym	6-19-17  2-23-17	Vice Mayor Gore is awaiting meeting dates from the Superintendent and will inform Mayor when those dates are received so they can meet. VM stated she had heard that Quotes have been sent to Mr. Ed Watson & requested City Manager to provide those quotes to her and the members of Council.	March Altman Ed Watson	<p><b>PENDING</b></p> <p><b>Vice Mayor Gore requested meeting w/Hackney, Watson, Haley, etc. for 6-29-17</b></p> <p>7-7-17 – due to scheduling conflicts, meeting with Gore, Hackney, Watson, etc. is being rescheduled.</p> <p>Waiting on quote from Ed Watson re windows, bathroom and A/C unit to schedule meeting</p> <p><b>3-19-18 – Altman discussed with Watson. Will bring back before Council after budget session</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
<p>Branding &amp; City Logo's; compile all used logos for approval. Council requested that Haley provide them with a list of the City's logos and RFP for Branding</p>	<p>5/12/15 3-15-16 2-7-17  2-21-17</p>	<p>Email/Printed logos collected used  City Manager to provide RFP for Branding during the Retreat In March 2017.</p>	<p>March Altman</p>	<p><b>PENDING</b> <b>6-23-17 email reminder sent to Haley</b></p> <p>City Manager to email council the list of City logos</p> <p>Haley will issue RFP re branding - Hopewell logo</p> <p><b>No RFP needed.</b></p> <p><b>THIS REQUIRES AN IMMEDIATE UPDATE FROM THE CITY MANAGER'S OFFICE</b></p> <p>3-19-18 – Altman will review and bring back options, proposals etc.</p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status	
	Council wants to review and revise its travel policy	4-25-17	Current travel policy is outdated	Council March Altman	<p><b>PENDING</b></p> <p>7-7-17 – Council to review it policy, along with its revised rules with Tyler St. Claire when Retreat is scheduled</p> <p>2-1-18 – Council to have a work session regarding its travel policy.</p> <p><b>3-18-18 – Altman to review existing employee travel policy; and to work with HR and Council re work session</b></p>

### CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status	
	Council requested RFP/design for Riverwalk	4-25-17	Council to be provided with a copy of the RFP that was issued or will be issued re the Riverwalk project	March Altman	<p><b>PENDING</b></p> <p>7-7-17 - A copy of the RFP has been placed in your packets. Administration will appear before Council at the Aug. 8 2017 meeting to discuss the Riverwalk project</p> <p>9-5-17 – sent email to Dane re status</p> <p>1-23-18 – Council has been updated on the status of the Riverwalk previously, and there will be a brief update provided at the 1-23-18 meeting.</p> <p><b>3-19-18 – Altman will provide regular project updates</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Boards and Commission City Council Letter for Reports, Joint Meetings and Information (past/current/future projects; bylaws)	2013-Present 2-7-17  2-21-17  <b>1-9-18</b>	Letter/Email Request and CC City Council  Clerk to meet with Mayor for review of completed DRAFT letter.	Council City Clerk	<b>PENDING</b> Clerk prepare Letter for Mayor to send to the Boards & Commissions who are not sending minutes as required.  <b>1-9-18 - Vice Mayor Gore gave presentation to Council regarding status of boards and commissions and need for change.</b>
Council requested a list of how many already authorized positions remain unfilled (requested to be submitted in a week)	2-23-16 2-29-16 2-7-17 2-21-17	To ascertain how staff shortages are impacting staff ability to manage tasks	March Altman Department Heads	<b>ONGOING</b>  <b>3-18-18 – Altman will provide this information as part of the budget process</b>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Youth Commission	<p>2-7-17</p> <p>2-21-17</p> <p>3-13-17</p>	<p>Continue to Accept TBR's, Hold on interviews until NEW Ordinance is reviewed by Council, Legislative Committee and passed.</p> <p>Final revisions were received on 2-21-17; City Attorney is rewriting and will provide DRAFT to Council &amp; Legislative Committee</p> <p>City Attorney emailed to Council &amp; Legislative Committee for review.</p>	March Altman Stefan Calos City Clerk	<p><b>ONGOING</b></p> <p>Ordinance revised and emailed on 3-13-17 to City Council and the Legislative Committee for review; Legislative Committee &amp; Council now to review and report back to City Attorney and City Manager with any suggested revisions; Council then to Vote on Ordinance; Then City Clerk will schedule Interviews for Committee Members &amp; provide them with copy of Ordinance during the interview process.</p> <p>12-2017 – Youth Commission established and had first meeting. 2<sup>nd</sup> and 3<sup>rd</sup> meetings also scheduled.</p> <p><b>Commission is moving forward with new ideas for events; has established subcommittee; is working on website update and social media outreach</b></p>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
City Council and School Board to have additional joint meetings or to establish sub-committees	3-1-18	Vice Mayor Gore	School Board City Council March Altman	<b>PENDING</b> 3-18-18 – Superintendent Hackney and Altman have discussed re-establishing School Board City Council Construction Committee
Council requested information regarding what does the Shelter do during the off season	1-9-18	Councilor Pelham	Ray Spicer	<b>PENDING</b>
Information regarding what is still needed to complete the 2015 CAFR	1-9-18	Councilor Pelham Councilor Gore	March Altman Michael Terry	<b>PENDING</b>
Work session with Human Resources to discuss HR Manual and employee travel policy	1-9-18	Councilor Pelham Councilor Gore	March Altman	<b>PENDING</b> 3-18-18 – City Manager and HR Director to review current policy and schedule work session to make recommendations for changes
Repair five poles at shed by the dock – said the shed leans 10 degrees.	2-27-18	Councilor Zevgolis	Aaron Reidmiller	<b>PENDING</b>
Restore the National Park Service Waterfront Committee Status of planned workshop, secure new contacts	2-27-18	Councilor Luman-Bailey	Aaron Reidmiller	<b>PENDING</b>
Capital Improvement Plan/Schedule for when parks are going to be renovated – 10-year plan and costs	2-27-18	Councilor Denton	March Altman Aaron Reidmiller	<b>PENDING</b>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Can we partner with Resource Conservation Development to aid with Community Garden in park	2-27-18	Councilor Luman-Bailey	March Altman Aaron Reidmiller	<b>PENDING</b>  <b>3-18-18 – City Manager/Recreation Director to get with Community Garden specialist in other municipality</b>
Virginia First Cities – what is amount of fees? Who will pay fees?	2-27-18	Councilor Zevgolis	March Altman	<b>PENDING</b>
Executive Director of Crater Workforce Development come to Council to explain what it does for Hopewell	2-27-18	Mayor Shornak	Mayor Shornak	<b>PENDING</b>
Obtain information about Workforce Initiative	2-27-18	Vice Mayor Gore	March Altman	<b>PENDING</b>
Who to reach out to increase the allocation to youth services (Connie Townes)	2-27-18	Vice Mayor Gore	March Altman	<b>PENDING</b>
Additional funding for Keep Hopewell Beautiful	2-27-18	Mayor Shornak	March Altman	<b>PENDING</b>  <b>3-18-18 – Pending FY19 budget</b>
Request for program for seniors who use their dumpsters sparingly and need to pay less	1-23-18	Councilor Zevgolis	Ed Watson	<b>PENDING</b>
Council asked that agencies requesting funding from Hopewell please use the grant form provided on our website	4-4-17	Council	March Altman	<b>PENDING</b>
Council asked that agencies that received money from Hopewell come forward and state what they had done with the money, especially if they are requesting again	4-4-17	Council	March Altman	<b>PENDING</b>

## CITY COUNCIL PENDING LIST

Request	Date Voted/ Requested	Format/Information Requested	Point Person	Status
Council wanted to confirm that Prince George was paying their part for the HPG Chamber. Since this was an ongoing problem, they want to confirm prior to the next budget session	4-4-17	Council	March Altman	<b>PENDING</b>  <b>3-18-18 – Altman has discussed with Prince George – they are funding for this year – will discuss at FY20 budget</b>
Current financial assessment of fiscal year 2017	12-2017	Gore Pelham	March Altman Michael Terry	<b>PENDING</b>
Report about all EDA projects and their current status – breakdown of all projects with funding sources; if EDA owns land or property, how was it acquired, who maintains it, who pays the bills and debts for the EDA	3-19-18	Pelham Zevgolis	Debbie Randolph Charles Dane	<b>PENDING</b>  <b>3-18-18 – CM is assembling information and will distribute</b>
Request for City Manager to work on policies and procedures related to CSA, CPMT and FAPT	3-6-18	Council	March Altman	<b>PENDING</b>
Request to review credit card policy		Pelham	March Altman	<b>PENDING</b>

# **FINANCIAL REPORT**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**03.27.2018**

**Implementation Plan**

- **External Reporting**
  - **CAFR (FY16, FY17, FY18)**
  - **Closing, Reporting and Audit Workflow**
  - **Other (New – FY16, FY17, FY18)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  
- **Budget Development FY19**
  
- **Internal Reporting (reporting for the period of 01.03.2018 – 03.27.2018 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  
03.27.2018**

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

City of Hopewell, VA March 27, 2018				
External Reporting -- CAFR Compliance Implementation Plan FY 2016, FY 2017 & FY 2018				
	<b>Date Start</b>	<b>Date Due</b>	<b>% Completion Status</b>	<b>Comment(s)</b>
<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>	<b>Date Start</b>	<b>Date Due</b>	<b>% Completion Status</b>	<b>Comment(s)</b>
<b><u>FY 2016 Audit &amp; CAFR Preparation</u></b>	01.03.18	03.31.18	70%	Overall estimated % of completion as of <b>3.27.18</b>
Issued authorization to prior auditor-CBH to allow current auditor-PBM access to audit work papers <b>(Fiscal Year Ended 6.30.2010 thru 6.30.2015)</b>				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 work in process <b>(80%)</b>
City Closing, Reporting, Audit WorkFlow (CRAW) Implementation Plan				Task work in process <b>( 60%)</b> <b>(see % completion status &amp; comments of the City CRAW implementation plan)</b>
<b><u>FY 2016 Audit</u></b>	04.01.18	04.30.18		
FY 2016 CAFR Audited & Issued				
FY 2016 APA Report(s) Issued				
FY 2016 Single Audit Issued				

<b>FY 2017</b>				
<b>Implementation Plan Activities</b>	<b>Date Start</b>	<b>Date Due</b>	<b>% Completion Status</b>	<b>Comment(s)</b>
<b>FY 2017 Audit &amp; CAFR Preparation</b>	<b>04.01.18</b>	<b>07.31.18</b>		
<b>FY 2017 Audit</b>	<b>08.01.18</b>	<b>08.31.18</b>		
<b>FY 2017 CAFR Audited &amp; Issued</b>				
<b>FY 2017 APA Report(s) Issued</b>				
<b>FY 2017 Single Audit Issued</b>				
<b>FY 2018</b>				
<b>Implementation Plan Activities</b>	<b>Date Start</b>	<b>Date Due</b>	<b>% Completion Status</b>	<b>Comment(s)</b>
<b>FY 2018 Audit &amp; CAFR Preparation</b>	<b>08.01.18</b>	<b>10.31.18</b>		
<b>FY 2018 Audit</b>	<b>11.01.18</b>	<b>11.30.18</b>		
<b>FY 2018 CAFR Audited &amp; Issued</b>				
<b>FY 2018 APA Report(s) Issued</b>				
<b>FY 2018 Single Audit Issued</b>				



City of Hopewell, VA				
March 27, 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	70%	Overall estimated % of completion as of 3.27.18
<b>Not Anticipated:</b>				
State Compensation Board Reimbursement -- SCB (Dec 2017 & Jan 2018)			100%	Actual completion date 02.13.18
(Feb 2018)			100%	Actual completion date 03.15.18
Department of Criminal Justice System -- DCJS (FY18 2nd Quarter)			100%	Actual completion date 02.15.18
Healthy Families Grant ( FY18 2nd Quarter)			100%	Actual completion date 02.15.18
Community Based Child Abuse Program (CBCAP) Grant ( FY18 2nd Quarter)			100%	Actual completion date 03.06.18
Electronic Municipal Market Access -- EMMA (Escrow Deposit Agreement for 2015 Refunding)			100%	Actual completion date 01.23.18
VDOT/Weldon Cooper Center 2017 Highway Finance Survey (Due 03.15.18)				Inquiry of City submission in process
VDOT/Weldon Cooper Center 2016 Highway Finance Survey (Due 03.15.17)				Inquiry of City submission in process
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			100%	Actual completion date 01.30.18
FOIA Request (City Attorney & City Clerk Confidential)			100%	Actual completion date 02.26.18
Healthy Families Grant Compliance Monitoring Site Visit (Postpone FY16 & FY17 ---Required to occur by 03.31.18)				Task work in process (80%)
Rating Agency Monitoring Call ( 02.23.18)			100%	Actual completion date 02.23.18
Residential Sewer Rates Cost of Service Study				Task work in process

City of Hopewell, VA March 27, 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				
<u>Implementation Plan:</u>				
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	70%	CBH advised that the FY15 report is under review. Verification of financial schedules are still required. Completion & issuance date for the single audit has been reset for 03.31.18. Also, the corresponding FAC Reporting is reset for 04.15.18.

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
03.27.2018**

- **Budget Development FY19**

City of Hopewell, VA March 27, 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)				
<u>Draft Proposed City Budget Calendar for FY 2018 - 2019</u> (Received input from Key Stake Holders)	01.03.18	01.31.18	100%	Actual completion date 02.21.18
City Manager				Lapse in achieving due date:
City Attorney				City closings -- Inclement weather, holidays.
City Administration & Staff				Calendar availability of stake holders & essential participants (prescheduled commitments).
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.
<u>Communicate Draft to Stake Holders:</u>	02.15.18	02.23.18	100%	Task completion 100% 02.23.18
<u>Finalize City Budget Calendar for FY 2018 - 2019</u>	02.23.18	02.28.18	90%	Task work in process (03.27.18)
<u>Implement City Budget Calendar for FY 2018 - 2019</u>	03.01.18	05.31.18	25%	Task work in process (03.27.18)

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
03.27.2018**

- **Internal Reporting (reporting for the period of 01.03.2018 – 03.27.2018 is deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan)**

**INFORMATION  
FOR COUNCIL  
REVIEW**

Electoral Board minutes

2-15-18

Hopewell Library

6:30pm call meeting to order

Recognize visters

Appoint Pollworkers

Appoint New Registra\_allan was appointed

Set next meeting 13-

Herbert Townes\_chair was present

Patrick Washington\_was not present

Moses Jackson\_was present

Adjorn meeting 6:50pm

Herbert Townes  
H T S Z A

**PROCLAMATIONS**

§

**RESOLUTIONS**

§

**PRESENTATIONS**

# Proclamation

OFFICE OF MAYOR JACKIE SHORNAK

*City of Hopewell, Virginia*



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

**NOW, THEREFORE, I, Jackie M. Shornak, Mayor of the City of Hopewell, in conjunction with the Coalition Against Alcohol, Nicotine & Drug Under-Age Use (CAAN-DUU) and the District 19 Community Services Board, do hereby proclaim April 2018 as NATIONAL ALCOHOL AWARENESS MONTH, and urge the citizens of Hopewell to support efforts that will increase community awareness and support for individuals and families coping with alcohol addiction in our community.**

**I****N WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 24<sup>th</sup> day of October, 2017.

---

*Jackie M. Shornak*  
*Mayor of the City of Hopewell*

# **PUBLIC HEARINGS**



# 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: Public Hearing to consider citizen comments regarding the City of Hopewell 2028 Draft Comprehensive Plan.**

**ISSUE:** In accordance with the Code of Virginia, any locality that is revising or creating a Comprehensive Plan must have a public hearing to consider citizen comments prior to the adoption of the plan.

**RECOMMENDATION:** The City Administration recommends the Planning Commission and City Council consider citizen comments regarding the 2028 City of Hopewell Draft Comprehensive Plan. Administration is not requesting action at this meeting. A second joint public hearing will be held on April 24, 2018. Action is requested at that time.

**TIMING:** A public hearing will be held on Tuesday, March 27, 2018.

**BACKGROUND:** The Planning Commission has completed their update of the City's Comprehensive Plan. A joint work session to review the main principles of the plan was held on January 18, 2018. Citizen public review meetings were held on March 12 and 22. This will be the first of two public hearings. The public review period will end on Wednesday, April 4, 2018.

**FISCAL IMPACT:** Economic/Community Development

**ENCLOSED DOCUMENTS:** None. The draft plan was provided to City Council on February 13, 2018.

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

**SUMMARY:****Y N**

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

**Y N**

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

---

**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 K. Wayne Walton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6   |
| <input type="checkbox"/> | <input type="checkbox"/> | Mayor Jackie M. Shornak, Ward #7   |

**COMMUNICATIONS  
FROM CITIZENS**

# **REGULAR BUSINESS**

**R-1**

**R-2**

Sec. 2-10. - Law library established; court cost assessment; library committee.

- (a) *Library established.* Under the provisions of Code of Virginia (1950), § 42.1-70, as amended, there is hereby established a law library in room 261 of the Courts Facility Building, 100 East Broadway, which law library shall be open for the use of the public.
- (b) *Assessment of court costs.* To provide for the acquisition of law books and law periodicals, and to provide for the maintenance of such library, beginning July 1, 2009, there is hereby assessed a sum of four dollars (\$4.00) as part of the costs incident to each civil action filed in the district court and the circuit court of the City of Hopewell. The assessment provided for herein shall be in addition to all other costs prescribed by law, but shall not apply to any action in which the Commonwealth of Virginia or any political subdivision thereof or the federal government is a party and in which the costs are assessed against the Commonwealth, political subdivision thereof, or federal government. The assessment shall be collected by the clerk of the court in which the action is filed, and remitted to the treasurer of the city, to be held by such treasurer subject to disbursements by the law library committee, hereinafter created.
- (c) *Law library committee.* A committee to be called the law library committee is hereby created to be composed of a member of council appointed by the mayor, the city attorney, the commonwealth attorney, the judge in residence of the general district court, and a member appointed by the Hopewell Bar Association, to oversee the operation of said library and to report to city council quarterly during the first year and annually by June 30 of each year thereafter.

An attested copy of this section shall be sent to the clerks of the Hopewell District and Circuit Courts by the clerk of the city.

(Ord. No. 83-20, 12-13-83; Ord. No. 92-22, 6-23-92; Ord. No. 95-33, 9-26-95; Ord. No. 95-38, 11-15-95; Ord. No. 2009-07, 6-9-09)

Editor's note— Ord. No. 83-20, adopted Dec. 13, 1983, did not specify manner of codification; hence, inclusion herein as § 2-10 has been at the discretion of the editor.

Ordinance No. 2018-

**An Ordinance amending  
Chapter 2, Article I, Sec. 2-10, paragraph (c) of the City of Hopewell Code of Ordinances**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF HOPEWELL**, that Chapter 2, Article I, Sec. 2-10, paragraph (c) of the City of Hopewell Code of Ordinances is hereby amended, and re-enacted as follows:

Sec. 2-10. - Law library established; court cost assessment; library committee.

- (a) *Library established.* Under the provisions of Code of Virginia (1950), § 42.1-70, as amended, there is hereby established a law library in room 261 of the Courts Facility Building, 100 East Broadway, which law library shall be open for the use of the public.
- (b) *Assessment of court costs.* To provide for the acquisition of law books and law periodicals, and to provide for the maintenance of such library, beginning July 1, 2009, there is hereby assessed a sum of four dollars (\$4.00) as part of the costs incident to each civil action filed in the district court and the circuit court of the City of Hopewell. The assessment provided for herein shall be in addition to all other costs prescribed by law, but shall not apply to any action in which the Commonwealth of Virginia or any political subdivision thereof or the federal government is a party and in which the costs are assessed against the Commonwealth, political subdivision thereof, or federal government. The assessment shall be collected by the clerk of the court in which the action is filed, and remitted to the treasurer of the city, to be held by such treasurer subject to disbursements by the law library committee, hereinafter created.
- (c) *Law library committee.* A committee to be called the law library committee is hereby created to be composed of ~~a member of council appointed by the mayor,~~ the city attorney, the commonwealth's attorney, the circuit court clerk, and a judge of the general district circuit court, ~~and a member appointed by the Hopewell Bar Association,~~ to oversee the operation of the library and to report to city council ~~quarterly during the first year and annually by June 30 of each year thereafter.~~

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

Ordinance No. 2018-

**An Ordinance amending**

**Chapter 2, Article I, Sec. 2-10, paragraph (c) of the City of Hopewell Code of Ordinances**

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- (c) *Law library committee.* A committee to be called the law library committee is hereby created to be composed of the city attorney, the commonwealth's attorney, the circuit court clerk, and a judge of the circuit court, to oversee the operation of the library and to report to city council annually.

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

**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:** Regular Business

**ISSUE:** Council to approve the 2018-19 The Local Choice, (TLC) health care rates and other recommendations as proposed by OneDigital, the City’s benefit consultant, during the March 27, 2018 council meeting.

**RECOMMENDATION:** Council to approve the 2018-19 TLC healthcare rates and other recommendations as presented by the OneDigital benefit consultant at the March 27, 2018 council meeting.

**BACKGROUND:** The City currently TLC uses for health care. Every year the City offers an Open Enrollment period to allow employees the opportunity to update or change their health care plans. Human Resources cannot begin Open enrollment for employees until the new health care rates are approved by Council. The Human Resources office needs to start sending out communications to employees the first week in April.

**FISCAL IMPACT:** 5%

**ENCLOSED DOCUMENTS:** OneDigital presentation (OneDigital is currently preparing presentation and will finalize after a conference call with management)

**STAFF:** Renia Coles, Human Resources Director

**SUMMARY:** Council to approve the 2018-19 TLC healthcare rates and other recommendations as presented by OneDigital.

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

<b>Y</b>	<b>N</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Anthony Zevgolis, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6

Medical Renewal FY 18/19

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# CITY OF HOPEWELL

March 27, 2018

Presented by:

Mary Jones, Senior Consultant

# Renewal Summary and Market

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- The Local Choice(TLC) renewal is calling for a 4.4% increase to current for the active employees and pre-Medicare eligible retirees
- Medicare eligible retirees Medicare supplement rates are remaining flat
- OneDigital's analysis of the claims experience suggests that the TLC renewal is fair

# What's New for 2018?

- Changes to the KeyAdvantage 250 & KeyAdvantage Expanded plans effective July 1, 2018:
  - Diagnostic tests and x-rays(OP, IP and ER):
    - KA 250: Going from 10% coinsurance after deductible to 20% after deductible
    - KA Expanded: Going from 10% coinsurance to 20% coinsurance
  - ER facility copayment:
    - KA 250: Going from \$150 copay to \$350 copay
    - KA Expanded: Going from \$100 copay to \$250 copay
  - Hospital, Maternity and Behavioral Health copayment per stay:
    - KA 250: Going from \$300 copay per stay to \$400 per stay
    - KA Expanded: Going from \$200 copay per stay to \$300 copay per stay
  - Shots (allergy and therapeutic injections):
    - KA 250: Going from 10% coinsurance after deductible to 20% after deductible
    - KA Expanded: Going from 10% coinsurance to 20% coinsurance
  - Therapy services:
    - KA 250: Going from 10% coinsurance after deductible to 20% after deductible
    - KA Expanded: Going from 10% coinsurance after deductible to 20% after deductible
- Generic Select Program – targeting folks who currently take a brand name drug that has an equally effective generic alternative.
- No changes to the HDHP plan effective July 1, 2018.

# Recommendation

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- Continue with TLC offering the three current plan options to active employees and pre-Medicare eligible retirees
  - HDHP
  - Key Advantage 250 Plan
  - Key Advantage Expanded Plan
- Contribution strategy
  - City continues providing the same contribution dollar amount for the both the Key Advantage 250 and the Key Advantage Expanded plan.
    - Employees will continue to have the option to participate in the Key Advantage Expanded plan; however, they will pay a higher premium to do so
  - Keep the same contribution percentages on the HDHP plan as current
    - Continue annual contributions to the Health Savings Accounts of \$1,400 employee only and \$2,700 for employee plus dependents.

# Rates (FY 17/18)

<b>HDHP</b>	<b>Emp - PER PP</b>	<b>Emp - MONTH</b>	<b>City - MONTH</b>	<b>Total Premium</b>
EE ONLY	\$35.63	\$71.27	\$374.73	\$446.00
EE + SPOUSE	\$100.95	\$201.89	\$623.11	\$825.00
EE + CHILD	\$83.40	\$166.80	\$658.20	\$825.00
EE + CHILDREN	\$83.46	\$166.93	\$1,037.07	\$1,204.00
EE + FAMILY	\$166.80	\$333.59	\$870.41	\$1,204.00
<b>Key Advantage 250</b>	<b>Emp - PER PP</b>	<b>Emp - MONTH</b>	<b>City - MONTH</b>	<b>Total Premium</b>
EE ONLY	\$50.50	\$101.00	\$518.00	\$619.00
EE + SPOUSE	\$151.31	\$302.62	\$842.38	\$1,145.00
EE + CHILD	\$121.04	\$242.08	\$902.92	\$1,145.00
EE + CHILDREN	\$120.98	\$241.95	\$1,429.05	\$1,671.00
EE + FAMILY	\$256.11	\$512.22	\$1,158.78	\$1,671.00
<b>Key Advantage Expanded</b>	<b>Emp - PER PP</b>	<b>Emp - MONTH</b>	<b>City - MONTH</b>	<b>Total Premium</b>
EE ONLY	\$79.00	\$158.00	\$518.00	\$676.00
EE + SPOUSE	\$204.31	\$408.62	\$842.38	\$1,251.00
EE + CHILD	\$174.04	\$348.08	\$902.92	\$1,251.00
EE + CHILDREN	\$197.98	\$395.95	\$1,429.05	\$1,825.00
EE + FAMILY	\$333.11	\$666.22	\$1,158.78	\$1,825.00

# Proposed Base Rates (FY 18/19)

<b>HDHP</b>	<b>Emp - PER PP</b>	<b>Emp - MONTH</b>	<b>City - MONTH</b>	<b>Total Premium</b>
EE ONLY	\$37.07	\$74.14	\$389.86	\$464.00
EE + SPOUSE	\$104.97	\$209.94	\$648.06	\$858.00
EE + CHILD	\$86.73	\$173.45	\$684.55	\$858.00
EE + CHILDREN	\$86.86	\$173.71	\$1,079.29	\$1,253.00
EE + FAMILY	\$173.60	\$347.20	\$905.80	\$1,253.00
<b>Key Advantage 250</b>	<b>Emp - PER PP</b>	<b>Emp - MONTH</b>	<b>City - MONTH</b>	<b>Total Premium</b>
EE ONLY	\$52.70	\$105.41	\$540.59	\$646.00
EE + SPOUSE	\$157.92	\$315.84	\$879.16	\$1,195.00
EE + CHILD	\$126.33	\$252.65	\$942.35	\$1,195.00
EE + CHILDREN	\$126.26	\$252.52	\$1,491.48	\$1,744.00
EE + FAMILY	\$267.30	\$534.60	\$1,209.40	\$1,744.00
<b>Key Advantage Expanded</b>	<b>Emp - PER PP</b>	<b>Emp - MONTH</b>	<b>City - MONTH</b>	<b>Total Premium</b>
EE ONLY	\$81.70	\$163.41	\$540.59	\$704.00
EE + SPOUSE	\$211.42	\$422.84	\$879.16	\$1,302.00
EE + CHILD	\$179.83	\$359.65	\$942.35	\$1,302.00
EE + CHILDREN	\$204.76	\$409.52	\$1,491.48	\$1,901.00
EE + FAMILY	\$345.80	\$691.60	\$1,209.40	\$1,901.00

# Retiree Premiums Effective 7/1/2018

- Totally monthly premiums for retirees that are pre-Medicare eligible (typically 65) are as follows:

HDHP	Total Premium
EE only	\$464.00
Key Advantage 250	Total Premium
EE only	\$646.00
Key Advantage Expanded	Total Premium
EE only	\$704.00

Totally monthly premium for retirees that are post-Medicare Eligible remains at \$201 per person per month

**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:** City Purchase of Property Parcel #031-1375 – 2009 Fern Street

**ISSUE:** A house has become available for purchase by the City in the area that has been identified for expansion of the Appomattox Cemetery. The address of this property is 2009 Fern Street, Hopewell, Virginia.

**RECOMMENDATION:** City Staff recommends Council authorize the use of Cemetery’s expansion reserve funds for the purchase of the house and property at 2009 Fern Street. This acquisition is to be made for a price not to exceed \$91,900.

**TIMING:** This purchase needs to be made by May 15, 2018.

**BACKGROUND:** It is estimated that there are less than two dozen vacant burial sites left in the Appomattox Cemetery that are available for purchase. There is a cluster of 4 properties next to the cemetery that have been targeted as the most logical location for expansion. On November 22, 2017, the City purchased the second of these 4 properties. If this acquisition is approved, it will be the third acquisition of the 4 properties identified.

**FISCAL IMPACT:** The agreed upon purchase price for the property is \$91,900. This amount is equal to the most recent real estate assesment made of this property. There are sufficient funds in the Cemetery’s expansion reserve fund (approximately \$900,000) to purchase this property.

**ENCLOSED DOCUMENTS:** Picture and map of house being recommended for purchase

**STAFF:** Charles Dane, Assistant City Manager  
Edward Watson, Director of Public Works

Council action form 1-3-17

**SUMMARY:**

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

**11-9-  
2016**

# 2009 Fern Street



Property Owned by City



Property Recommended for Purchase

**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
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- 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 Police Department – Implement new pay grades and adjustments to salaries for sworn personnel to improve Recruitment and Retention.**

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

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

**TIMING:** April 25, 2018 – Pay Period

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

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

This presentation will fully inform Council of the critical need to fund for adjustments to remain competitive, recruit and retain qualified police officers, and prevent future critical shortages.

**SUMMARY:****Y N**

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

**Y N**

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



**FISCAL IMPACT:** Depends on upcoming/pending retirements and implementation date. Fiscal Impact for 2018/19 Budget year ranges from \$0-25,000 (Re-occurring cost). Salary savings in FY 17/18 will cover early implementation.

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

**STAFF:** Chief John Keohane  
Director Michael Terry

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**SUMMARY:**

**Y N**

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

**Y N**

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





# Police Recruitment & Retention



# Recruitment & Retention Issues

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## Recruitment

- Starting pay in region – Not competitive
- Competing for same applicants pool (26 tested/132 applications in 12/17)
- Lost Competitive edge to hire Virginia Certified Officers

## Retention – Police Officers

- Authorized Strength - 65 Sworn officers
- Current Strength – 55 Sworn Officers – 10 Vacancies

## City Council Recruitment & Retention Presentation Timeline & Vacancies

- 11/21/17 Initial Presentation – 2 Vacancies – gave vacancy projections
- 12/12/17 – removed from Unfinished business – 4 vacancies
- 2/1/18 – Work session – Cancelled – 4 vacancies (many in pipeline)
- 3/27/18 – 10 vacancies (**over 8 vacancies deemed critical for operations**)
  - 4 retirements within 30 days (1 unexpected)
  - 2 officers resigned ( New Kent Co. at same pay and one to private sector employment)

## Future Vacancies

- 2 officers – pending retirement on July 1, 2018
- 2-3 officers – involved in other law enforcement hiring process

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# Pay Comparison

## Police Officer Salaries in the Region

Jurisdiction	Entry Level	Certified	Retirement	CDP
VA State Police	\$44,290	\$48,719	VRS 1.85	Yes
Henrico Co.	\$44,990	\$47,000	VRS 1.85	Yes
Chesterfield Co.	\$44,289	\$46,500	VRS 1.85	Yes
Petersburg	\$43,900	\$46,095	VRS 1.7	Yes
Hanover County	\$44,263	\$46,000	VRS 1.85	Yes
City of Richmond	\$41,000	\$45,000	City 2%	Yes
Colonial Heights	\$40,904*	\$45,000*	VRS 1.85	Yes
Prince George Co.	\$42,298	\$43,300	VRS 1.85	Yes
<b>Hopewell Current</b>	<b>\$41,762</b>	<b>\$42,300</b>	<b>VRS 1.85</b>	<b>Yes</b>
<b>Hopewell Proposed</b>	<b>\$44,268</b>	<b>CDP 6-12 mos. (6%)</b>	<b>VRS 1.85</b>	<b>Yes</b>

\* Colonial Heights has not updated pay plan. Have hired only certified officers the past 10 years

# Proposed Salary Pay Grade

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Increase Pay Grade by One Level – 6%

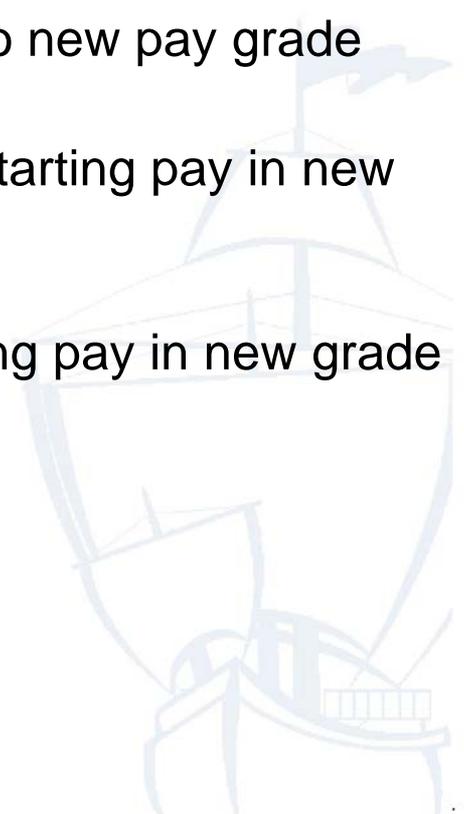
Rank	Today Grade	Today Pay	Proposed Grade	Proposed Pay
Police Officer	24	\$41,763	25	\$44,268
Police Officer I	25	\$44,268	26	\$46,924
Police Officer II	26	\$46,924	27	\$49,740
Police Officer III	27	\$49,740	28	\$52,724
Police Officer IV	28	\$52,724	29	\$55,888
Sergeant	29	\$55,888	30	\$59,241
Lieutenant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

# Proposed New Salary Grade

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## Impact on Sworn Personnel

- 53 officers/supervisors – 2-6% adjustment up to new pay grade
- 6 supervisors – no pay increase – well above starting pay in new grade
- 6 officers – no pay increase – well above starting pay in new grade



# Costs – New Police Recruit / Certified

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## Virginia Certified Officer

- Hiring process/Background Investigation Etc. \$2500
- Uniforms & Equipment \$8500

Total \$11,000

## Police Recruit – Non- Certified

- Hiring process/background Investigations \$2500
- Academy / Field Training \$27,000
- Uniforms & Equipment \$8500

Total \$38,000

# Fiscal Impact – Known Salary Savings

<u>Position</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Savings</u>
Retired officer (3/1/18)	\$71,133	\$44,268	\$26,865
Retired officer (2017)	\$68,297	\$44,268	\$24,029
Separated officer (2017)	\$57,241	\$44,268	\$12,973
Officer (Feb. 2018)	\$49,740	\$44,268	\$5,472
Major (Based on FT not PT)	\$99,000	\$88,000	\$11,000

Total Savings in salaries FY 18/19 budget: \$80,339

## Anticipated Retirements FY 18/19

Officer (July 1, 2018)	\$68,297	\$44,268	\$24,029
Officer (July 1, 2018)	\$56,175	\$44,268	\$11,907
Officer (October, 2018)	\$49,740	\$44,268	\$5,472

Total: \$41,408



# Fiscal Impact – FY 17/18

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## Estimated Salary Savings in PD budget – FY 17/18

- Analysis Based on 19 Pay periods

Average Salary per PP / Average for FY /Salary Savings per PP

\$148,667

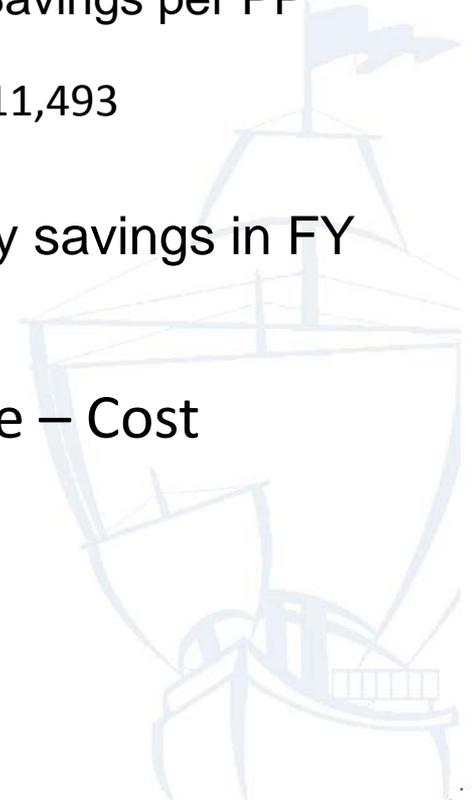
\$160,160

\$11,493

- $\$11,493 \times 26 \text{ PP} = \$298,000$  Projected Salary savings in FY 17/18

## April 25, 2018 Pay Period Implementation Date – Cost

- 22nd Pay period of fiscal year
- Approximate cost for 5 Pay periods - \$24,000
- **Zero Cost for FY 17/18**



# Fiscal Impact FY 18/19

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FY 18/19 – Fiscal Impact on salaries with new salary grades

• Total Cost of Salary Grade proposal \$125,000

• Minus Known Salary Savings \$80,339

Total \$44,661

• Minus Anticipated Salary savings \$41,408

Total \$3253

**Less than \$5000 Fiscal Impact** (Assuming July 1, 2018 Retirement Date for Anticipated Group)

# Benefits of Salary Adjustments

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- **Will keep our highly trained Officers that we invest in with us. Cannot put a price on reduction in crime and positive community engagement that an experienced officer provides.**
- Prevent critical shortages in staffing
- Maintain our competitiveness in the region
- Helps with Compression of Salaries throughout the ranks
- Will reduce recruitment, hiring, training, and equipment costs of a new officer.



**REPORTS  
OF THE  
CITY  
ATTORNEY**

**REPORTS  
OF THE  
CITY CLERK**

# **REPORTS OF THE CITY COUNCIL**

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

**ADJOURN**