

AGENDA



CITY OF HOPEWELL
Hopewell, Virginia 23860

SPECIAL MEETING

AGENDA

PHONE: 541-2249
FAX: 541-2248

e-mail: info@hopewellva.gov
www.hopewellva.gov
rarrington@hopewellva.gov

CITY COUNCIL

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

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

Date: August 28, 2018

MUNICIPAL BUILDING

Time: 6:00 p.m.

OPEN MEETING

6:00 p.m. Call to order, roll call, and welcome to visitors

PROPOSED MOTION: To extend the meeting beyond the three-hour limit if needed to complete each of the items on the agenda.

Roll Call

Approve/Amend Agenda

Roll Call

SPECIAL MEETING

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

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

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

MOTION: _____

Roll Call

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

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

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

MOTION: _____

Roll Call

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

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

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

MOTION: _____

Roll Call

SB-4 General Registrar Request for Appropriation

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

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

MOTION: _____

Roll Call

SB-5 Review and approval of active boards and commissions list

ISSUE: The boards and committees list of council has been updated, including vacancies. Staff would like the approval of Council to confirm if any other board, commission or authority should be removed from the list. Upon approval, the Clerk’s Office will begin forwarding Talent Bank Resumes (TBRs) to City Council for consideration. The Clerk’s Office will also use the approved list for outreach for the council-appointed boards, commissions and authorities to plan the upcoming Appreciation Dinner.

RECOMMENDATION: Staff requests that Council **approve the revised boards and commission list.**

MOTION: _____

Roll Call

SB-6 Council Ward Improvement Fund Policy

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

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

MOTION: _____

Roll Call

SB-7 Panhandling in Public Right of Way

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

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

MOTION: _____

Roll Call

SB-8 Littering

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

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

MOTION: _____

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

Adjournment

SB-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Riverside Regional Jail Authority Alternate Member

ISSUE: Appoint Mr. Charles E. Dane, Assistant City Manager, as the alternate member to attend meetings in John M. Altman, Jr., City Manager, absence.

RECOMMENDATION: Staff recommends approval of the resolution

TIMING: The request is not time sensitive

BACKGROUND: The Board of the Riverside Regional Jail Authority consists of the sheriff from each member jurisdiction and one additional member from the jurisdiction appointed by the governing body for a four year term, plus alternates for the sheriff or member appointed by the governing body. City Council appointed John M. Altman, Jr, City Manager, to the Authority Board at its February 13, 2018 meeting. Mr. Jerry Whitaker, former Director of Finance, is currently listed as Mr. Altman's alternate. Mr. Whitaker is no longer employed by the City.

FISCAL IMPACT: None

ENCLOSED DOCUMENTS: Resolution

STAFF: March Altman, City Manager

Council Action Form 2017

SUMMARY:

- | Y | N | | 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 | | | |

July 10, 2018

RESOLUTION

WHEREAS, Chapter 726 of the 1990 Acts of Assembly created the Riverside Regional Jail Authority (the “Authority”), which legislation was amended by Chapter 228 of the 1993 Acts of Assembly, Chapter 642 of the 1999 Acts of Assembly and Chapter 229 of the 2014 Acts of Assembly; and

WHEREAS, the Board of the Authority consists of the sheriff from each member jurisdiction and one additional member from the jurisdiction appointed by the governing body for a four year term, plus alternates for the sheriff or member appointed by the governing body; and

WHEREAS, the City Council of the City of Hopewell appointed John M. Altman, Jr., to represent the jurisdiction on February 13, 2018; and

WHEREAS, the Board has requested an alternate for the appointed member be appointed to attend and vote in Mr. Altman’s absence;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Hopewell that Mr. Charles E. Dane is appointed as an alternate to the Board for the same term as Mr. Altman.

Adopted this 14th day of August 2018.

SB-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request to establish two (2) full-time permanent Benefit Programs Specialist positions with the Hopewell Department of Social Services to help manage higher caseloads resulting from the 2018 General Assembly approval of Medicaid Expansion.

RECOMMENDATION: Approve.

TIMING: Immediate approval is requested to afford time to recruit, hire, and train new staff prior to November 2018 when the State will open the Medicaid program for new eligible applicants to apply for coverage.

BACKGROUND: Governor Northam signed Medicaid Expansion into law on June 7, 2018. Virginia joins 32 other states and the District of Columbia in expanding Medicaid coverage. The measure is scheduled to take effect January 1, 2019 with applications accepted starting in November 2018.

Virginia’s existing Medicaid program is one of the least generous in the nation. To be eligible, a disabled individual can make no more than \$9,700 a year. The cutoff for a family of three is \$6,900. Able-bodied, childless adults are not eligible, no matter of their income. When implemented, coverage under Medicaid Expansion will be accessible to persons with income up to 138 percent of the federal poverty level, which is \$16,750 for an individual; \$28,700 for an adult in a household of three.

Under the current program guidelines, eligibility is determined based on income and categorical requirements (aged, blind, disabled, expectant mothers, households

AuCouncil Action Form 2017

SUMMARY:

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

**August 14,
2018**

with minor children.) However under expanded coverage, eligibility will solely be based on income.

Currently there are 7,799 Hopewell residents receiving Medicaid coverage. Based on state data, there are approximately 1,000 additional City residents eligible under the new expansion program guidelines - a 12.8% increase.

The General Assembly's FY 2019-20 biennium budget includes administrative funding to assist with the increased volume of Medicaid applications. The State budget allocates funding for the equivalent of approximately 300 new local benefit programs specialist positions. The State realizing that localities have already approved their local FY 2019 budgets is providing this additional allocation without any local matching requirement for the current Fiscal Year. Hopewell City's FY 2019 allocation is \$93,150. This amount will fully fund the 2 requested Benefit Programs Specialist positions (salaries and fringe benefits).

FISCAL IMPACT: The two (2) requested positions are fully funded by the State for the remainder of FY2018-19; thereafter the locality will be subject to a 15.5% local match to supplement the funding of the positions. The State has added the additional amount of \$93,150 to the Department's base budget. Heretofore, the City has agreed to approve and provide local matching funds for any increases in funding from the State in support of the services and activities provided through Hopewell Social Services.

Services provided under Medicaid coverage not only improve and enhance the health and wellbeing of City residents but also help to fuel the local economy. During the State's prior Fiscal Year (2017), \$48.8 million in Medicaid benefits were provided to eligible Hopewell residents for physician care, hospital and emergency services; prescription drugs; laboratory and X-ray services; maternity and newborn care; home health services; behavioral health services rehabilitative services; family planning; transportation to appointments when not otherwise available; medical equipment and supplies; and preventive care, including annual wellness exams, immunizations, smoking cessation and nutritional counseling.

AuCouncil Action Form 2017

SUMMARY:

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

**August 14,
2018**

These requested positions are needed to help ensure that Hopewell Social Services is timely and accurately processing the higher caseloads resulting from the approval of Medicaid Expansion, in conformity with State guidelines.

ENCLOSED DOCUMENTS: State Additional Allocations Memo for Local Staff and Operations

STAFF: Ray Spicer, Director Social Services

AuCouncil Action Form 2017

SUMMARY:

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

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

August 14, 2018



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

MEMO

To: Local Department of Social Services

From: Michael Gump, Chief Financial Officer
Ida Witherspoon, Budget Director

Re: Additional Allocations for Local Staff and Operations

Date: June 8, 2018

On May 30, the Virginia General Assembly passed a FY 2019-2020 biennium budget that included Medicaid expansion. Additional administrative funding to assist with the increased volume of Medicaid applications was provided for the equivalent of approximately 300 new local benefit programs specialist positions. With local match, the total to be allocated is approximately \$21.5M.

Local allocations were determined using three equal factors:

- Distribution of current funding versus current workload for benefit programs specialists
- Projected increase in workload due to Medicaid expansion (minimum allocation of \$45,000)
- Historical staff and operations (budget lines 855 and 858) spending

Hopewell City's FY 2019 share of the total to be allocated is \$93,150.

In FY 2019, Medicaid expansion funding will be available in **budget line 849, Local Staff and Operations – No Local Match**, when LASER opens for June on July 18, 2018. As stated in the guidance memo dated May 2, 2018, **this funding will not require a local match for FY 2019 only.**

These funds are to be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. that would otherwise be reimbursable under budget line 855. This will allow localities time to increase staffing where needed prior to the implementation of Medicaid expansion and to request funding

for local match from their local boards for FY 2020. Medicaid expansion funding will become part of base budget line 855 allocations beginning in FY 2020 and will require a 15.5 percent local match.

If you have any questions, please contact Budget Analysts Kim Conner at kim.conner@dss.virginia.gov or 804-726-7262 or LaTonya Williams at latonya.williams@dss.virginia.gov or 804-726-7260.

SB-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Authority to enter into contracts for refuse and recycling services

ISSUE: The 5 year contracts for refuse and recycling will expire June 30, 2019. In order to assure a smooth transition of services on July 1, 2019 the contracts for services need to be renewed or rebid this summer.

RECOMMENDATION: City Staff recommends that Council authorize the City Manager and CVWMA to negotiate and award contracts for refuse and recycling collection and disposal services at a rate that will not impact the residential collection rate more than \$2.54 per household per month.

TIMING: This approval needs to be made as soon as possible to provide the maximum negotiating time for staff and allow for any start-up concerns by the contractors.

BACKGROUND: In 2013, the City of Hopewell authorized CVWMA to enter into a contract with CFS for refuse collection and disposal, and another contract with County Waste for recycling collection and material reuse. These 5-year contracts are going to expire July 1, 2019. CVWMA has received proposals from these contractors to renew the respective contracts for another 5-year period (2019-2024). Both of the proposals involve rate increases. CVWMA has asked the City if it would like to renew the existing contracts or advertise for new contracts. The best rates are expected to be with the current providers and staff is expecting to execute contract renewals with both providers.

FISCAL IMPACT: The total estimated cost increase for both programs is \$290,000 a year (FY 19/20). The new rate will be held at the same rate for the next 5 years.

ENCLOSED DOCUMENTS:

STAFF: Monique Robertson, Office Services Manager and CVWMA Board Member
Edward Watson, Director of Public Works

Council action form 1-3-17

SUMMARY:

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

**11-9-
2016**

Summary of New Contract Proposals for Refuse and Recycling Collections

CVWMA has received contract renewal proposals from both Container First Services (CFS) for trash collection and County Waste for recycling services for the City of Hopewell. Both proposals include significant rate increases that will go into effect July 1, 2019. The estimated total cost increase for both programs is \$290,000 a year (FY 19/20). The estimated impact on residential rates is an increase from \$20.65 to \$23.19 (\$2.54 or 12.3% increase) per month. This new cost will hold constant for the life of the 5-year contract.

Domestic Trash (CFS)

CFS has proposed a new rate of \$8.10 per household (HH) per month. This is a \$1.10 increase from the current rate of \$7.00/HH (15.7%). In addition, CFS has proposed 7% increase for new carts, 8% increase for hauling from the convenience center, a 24% increase for disposal of convenience center containers, and a 7% increase for Front-End Loader services. Based on the 8,672 households in the program, and the average volumes collected at the convenience center, the overall resulting increase in trash services would be approximately 16% or roughly \$140,000 per year for refuse collection.

Pricing information:

- A \$7.00/HH rate has been in place since the start of the contract executed July 2014
- Prior to July 2014, Hopewell was paying \$12.17 per HH per month
- The bids received for refuse collection in 2014 RFP were \$10.00/HH - County Waste; \$9.50/HH - Republic Services (incumbent); \$9.25/HH - Virginia Waste Services; \$9.62/HH - Waste Management and \$7.00/HH - CFS
- CFS owns and operates the closest refuse disposal facility: Tri-Cities Regional Landfill, located in the City of Petersburg. Therefore, transportation costs for other potential proposers will likely be higher.
- Pricing per HH in recent procurements in the area have all increased by 20% or greater. A recent procurement in the City of Colonial Heights resulted in a 51% increase in per HH cost (\$2.53/HH/month).

Recycling

County Waste has proposed a new rate of \$2.98 per HH per month. This is an increase of \$1.44/HH per month from the current rate of \$1.54/HH per month (93.5% increase). The overall resulting increase in recycling services would be approximately 94% or roughly \$150,000 per year for recycling.

Pricing information:

- The current commodity market pricing for mixed paper products in May 2018 is zero. Historically this number has averaged \$66 per ton. This has forced recycling collection companies to increase their pricing dramatically as 60% of the recycling stream is paper products.
- The market for mixed paper should recover in the next two to three years. China has been the major importer of mixed paper, in the last few months the Chinese Government has effectively stopped accepting US recycling materials. As a result, there is an extreme oversupply of post-consumer mixed paper generated by the US and other countries..
- Colonial Heights and Ashland are currently paying \$2.49 per HH, and the City of Richmond are paying \$2.93 HH. However, these costs are expected to go up because of the markets mentioned above.

See table below:

Residential Refuse Collection and Disposal

Locality	Old Rate	New Rate	Percent Change
Colonial Heights	\$5.00	\$7.53	51% (increase)
Petersburg	\$8.13	\$8.94	10% (increase)
Ashland	\$10.16	\$8.18	20% (decrease)
Chesterfield Tax Relief	\$12.00	\$8.40	30% (decrease)
Hopewell	\$7.00	\$8.10	16% (increase)

- Hopewell cost from Republic prior to 2014 was \$12.17/ HH

Residential Recycling Collection and Reuse

Locality	Old Rate	New Rate	Percent Change
Colonial Heights	\$ 2.49	\$2.55	2.4% (increase)
Petersburg	\$2.22	\$2.33	5% (increase)
Ashland	\$2.49	\$2.55	2.4% (increase)
Chesterfield Tax Relief	NA	NA	NA
Hopewell	\$1.54	\$2.98	94% (increase)

See table below:

SB-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 1st Reading
- Approve Ordinance 2nd Reading
- Set a Public Hearing
- Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE: General Registrar Request for Appropriation

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

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

TIMING:

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

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

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

STAFF: Yolanda W. Stokes, General Registrar

Council action form 1-3-17

SUMMARY:

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

06-26-18



John M. Altman, Jr.
City Manager

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

300 North Main Street
Suite 216
Hopewell, VA 23860

www.hopewellva.gov

MEMORANDUM

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

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

Date: May 29, 2018

RE: Deputy Registrar Compensation

VIA Email to ystokes@hopewellva.gov

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

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

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

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

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

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

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

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

§ 24.2-112. Assistants to general registrars; employees

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

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

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

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

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

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

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

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

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

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

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

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

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

Assistant Registrar - Salary Survey

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

NOTE:

* - 1 part-time Program Support Technican

** - positions are Part-Time

Population information of surrounding localities- 2016

Colonial Heights-17,772

Danville-43,310

Petersburg- 31,882

Emporia- 5,305

Prince George- 37,845

Dinwiddie-28,144

Newport News- 181,825

Lynchburg-80,212

Norfolk- 245,115

Richmond-223,170

Suffolk-89,273

Surry- 6,544

Voter Registrar

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

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	7/1/2012	\$23.59	\$49,067.20
	8/1/2013	\$24.30	\$50,544.00
	7/1/2014	\$24.79	\$51,563.20
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Richmond	44,646 - 73,336	1
Suffolk	38,407 - 60,298	2
Surry		0

NOTE:

* - 1 part-time Program Support Technican

** - positions are Part-Time

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

SB-5

CITY COUNCIL BOARDS AND COMMISSIONS

ASHFORD CIVIC PLAZA COMMISSION

Nine-member commission (City Council formed the Ashford Civic Plaza Monument Commission on September 23, 2001.) Following is an excerpt of recommendations from the Ad Hoc Public Plaza Committee approved by City Council on November 27, 2001. Establish a Commission to make further recommendations to City Council on the individual or group(s) to be recognized in Hopewell Plaza for their contributions to the quality of life in Hopewell. Upon approval of such individual or group(s) by City Council, the Commission will approve the design, material and placement of the tribute. The Commission will consist of nine members comprised of two City Council members and seven citizens (one from each of the seven wards) appointed by City Council. All costs associated with the placement of any tribute in the plaza will be paid at the expense of the group or individual seeking approval from the Commission. All appointments are for four-year terms. Meeting time and place TBD.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Luman-Bailey, Christina (Ward 1)	617 Brown Ave	804-541-7015	cbailey@hopewellva.gov emailed on 8/8/18	08-12-08	06-30-12						
Pelham, Brenda (Ward 6)	1816 Stewart Ave (Ward 6)	804-720-8619	bpelham@hopewellva.gov No longer wants to be a part of this board	09-26-06	10-31-10						

Staff Member:

9 vacancies
2 TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

ARCHITECTURAL REVIEW BOARD

Membership is no less than three and no more than seven members. A quorum is the majority of those present. Membership requirements: a resident of the City Point Historic District, a business owner, and a registered architect. The remaining membership shall be comprised of residents of the City of Hopewell with knowledge and demonstrated interest in the historic character of the City. Members shall serve a term of four years. One member of City administration shall be appointed as an advisory member of the review board and shall have no vote. Meetings held last Monday of the month in the Second Floor Conference Room in the Municipal Building.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Calos, Mary M Chairman	1100 Pecan Ave (Ward 1)	804-458-5827		11-1-14	10-31-18						
Bailey, Joseph M	617 Brown Ave	804-452-3959	jmbailey@email.wm.edu	11-1-16	10-31-20						
Joyner, Rita E. Vice Chair	711 Francis St (Ward 1)	804-458-8783 804-731-9380	Ltjoyner2@comcast.net	07-01-15	06-30-19						
Vincent, Kathleen	410 N 4 th Ave	804-513-8964 804-751-4511 (b)	Northame28@yahoo.com	07-01-15	06-30-19						
Holsopple, Edith	501 Prince Henry Ave	804-926-3508	Edie.holsopple@gmail.com	07-01-15	06-30-19						
Staff member: Christopher Ward, Senior Planner – 804-541-2221											

No vacancies.

CITY COUNCIL BOARDS AND COMMISSIONS

BOARD OF BUILDING CODE AND FIRE PREVENTION CODE APPEALS

This five-member Board is appointed by a judge of the Circuit Court after recommendation by the City Council. Each member serves a five-year term of office, as set forth in the Virginia Uniform Statewide Building Code. The Board is established under State law to provide relief to special cases where the exact application of the terms of the Zoning Ordinance may be unduly restrictive and cause a hardship. The board is empowered to hear and decide appeals from any order, requirement, decision, or determination made by the Zoning Administrator or an administrative official in enforcing or administering the Zoning Ordinance. This pertains to new construction and existing structures in the City. Meeting Time and Place: To be held as needed; City Council Chambers, Municipal Building, 300 N. Main St., Hopewell. (Code of Va., Sec. 36-105).

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Clements, J. H.	2611 Bassett St. (Ward #6)	804-458-7176 H 804-458-7187 B	TBR Mailed 8-7-18	11-1-12	10-31-17						
Denton, Janice (Ward 5)	807 Smithfield Ave	804-640-2888	jbdenton@hopewellva.gov Emailed on 8-8-18	02-8-11	10-31-16						
Savidge, Richard Chairman	601 Pocahontas Ln (Ward 5)	458-0373 H 458-4159 B	Called on 8-8-18 TBR Mailed 8-8-18	11-1-11	10-31-16						
Silvestro, David	126 S. 12 th Ave.	896-3260 H	Called on 8-8-18 TBR Mailed 8-8-18	02-8-11	10-31-16						
Taylor, G. Wayne	307 Riverside Ave	458-1567 458-0880	Called on 8-8-18 TBR Mailed 8-9-18	11-16-10	10-31-15						

Staff Member: Todd Hawkes, Building Official – 804-541-2220

5 vacancies
No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

BOARD OF ZONING APPEALS

A board consisting of five to seven residents shall be appointed by the circuit court upon recommendation by City Council. The term of office shall be for five (5) years. The board shall serve without pay other than for traveling expenses, and members shall be removable for cause upon written charges and after public hearing. Appointments for vacancies occurring otherwise than by expiration of term shall in all cases be for the unexpired term. Any member of the board shall be disqualified to act upon a matter before the board with respect to property in which the member has an interest. The board shall choose annually its own chairman and vice-chairman who shall act in the absence of the chairman. (NOTE: Per Va Code §15.2-2308 - Members can serve on NO OTHER board or commission simultaneously with BZA, with the exception that one member of the BZA may also serve on the Planning Commission.)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Dostie, Patricia	1005 Heretick Avenue Ward 5	804-541-0401		11/13/13	10/31/18						
Partin, John B	207 Fairview Avenue	804-909-2492 804-748-3111	partinjb@gmail.com	02-14-17	10-31-19						
Eppes, Ashley		804-704-0947	Ashley_epps@corvel.com	02-14-17	10-31-19						

Staff Member: Tevya Griffin, Director of Development – 804-541-2220

2 vacancies – John Partin is required, by law, to withdraw from this Board so that there will actually be 3 vacancies
 1 TBR

CITY COUNCIL BOARDS AND COMMISSIONS

BOARD OF EQUALIZATION

This four-member Board is appointed by a judge of the Circuit Court after recommendation by City Council. Each member serves a two-year term of office. The Board is established under State law to hear and decide appeal on real estate assessments—residential and commercial. Meeting Time and Place: To be held as needed; City Assessor’s Office - City Council Chambers, Municipal Building, 300 N. Main St., Hopewell.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Glass, Billie	3207 Randall Street	804-458-7873 (o) 804-894-0092	Bglass3207@comcast.net	04-06-17	04-30-18						
Barber, Deborah	101 Queen Anne Dr	804-541-8590 804-898-2889(c)	crossbarber@gmail.com	04-06-17	04-30-18						
Wagner, Keith	3024 W Grant St	804-712-0188	kwagnerrealestate@gmail.com	04-06-17	04-30-18						

Staff Member: Patrizia Waggoner, Real Estate Assessor – 804-541-2234

1 vacancy
No TBR’s

CITY COUNCIL BOARDS AND COMMISSIONS

COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION

A board consisting of four councilors and the mayor shall be appointed by City Council. The term of office shall be the same as the term of office for each councilor in Wards, 1, 2, 6 and 7 and the Mayor, if not included in one of the afore-listed wards. Meetings to be held as needed in City Council Chambers.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Luman-Bailey, Christina	617 Brown Avenue (Ward 1)	804-541-7015 804-691-4522	clumanbailey@gmail.com	06-12-18	12-31-22						
Holloway, Arlene	1109 Delaware Avenue (Ward 2)	804-926-0695	aholloway@hopewellva.gov	06-12-18	12-31-22						
Pelham, Brenda	1816 Stewart Avenue (Ward 6)	804-720-8619	bpelham@hopewellva.gov	06-12-18	12-31-22						
Shornak, Jackie	2101 Peterson Mill Rd. (Ward 7)	804-458-0995	Jshornak@hopewellva.gov	06-12-18	12-31-22						

Staff Member: Tevya Griffin, Director of Development – 804-541-2220

No vacancies

CITY COUNCIL BOARDS AND COMMISSIONS

CENTRAL VIRGINIA WASTE MANAGEMENT AUTHORITY

Membership consists of the political subdivisions of the Counties of Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan, Prince George and the Cities of Colonial Heights, Hopewell, Petersburg, Richmond and the Town of Ashland. The City of Hopewell is entitled to appoint one board member based on its population. An alternate also may be appointed who may attend meetings of the Authority, but who shall be entitled to vote only during the absence of the designated member. Each member and alternate shall serve at the pleasure of the appointing body, provided that no term is set for more than four (4) years. The Authority is empowered to plan, acquire, construct, reconstruct, improve, extend, operate, contract for and maintain a garbage and refuse collection, transfer and disposal program or system, including waste reduction, waste material recovery, recycling, resource recovery, waste incineration, landfill operation, ash management, sludge disposal, household hazardous waste management and disposal and similar programs or systems, within one or more of the political subdivisions who are members of this Authority. Meeting Time and Place: Third Friday of each month at 9:00 a.m., Large Conference Room, Richmond Planning District Commission, 2100 W. Laburnum Avenue, Suite #105, Richmond, Virginia, 23227

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Robertson, Monique		804-541-2295	mrobertson@hopewellva.gov	4-24-18	12-31-22						

Staff Member: Ed Watson, Director of Public Works – 804-541-2295

1 vacancy – no alternate selected
 No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)

The community policy and management team to be appointed by City Council. Membership shall include, at a minimum, at least one elected or appointed official or his designee from City Council, and the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of health, department of social services and the local school board. The team shall also include a representative of a private organization or association of providers for children's or family services, if such organizations or associations are located within the locality, and a parent representative who is employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. City Council may appoint other members to the team including, but not limited to, a local law-enforcement official and representatives of other public agencies. Persons serving on the team who are parent representatives or who represent private organizations or associations of providers for children's or family services shall abstain from decision-making involving individual cases or agencies in which they have either a personal interest, as defined in § 2.2-3101 of the State and Local Government Conflict of Interests Act, or a fiduciary interest.” State Code States, “§ 2.2-5205. Meets the third Wednesday of each month at 3:00 pm at the CSA Conference Room at 224 North Main Street, Hopewell, VA.

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Harris, F. Woody Court Services	100 E Broadway	804-541-2312	Woodrow. Harris@djj.va.gov	04-01-18							
Kirkland, Jennifer District 19	20 W Bank St, Ste 5 Petersburg, VA 23803	804-863-1689	jkirkland@d19csb.com	04-01-18							
Hackney, Melody School Board	103 N. 12 th Avenue	804-541-6400	mhackney@hopewell.k12.va.us	04-01-18							
Hart, Jr., Alton Crater Health District	1250 E Marshall St Richmond VA 23298	804-828-9690		04-01-18							
Denton, Janice Councilor	807 Smithfield Ave	804-640-2888	jdenton@hopewellva.gov	04-01-18							
Zevgolis, Anthony Councilor	3003 Riverside Ave	804-458-5685	azevgolis@hopewellva.gov	04-01-18							

CITY COUNCIL BOARDS AND COMMISSIONS

COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)

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	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Gosier, Joan Treasurer	300 N Main St, 1 st Fl	804-541-2240	jgosier@hopewellva.gov	04-01-18							
Spicer, Raymond Social Services	316 E Cawson St	804-541-2330	Ray.W.Spicer@dss.virginia.gov	04-01-18							
Hovis, Lauren Private Provider	Good Neighbor Community Svs 7001 Jahnke Rd Richmond VA 23225	703-728-8358	lhovis@goodneighborscs.com	06-12-18							
Majette, Shamia Health Dept	Hopewell Health Dept 1501 W City Pont Rd	804-668-7178	Shamia.Majette@vdh.virginia.gov	04-01-18							
Parent Representative											

CITY COUNCIL BOARDS AND COMMISSIONS

COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)

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	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End

Staff Member: Wanda Brown, CSA Director – 804-541-2470 (wbrown@hopewellva.gov)

1 Vacancy
No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

CRATER DISTRICT AREA AGENCY ON AGING

The one-member appointee of City Council serves a two (2)-year term of office. Other members of the agency are appointed by participating jurisdictions. The Agency is governed by the Code of Virginia, Chapter 15, Section 15.1-21. The essential duties are to insure that the interests of the citizens are represented in the development of policies and programs of the Agency. Meetings held the fourth Monday of each month at 10:00 a.m. at 23 Seyler Drive, Petersburg, VA 23804. (Code of Va. 151-21)

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Foster, Faithea Flowers*	617 Prince Henry Ave	804-898-5933	fosterf@ymcarichmond.org								

Staff Member: Dr. Harold Sayels, Executive Director, Crater District Area Agency on Aging – 804-732-7020, ext. 1014
Yvette Jackson, Executive Administrative Asst Crater District Area Agency on Aging – 804-732-7020

*I can find no evidence that Ms. Flowers was actually appointed to this Agency; however, Ms. Jackson says that Ms. Flowers has been faithfully attending the meetings. Ms. Flowers did include this request on her TBR.

CITY COUNCIL BOARDS AND COMMISSIONS

CRATER PLANNING DISTRICT COMMISSION

Two (2) Council members are appointed to serve on the Commission, along with a member of City Staff. The purpose of the commission is to address issues such as water resource management needs, transportation, land use planning and regulation, human services and economic development. Through the regional efforts, cost-saving cooperative solutions to problems are being created and implemented. The Commission meets three times a year (the second Thursday of the month), or as needed, at 6:00 p.m., at 1964 Wakefield St., Petersburg, VA 23804

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Luman-Bailey Councilor	617 Brown Avenue	804-541-7015	clumanbailey@gmail.com	01-24-17	01-31-19						
Zevgolis, Anthony	3003 Riverside Ave	804-458-5685	azevgolis@hopewellva.gov	01-24-17	01-31-19						
Altman, Jr., John M.	300 N Main St	804-541-2243	maltman@hopewellva.gov	01-24-17	01-31-19						

Staff Member: Martha Burton, Assistant to Executive Director – 804-861-1666

Councilor Luman-Bailey is also a member of the Executive Committee (Treasurer)

CITY COUNCIL BOARDS AND COMMISSIONS

DISTRICT 19 COMMUNITY SERVICES BOARD

The community services board shall consist of no less than 6 or more than 18 members appointed by City Council. Appointments to the community services board shall be broadly representative of the community. One-third of the appointments to the board shall be individuals who are receiving or who have received services or family members of individuals who are receiving or who have received services. At least one shall be an individual receiving services. One or more appointments may be nongovernmental service providers. Sheriffs or their designees also shall be appointed, when practical. No employee of the community services board or employee or board member of an organization that receives funding from any community services board shall be appointed a member of that board. No community services board shall be composed of a majority of local government officials, elected or appointed, as members, nor shall any county or city be represented on a board by more than two officials, elected or appointed. Va Code §37.2-501

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Spicer, Raymond Social Services	316 E Cawson St	804-541-2330	Ray.W.Spicer@dss.virginia.gov	03-01-18	12-13-21						

Staff Member: Joseph E. Hubbard, CPA, Executive Director
Jennifer Kirkland LCSW (804-862-8054), Director of Operations

1 vacancy
 No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

DOCK COMMISSION

Appointed by Council. The five- member commission serves four-year terms of office. It is the duty of the Commission to develop, govern, and maintain a port and harbor for the City. Meeting Time and Place: On call, Harbor Master’s Office, City Marina, Riverside Ave., Hopewell, VA 23860. City Code, Chapter 25

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Cooper, Lonnie (Ward 4)	117 Christopher Newport Dr	804-458-3449 804-541-0954	Nslcooper60@netscape.com Emailed on 8-8-18	11-01-12	10-31-16						
Elder, George (Ward 1)	701 Francis St	804-458-1818 804-458-6333	Called on 8-8-18 Left Message	11-01-12	10-31-16						
Shelton, Johnny (Ward 4)	399 Atwater Rd	804-458-9534 804-239-7485 804-536-4682	Called on 8-8-18 TBR Mailed 8-9-18	11-1-12	10-31-16						
Whipp, Frank Chairman (Ward 3)	300 Park Ave	804-541-4046 804-541-6402	rbwhipp@aol.com	11-1-14	10-31-18						

Staff Member: Chief of Police, 804-541-2282

5 vacancies
No TBR’s

CITY COUNCIL BOARDS AND COMMISSIONS

DOWNTOWN DESIGN REVIEW COMMITTEE

A review committee is hereby established and shall be known as the Downtown Design Review Committee. The membership of the shall consist of no less than three (3) nor more than five (5) members who shall be appointed by City Council to serve staggered terms. At least one (1) member shall be a downtown property owner, another member shall be a downtown business owner, and the remaining member or members shall have knowledge of, and demonstrated interest in, the historic character of the City, and knowledge or expertise deemed useful to the work of the Review Committee. These members may include, but not limited to, a licensed contractor, a real estate broker, or architect. City Council, at its own discretion, may appoint members that do not reside in the City of Hopewell if they deem it appropriate. The members shall serve a term of four (4) years. The City Planner shall serve as an advisory member of the Review Committee and shall have no vote. No member of the Review Committee shall serve more than two consecutive four (4) year terms. A member may be re-appointed to additional terms after being out of office for at least one four (4) year term.

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Mahaney, Irma Gail	106 Peter Francisco Dr	804-458-2942	igmahaney@comcast.com	07-01-17	12-31-21						
Arola, Andrew	3918 Clipper Ln	804-530-2231 (h) 804-452-1414 (b)	Andrew.arola@masow.wm.edu	03-31-16	04-01-20						
Ammons, Terry	235 N Market St Petersburg VA 23803	804-722-1667 (b)	contact@studioammons.com	09-01-16	10-31-20						
Joyner, Rita Chairman	711 Francis Street	804-458-8753	Ltjoyner2@comcast.net	07-01-17	07-01-21						

Staff Member: Tevya Griffin, Director of Development – 804-541-2220

No vacancies
1 TBR

CITY COUNCIL BOARDS AND COMMISSIONS

ECONOMIC DEVELOPMENT AUTHORITY (formerly the Industrial Development Authority – revised 12-13-11)

The seven-member EDA is appointed by Council with four-year terms of office. The EDA is governed by the Code of Virginia, Section 15.1-1376. The purpose of the EDA is to promote industry and develop trade by inducing manufacturing, industrial, governmental, commercial enterprises to locate or remain in Hopewell and commercial enterprises to locate or remain in Hopewell and further the use of agriculture products and natural resources. Meeting Time and Place: As needed at the 2nd Floor Conference Room of the Municipal Building, 300 N. Main Street, Hopewell, VA 23860.

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Frink, Lynda	3001 Clark St	804-731-4573 (h) 804-452-5501 (w)	lfrink@verizon.net	1-10-17	01-10-21						
Gosier, Joan	600 Winston Churchill #138	804-238-3056 (c)	jgosier@hopewellva.gov	11-1-16	11-1-20						
Pettler, Stephen	PO Box 238	804-720-4154 (c)	spettlers@gmail.com	1-24-17	1-30-21						
Moore, Robert	3825 Cambridge Dr	804-458-1537 (h) 804-541-0559	ngladmoore@aol.com	11-1-14	10-31-18						
Randolph, Debbie	400 Cedar Lane	804-541-3686 (h) 804-843-2364 (o)	Randid400@aol.com	11-1-16	10-31-20						
Wagstaff, Thomas	104 Peter Francisco Dr	804-541-8520 (h) 804-339-2124 (c) 804-788-0213 (o)	twagstaff@capup.org tdance01@yahoo.com	11-1-14	10-31-18						
Eliades, Elliott	900 Mansion Hill Dr	804-458-4151 (h) 804-922-7185 (o)									

Staff Member: Charles Dane, Assistant City Manager, 804-541-2271

No vacancies
1 TBR

CITY COUNCIL BOARDS AND COMMISSIONS

ELECTORAL BOARD

Appointments of the three board members are made by the Judge of the Circuit Court with three-year terms. The Board is governed by the Code of Virginia, Section 24.1-29. Meeting Time and Place: Meets on call. By law this board must meet at least twice annually. The board normally meets at Appomattox Regional Library at 209 E Cawson St, or at the Voter Registration Office located at 245 E Broadway, Ste 4, Hopewell, Virginia

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Washington, Patrick		804-721-9382	patricknwashington@gmail.com	9-30-16	2-28-19						
Silvestro, Sr., David		804-896-3260	davidsilvestroward2@yahoo.com	3-1-18	2-20-21						
Townes, Herbert		804-668-8471	Herberttownes2000@gmail.com	3-1-17	2-28-20						

Staff Member: Yolanda W Stokes, General Registrar, 804-541-2232

No vacancies

CITY COUNCIL BOARDS AND COMMISSIONS

**FRIENDS OF THE APPOMATTOX RIVER (FOLAR)
APPOMATTOX RIVER CORRIDOR PLAN SUMMARY**

Appointments of the three board members are made by the Judge of the Circuit Court with three-year terms. The Board is governed by the Code of Virginia, Section 24.1-29. Meeting Time and Place: Meets on call. By law this board must meet at least twice annually. The board normally meets at Appomattox Regional Library at 209 E Cawson St, or at the Voter Registration Office located at 245 E Broadway, Ste 4, Hopewell, Virginia

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
CHESTERFIELD Barrar, Heather Vice Chair	Principal Planner Chesterfield County PO Box 40 Chesterfield VA 23832	804-748-1778	barrarh@chesterfield.gov	2017	2018						
Pollard, Trip	Sr Attorney Southern Environmental Law Ctr	804-318-7484	tpollard@selcva.org	2017	2018						
COLONIAL HEIGHTS Johnson, Lewis	CHARTS Colonial Heights VA 23834	804-526-4860	barleywjo@verizon.net	2017	2018						
Open											
DINWIDDIE Mancini, Brian	Community Development Administrator 5850 R.B. Pamplin Dr Sutherland VA 23885	804-862-8086	bmancini@dinwiddieva.us	2017	2018						

CITY COUNCIL BOARDS AND COMMISSIONS

**FRIENDS OF THE APPOMATTOX RIVER (FOLAR)
APPOMATTOX RIVER CORRIDOR PLAN SUMMARY**

Appointments of the three board members are made by the Judge of the Circuit Court with three-year terms. The Board is governed by the Code of Virginia, Section 24.1-29. Meeting Time and Place: Meets on call. By law this board must meet at least twice annually. The board normally meets at Appomattox Regional Library at 209 E Cawson St, or at the Voter Registration Office located at 245 E Broadway, Ste 4, Hopewell, Virginia

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Collier, LuAnn Scholarship Chair	Science 6 Teacher Colonial Heights Middle School 500 Conduit Rd Colonial Heights VA 23834	804-720-2326	Lcollier.collier@gmail.com	2017	2018						
HOPEWELL Walton, K Wayne Immediate Past Chair	Hopewell, VA 23860	804-943-6278	Wwalton534@aol.com	2017	2018						
Partin, Johnny	Project Estimator Shoosmith Construction Hopewell VA 23860	804-909-2492	partinjb@gmail.com	2017	2018						
PETERSBURG Taylor, Richard	Petersburg, VA 23805	804-2757	Rbtaylor1943@gmail.com	2017	2018						

CITY COUNCIL BOARDS AND COMMISSIONS

**FRIENDS OF THE APPOMATTOX RIVER (FOLAR)
APPOMATTOX RIVER CORRIDOR PLAN SUMMARY**

Appointments of the three board members are made by the Judge of the Circuit Court with three-year terms. The Board is governed by the Code of Virginia, Section 24.1-29. Meeting Time and Place: Meets on call. By law this board must meet at least twice annually. The board normally meets at Appomattox Regional Library at 209 E Cawson St, or at the Voter Registration Office located at 245 E Broadway, Ste 4, Hopewell, Virginia

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Packer, Mike	Attorney, Education Management Professional Petersburg, VA 23805	804-731-4600	packerva@verizon.net	2017	2018						
PRINCE GEORGE Rotzoll, Keith	Director of Parks and Recreation 11100 Old Stage Rd PO Box 68 Prince George, VA 23875	804-458-5186	krotzoll@princegeorgeva.org	2017	2018						
Watson, Susan	Secretary FWIS Terrestrial Wildlif Biologist VA Dept of Game & Inland Fisheries PO Box 90778 Henrico, VA 23228	804-458-4584	Susan.watson@dgif.virginia.gov	2017	2018						

CITY COUNCIL BOARDS AND COMMISSIONS

FRIENDS OF THE APPOMATTOX RIVER (FOLAR) APPOMATTOX RIVER CORRIDOR PLAN SUMMARY

Appointments of the three board members are made by the Judge of the Circuit Court with three-year terms. The Board is governed by the Code of Virginia, Section 24.1-29. Meeting Time and Place: Meets on call. By law this board must meet at least twice annually. The board normally meets at Appomattox Regional Library at 209 E Cawson St, or at the Voter Registration Office located at 245 E Broadway, Ste 4, Hopewell, Virginia

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
AT-LARGE MEMBERS											
Banty, Wayne	Area Sales Manager VULCAN Materials Co	804-717-5770	bantyw@vmcmail.com	2017	2018						
Golden, Mike	Ret. Director Chesterfield Parks & Recreation	804-370-0977	Ziggygolden2@gmail.com	2017	2018						
Greene, Earnest	External Affairs Mgr Dominion Resource Services, Inc. 1340 E Washington St Petersburg VA 23803	804-862-6070	Earnest.greene@dom.com	2017	2018						
Newman, Debbie TREASURER	Prince George VA 23875	804-691-8153	coinxpert@aol.com	2017	2018						
Newman, Ken CHAIR	Sr Principal Engineer (ret) Prince George VA 23875	804-986-6068	kennewman@hotmail.com	2017	2018						
Rice, Dama	Rice Dama-Rice Realty Petersburg VA 23803	804-733-9323	Dama.rice@att.net	2017	2018						

CITY COUNCIL BOARDS AND COMMISSIONS

**FRIENDS OF THE APPOMATTOX RIVER (FOLAR)
APPOMATTOX RIVER CORRIDOR PLAN SUMMARY**

Appointments of the three board members are made by the Judge of the Circuit Court with three-year terms. The Board is governed by the Code of Virginia, Section 24.1-29. Meeting Time and Place: Meets on call. By law this board must meet at least twice annually. The board normally meets at Appomattox Regional Library at 209 E Cawson St, or at the Voter Registration Office located at 245 E Broadway, Ste 4, Hopewell, Virginia

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Volk, Christian	Water Quality Manager Virginia American Water	804-446-9809	Christian.volk@amwater.com	2017	2018						
Virginia State Univ	OPEN										
Advisory Crater Planning District Commission Morris, Dennis	Director of Crater Planning District Commission 1964 Wakefield Ave Petersburg VA 23805	804-861-1666	dmorris@craterpdc.org	2017	2018						
Advisory Liaison National Park Svs Blumenshine, Tim	Biologist Petersburg National Battlefield		Tim_blumenschine@nps.gov	2017	2018						

Staff Member: Wendy Austin, Executive Director, 804-543-0325, contactus@FOLAR-VA.org

CITY COUNCIL BOARDS AND COMMISSIONS

HISTORIC PRESERVATION COMMITTEE

The Archaeological Dig Committee recommended the formation of a Historic Preservation Sub-Committee of City Council. The committee will coordinate all activities associated with the uncovering, preserving and interpreting the history of Hopewell. The committee will be comprised of the following: 3 City Councilors; College of William & Mary – 1; ARB – 1; National Park Service – 1; Historic Hopewell Foundation – 1; At-large Citizens appointed by City Council – 2; City Staff Representative – non-voting member; Department of Planning – 1; Department of Parks & Recreation – 1; Department of Tourism – 1.

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End

Staff Member: Tevya Griffin, Director of Development, 804-541-2220

This committee has been inactive for some time. There are no current members. Most recent expiration is 2012.

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL COMMUNITY & INDUSTRY PARTNERSHIP

Meets third Tuesday of February, May, September, and November, at 5:00 PM. Location rotates among members.

	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End

Staff Member: John M. Altman, Jr., City Manager, 804-541-2243

Per email from Mr. Altman, this is a City Manager appointed committee and he is in the process of working with the plant managers on a relaunch of HCIP. He will provide information when same becomes available.

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL MANUFACTURERS ASSOCIATION

Meets the first Wednesday of every other month. Location rotates. Not appointed by Council, so do not have terms of office.

	Address	Phone	Email	Administrator	Meeting Date	Meeting Location	Term
Bujakowski, Lee	Marks & Harrison P. O. Box 72020 Richmond, VA 23255	804-662-5848	lbujakowski@marksandharrison.com	Shelia R. Winn 662-5848 282-5037 (Fax) SWinn@MarksandHarrison.com			
Henry, Steve	Plant Manager Hopewell Cogeneration L 1114 Hercules Rd. Hopewell, VA 23860	804-458-0700 x101	Steve.Henry@Dynegy.com	Jeanette Gibson (Site Admin & HR) 458-0700 x103 458-0794 (Fax) Jeanette.gibson@dynegy.com	02/07/18 11:00 a.m.		
Rowland, Dan	General Manager WestRock 910 Industrial Street P.O. Box 201 Hopewell, VA 23860	804-541-9610	daniel.rowland@westrock.com	Rhonda Cornwell 541-9613 541-9770 (Fax) Rhonda.Cornwell@westrock.com	03/28/18 11:00 a.m.		
Harry, Jr., Frederick	AdvanSix 905 East Randolph Road Hopewell, VA 23860	804-541-5323 804-536-4357 (c)	Frederick.Harry@Advansix.com	Patricia Branch 541-9339 541-5108 (Fax)	06/06/18 11:00 a.m.		

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL MANUFACTURERS ASSOCIATION

Meets the first Wednesday of every other month. Location rotates. Not appointed by Council, so do not have terms of office.

	Address	Phone	Email	Administrator	Meeting Date	Meeting Location	Term
				Patricia.Branch@Advansix.com			
Munson, Phillip	Site Manager (HMA Treasurer) Evonik Corporation Nutrition & Care 914 East Randolph Road PO Box 1299 Hopewell, VA 23860	804-452-5712 804-691-1567 (c)	philip.munson@evonik.com	Sherri Okum Evonik Corporation Operations Site Assistant Nutrition & Care Phone 804-452-5740 Fax 804-452-2757 sheryle.okum@evonik.com	08/01/18 11:00 a.m.		
Allen, Mark W.	Site Manager Dupont Teijin Films P.O. Box 411 Hopewell, VA 23860	804-530-9825	mark.w.allen@dupont.com	Midori Stone 530-9581 530-9815 (Fax) Midori.O.Stone@dupont.com Human Resources: Jeff Stanfield @ 530-9565 jeffrey.t.stanfield@usa.dupont.com	10/03/18 11:00 a.m.		

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL MANUFACTURERS ASSOCIATION

Meets the first Wednesday of every other month. Location rotates. Not appointed by Council, so do not have terms of office.

	Address	Phone	Email	Administrator	Meeting Date	Meeting Location	Term
Volk, Christian	Operations Manager Virginia American Water - Southern Division 900 Industrial Street Hopewell, VA 23860	804-446-9820	Christian.Volk@amwater.com	Bernice Abdus-Salaam 458-4207 (Hopewell office) 458-7178 (Fax) 703-706-3864 (Office) 703-549-7948 (Fax) Bernice.Abdus-Salaam@amwater.com Human Resources: Beth Branch @ 530-4345 x1002 Elizabeth.branch@amwater.com	12/5/18 11:00 a.m.		
Patterson, Tracy	Facilities Manager City Point Energy Center 912 E. Randolph Road Hopewell, VA 23860	804-541-4001 Ext. 225	Email: TracyPattersonIII@cogentrix.com	Dana Rieves 541-4001 (Ext. 204) 541-4267 (Fax) danarieves@cogentrix.com	2/6/19 11:00 a.m.		

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL MANUFACTURERS ASSOCIATION

Meets the first Wednesday of every other month. Location rotates. Not appointed by Council, so do not have terms of office.

	Address	Phone	Email	Administrator	Meeting Date	Meeting Location	Term
Johnson, Brian	Plant Manager Ashland Specialty Ingredients 1111 Hercules Road Hopewell, VA 23860		bjohnson@ashland.com	Susanne Nazur 541-4505 541-4507 (fax) Senazur@ashland.com Human Resources: Dickie Custer @ 541-4424 dcuster@ashland.com	4/3/19 11:00 a.m.		

Staff Member: John M. Altman, Jr., City Manager, 804-541-2243

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY (HRHA)

The seven member Authority is appointed by Council with four (4) year terms of office. The Authority is governed by the Code of Virginia, Section 36-4 to provide safe, decent, sanitary, and affordable housing to families of low-moderate income and to further housing opportunities and to encourage economic development. Meeting Time and Place: Second Monday of the month at 5:15 p.m. at the Housing Authority Office, 350 East Poythress Street., (ALL MAIL TO P.O. BOX 1361) Hopewell, VA 23860 (City Council approved expansion to 7 members on 11/23/99.)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Cross, Sherman	100 South Kippax Street, Apt. 301 (Ward 2)	638-3882 (C)		07/01/16	06/30/20						
Rogers, Henry	2303 Boston Street (Ward 2)	385-6634 (C)		11/01/14	10/31/18						
Flowers, Sheila (Chair)	1113 Pierce Street (Ward 1)	541-8994 541-2330 ext 3023		11/1/17	10/31/21						
Jones, John (Vice Chair)	603 Brown Avenue (Ward #1)	586-0060 (H 518-2659 (B)		11/1/16	10/31/20						
Johnson, Ruth	3911 Williamsburg Dr. (Ward # 4)	452-3132 (H) 931-1331 (C)		11/1/17	10/31/21						
Tunstall, John	311 Greystone Dr (Ward 4)	458-2698 (H) 691-4327(C)		06/26/18	10/31/22						

Staff Member: Benham, Steven A. – Staff, 458-5160 (B), HRHA Executive Director, steven.benham@hopewellrha.org

No vacancies
1-TBR

CITY COUNCIL BOARDS AND COMMISSIONS

KEEP HOPEWELL BEAUTIFUL

Membership is ten (10)- This commission is appointed by the City Council for four (4) year terms of office (See min. 11/22/05). The operating concept of the Keep Hopewell Beautiful is to dry up litter at the source through a process of public education, government support, and citizen involvement. The Commission also strongly supports recycling and environmental stewardship through education and implementation of various programs. Meeting Time and Place: Second Monday of the month at 6:00 p.m. at 300 N. Main Street, 2nd Floor Conference Room, Hopewell. Staffed by the Department of Development. (Minutes Book 21, Page 127.) (At the City Council Meeting on September 13, 2001 Council officially changed the name of the Clean City Commission to “Keep Hopewell Beautiful.”)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Eliades, John Non-voting Member				03/01/16	02/28/20						
Jones, Mary Ann (Ward #4)	3728 Libby Avenue	804-458-0048 (H) 804-926-6603 (C)		11/30/16	12/01/20						
Lawson, Jean (Ward # 3)	300 N. Radford Drive	804-458-7447		01/10/17	01/10/21						
Partin, Johnnie (Chair)	200 Oakwood Avenue	804-530-5238 (H) 804-748-3311 (C)	partinjb@gmail.com	05/13/14	10/31/18						
Silver, Brian (Ward # 7)	1705 Bexley Drive	804-541-9200 (H)	longjohnone@comcast.net	11/01/16	10/31/20						
Lyons, Casey (Resigned)	2501 Petersburg Street	804-318-7044(H)		02/11/14	10/31/18						

CITY COUNCIL BOARDS AND COMMISSIONS

KEEP HOPEWELL BEAUTIFUL

Membership is ten (10)- This commission is appointed by the City Council for four (4) year terms of office (See min. 11/22/05). The operating concept of the Keep Hopewell Beautiful is to dry up litter at the source through a process of public education, government support, and citizen involvement. The Commission also strongly supports recycling and environmental stewardship through education and implementation of various programs. Meeting Time and Place: Second Monday of the month at 6:00 p.m. at 300 N. Main Street, 2nd Floor Conference Room, Hopewell. Staffed by the Department of Development. (Minutes Book 21, Page 127.) (At the City Council Meeting on September 13, 2001 Council officially changed the name of the Clean City Commission to “Keep Hopewell Beautiful.”)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End

Staff Member: Tevya Griffin, Director of Development 804-541-2220

5 vacancies
No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

LIBRARY BOARD

Membership is three (3), plus the Library Director. The Library Board, Appomattox Regional board is appointed by Council for four (4) year terms in office. The Board is a member of the Appomattox Regional Library System. The regional Library serves the public library needs of Hopewell and the Counties of Prince George and Dinwiddie. Meeting Time and Place: Third Tuesday of each month at 6:00 p.m. (as of 10/17/06) Rotates throughout the Region: Headquarters- 245 E. Cawson St., Hopewell; Dinwiddie- 14101 Boydton Plank Rd.; McKenney- 20707 First St., Room 2; Rohoic- 7301 Boydton Plan Rd., Carson- 16101 Hallingan Park Rd.; Disputanta- 10010 County Dr.; Prince George – 6402 Courthouse Rd. Staffed by the Library. (NOTE: Two-(2) term limit on four (4) year terms.)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Dragoo, Olivia S. "Libbie"	204 Oxford Rd (Ward #4)	804-458-7546 (H) 804-586-1032	ldragoo@comcast.net	11/01/14	10/31/18						
Halupka, Fran	606 Appomattox St. (Ward # 1)	804-458-9536 (H)		11/01/14	10/31/18						
Williams, Ann Y.	3312 St. Charles St.	804-458-7060	Aywilliams84@gmail.com	02/13/18	10/31/22						
Staff member: Brian Manning, Library Director – 804-458-6329											

No vacancies.

CITY COUNCIL BOARDS AND COMMISSIONS

YOUTH SERVICES COMMISSION

Membership is fifteen (15). Per Chapter 38 of the City Code, There shall be a youth services commission established, s appointed by city council. Each member shall be a resident of, or employed in, the city or shall be responsible for the provision of services to the youth of Hopewell. The youth services commission shall include in its membership, whenever possible, at least one (1) member each with experience in the fields of business, law, medicine, education, the juvenile justice system, and youth services; at least one (1) member of the Hopewell City Council; at least one (1) member below the age of eighteen (18); representatives of public and private agencies serving youth; and private citizens not employed by government or service agencies. A majority of the members of the commission shall be citizens who are not employed by government or service agencies and who are not elected government officials. Students members shall qualify as citizen members.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Doctor, Terence	310 Woodbine St.	804-892-3330(H)	terencedoctor22@gmail.com	09/01/17	08/30/19						
Gilliam-El, Everett	2100 Berry St.	804-479-6591(H)	letusigobe@gmail.com	09/01/17	08/30/18						
Gore, Jasmine	302 S. Mesa Dr.	804-931-9476	goreje@vcu.edu	09/01/17	08/30/21						
Hackney, Dr. Melody	Hopewell City School Board 103 N 12 th Ave.	804-586-1100	pramey@hopewell.k12.va.us	09/01/17	08/30/20						
Johnson, Ruth	3911 Williamsburg Rd	804-452-0340	Rhemaruth1@aol.com	09/01/17	08/30/18						
Mitchell, Naquetta Nikia	7384 Trailing Rock Rd Prince George, VA	804-267-4055	naquettamitchell@gmail.com	09/01/17	08/30/19						
Morse-Coley, Jessica	1525 Piper Square Dr.	804-721-7234		09/01/17	08/30/20						
Moss, Katina L.	900 Triple Oak Ct.	804-363-2307	katinamoss@gmail.com	09/01/17	08/30/20						
Nelson, Raja	4202 Estelle Ct.	910-257-6600	rajazakeeyah@gmail.com	09/01/17	08/30/20						

CITY COUNCIL BOARDS AND COMMISSIONS

YOUTH SERVICES COMMISSION

Membership is fifteen (15). Per Chapter 38 of the City Code, There shall be a youth services commission established, s appointed by city council. Each member shall be a resident of, or employed in, the city or shall be responsible for the provision of services to the youth of Hopewell. The youth services commission shall include in its membership, whenever possible, at least one (1) member each with experience in the fields of business, law, medicine, education, the juvenile justice system, and youth services; at least one (1) member of the Hopewell City Council; at least one (1) member below the age of eighteen (18); representatives of public and private agencies serving youth; and private citizens not employed by government or service agencies. A majority of the members of the commission shall be citizens who are not employed by government or service agencies and who are not elected government officials. Students members shall qualify as citizen members.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Parrish, Rachele	4202 Estelle Ct.	910-257-6600	rajazakeeyah@gmail.com	09/01/17	08/30/18						
Holloway, Antonio, Jr. (Resigned)	2104 Johnson St.	804-896-9449		09/01/17	08/30/17						
Dolsey, Brittany (Resigned)	11703 Waterview Dr	804-541-7294	brdolsey@gmail.com	09/01/17	08/30/18						
Williams, Marcy (Resigned)	224 N. Main St.	804-651-5005		09/01/17	08/30/19						
Noble, Alison (Resigned)	209 E. Cawson St.	804-314-3497	anoble@arls.org	09/01/17	08/30/20						
Sahms, Jacob Rev. (Resigned)	2901 Norfolk St.	804-458-6932	jacobsahm@vaums.org								
Staff member: N/A											

5 vacancies
4 TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

PETERSBURG AREA REGIONAL TOURISM CORPORATION (PART)

Membership is four (4), with two (2) at large representatives. This is a three (3) year term. The Petersburg Area Regional Tourism Corporation (PART) will develop and implement a regional tourism marketing initiative that will result in increased tourism visitation and spending. In addition, the corporation will assist member localities in strategic product development planning. Meeting Dates are every other month on the 3rd Friday beginning at 11:00 a.m. Meeting location is the Crater Planning District Commission Office, 1964 Wakefield St., Petersburg, VA. (Council funds them with approximately \$30,000)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Altman, John	City Manager 300 N. Main St Hopewell, VA 23860	804-541-2243	maltman@hopewellva.gov								
Ashcraft, Percy C.	County Administrator P.O. Box 68 Prince George, VA 23875	804-722-8600	administration@princegeorgecounty.gov								
Bragg, Herbert	Support Staff 300 N. Main St Hopewell, VA 23860	804-541-2270	hbragg@hopewellva.gov								
Bowman, Carol Marks	Aberdeen Farms 15301 James River Dr. Disputanta, VA 23842	804-458-4319	Aberdeenfarm1@aol.com								
Cole, Marilyn E.	P.O. Box 40 Chesterfield, VA 23832-0040	801-748-1022	colem@chesterfield.gov								
Dickinson, Ella	The Brickhouse Run 409 Cockkade Alley Petersburg, VA 23803	804-862-1815	brickhouserun@verizon.net								

CITY COUNCIL BOARDS AND COMMISSIONS

PETERSBURG AREA REGIONAL TOURISM CORPORATION (PART)

Membership is four (4), with two (2) at large representatives. This is a three (3) year term. The Petersburg Area Regional Tourism Corporation (PART) will develop and implement a regional tourism marketing initiative that will result in increased tourism visitation and spending. In addition, the corporation will assist member localities in strategic product development planning. Meeting Dates are every other month on the 3rd Friday beginning at 11:00 a.m. Meeting location is the Crater Planning District Commission Office, 1964 Wakefield St., Petersburg, VA. (Council funds them with approximately \$30,000)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Ellis, Sandra	Public Affairs Officer 1321 Battle Dr Fort Lee, VA 23801	804-734-6862	Sandra.j.ellis@us.army.mil								
Ferrell-Benavides, Aretha	City Manager Petersburg, VA 23803	804-733-2301	City.manager@petersburg-va.org								
Greene, A. Wilson, Director	Pamplin Historical Park 6125 Boydton Plank Rd Petersburg, VA 23803	804-861-2408	awgreene@pamplinpark.org								
Heinz, Art, President	Chesterfield Chamber of Commerce Nationwide Ins 6519 Centralia Rd Chesterfield, VA 23832	804-748-7400	heinza@nationwide.com								
Massengill, Kevin	County Administrator P.O. Drawer 70 Dinwiddie, VA 23841	804-469-4500	kmassengill@dinwiddieva.us								
McCullen, Dr. Jane	511 Mansion Dr Hopewell, VA 23860	804-458-4125	Drj5283@aol.com								

CITY COUNCIL BOARDS AND COMMISSIONS

PETERSBURG AREA REGIONAL TOURISM CORPORATION (PART)

Membership is four (4), with two (2) at large representatives. This is a three (3) year term. The Petersburg Area Regional Tourism Corporation (PART) will develop and implement a regional tourism marketing initiative that will result in increased tourism visitation and spending. In addition, the corporation will assist member localities in strategic product development planning. Meeting Dates are every other month on the 3rd Friday beginning at 11:00 a.m. Meeting location is the Crater Planning District Commission Office, 1964 Wakefield St., Petersburg, VA. (Council funds them with approximately \$30,000)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Prial, Steve	Regional Manager Hilton Garden Inn 800 Southpark Blvd. Colonial Heights, VA 23834	804-520-0600 804-874-8029(C)	Steve_prial@hilton.com								
Whyte, John	Ramada Plaza Hotel 308 E. Washington St. Petersburg, VA 23803	804-733-0000	whytehotel@aol.com								
Young, Rick	10301 Jefferson Davis Hwy. Richmond, VA 23237	804-513-6753	Ryoung5@comcast.net								
Staff member: John "March" Altman, City Manager 804-541-2243											

4 vacancies
No TBRs.

CITY COUNCIL BOARDS AND COMMISSIONS

PLANNING COMMISSION/ WETLANDS BOARD

Membership is five (5) -The Commission/Board is appointed by the Council to four (4) year terms of office. The purpose of the Planning Commission is to advise City Council in matters pertaining to land use planning and development. The Commission is responsible for reviewing and making recommendations to City Council on such items as the Comprehensive Plan, rezoning, subdivisions, street and alley vacations, zoning ordinance amendments, special studies, etc. The Wetlands Board reviews all applications for development within the wetlands per the City Code of Hopewell. Meeting Time and Place: The Planning Commission meets on the first Thursday of each month at 7:00 p.m. in the City Council Chambers, Municipal Building 300 N. Main St., Hopewell. If a work session is needed, it is general held at 5:00 p.m. or 5:30 p.m. preceding the regular meeting. The Wetlands Board meets on call. Staff by the Department of Development.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Butterworth, Todd	108 Peter Francisco Dr. (Ward #3)	804-458-5936(H)	todd.buterworth@us.nestle.com	10/31/16	10/31/20						
Eliades, Elliott T.	900 Mansion Dr. (Ward #3)	804-458-4151(H) 804-922-7185(C)		10/31/16	10/31/20						
Jones, John H.	504 Cedar Ln. (Ward #3)	804-586-0060(H) 804-518-2659(W)		11/01/14	10/31/18						
Neal, Christopher R.	3908 Yorktown Dr. (Ward #3)	804-541-0757(H) 804-458-6123(B)		11/22/16	12/01/20						
Vanderkeift, Cassandra	1307 Central Ave.	203-964-7882	doraladora@aol.com	09/13/16	10/01/18						
Staff member: Tevya Griffin, Director of Development 804-541-2220											

No vacancies
1 TBR

CITY COUNCIL BOARDS AND COMMISSIONS

RECREATION COMMISSION

Membership is seven (7)-The commission is appointed by Council for four (4) year terms of office (NOTE: Per Council action 4/23/02 add one male and one female, rising high school junior and rising high school senior, as non-voting members. The first year one junior and one senior will be appointed. The junior will serve two (2) years and the senior one (1) year. Thereafter all terms for two (2) years.) The Commission serves in an advisory capacity to the Council. It suggests policies affecting recreational programs, personnel, finance, and the acquisition and disposal of properties related to total community recreational programs. The Commission shall advise in the equipping and maintenance of the parks, playgrounds and recreational centers. Policies established by the Commission are subject to the approval of the City Manager. Meeting Time and Place: Second Wednesday of each month at 6:00 p.m. in the Hopewell Community Center, 100 W. City Point Rd., Hopewell, VA Staffed by the Recreation Department. City Code, Chapter 26.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
High School Junior Non-Voting											
High School Senior Non-Voting											
Doctor, Terence	310 Woodbire St	804-892-3330	terencedoctor22@gmail.com	01/10/17	01/10/21						
Foster, Faithea Flowers	617 Prince Henry Ave.	804-898-5933	fosterf@ymcarichmond.org	11/21/17	01/10/21						
Sylvester, Anthony		804-541-6629(H)		01/10/17	01/10/21						
Taylor, Janelle	307 Riverside Ave (Ward #1)	804-458-1567(H) 804-458-0880(B)		11/01/14	10/31/18						

Staff Member: Aaron Reidmiller, Director of Recreation 804-541-2304

3 vacancies
No TBRs.

CITY COUNCIL BOARDS AND COMMISSIONS

HOPEWELL WATER RENEWAL COMMISSION

Membership is seven (7)- The commission is appointed by the City Council. The Commission includes a member of City Council, the City Manager, the City Attorney, and representatives of the four (4) industrial members. The terms of office are two (2)- year period. The Regional Commission is a partnership of cooperation between the local government and the City's industrial base to oversee the environmental mission of the Regional Wastewater Treatment Facility. It has authority and responsibility with respect to the operation, maintenance and improvement of the facility. The Commission approves the annual budget and all major capital expenditures. Meeting Time and Place: Quarterly, Third Monday at 1:30 p.m. at the Facility's Conference Room, 231 Hummel Rodd Road, Hopewell, VA Staffed by the Regional Wastewater Facility. (City Charter, Chapter 25 (A.1).

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Altman, John	City Manager 300 N. Main St.	804-541-2243	maltman@hopewellva.gov	02/14/17	10/31/19						
Calos, Stefan M.	City Attorney 300 N. Main St.	804-783-7215	scalos@sandsanderson.com	02/01/15	01/31/19						
Clifton, David L.	Virginia American Water Co. P.O. Box 6	804-458-1686	David.clifton@amwater.com	06/26/18	10/31/20						
Johnson, Brian	Ashland Aqualon 1111 Hercules Rd.	804-541-4300(B) 804-541-4492(F)		02/14/17	10/31/19						
Luman-Bailey, Christina	Councilor (Ward #1) 617 Brown St.	804-541-1715(H)	clumanbailey@hopewellva.gov	01/09/18	10/31/20						
Osbourne, James	General Manager P.O. Box 201 910 Industrial St	804-541-9600	James.osborne@westrock.com	06/26/18	10/31/20						

Staff Member: Jerry Byerly, Director Water Renewal 804-541-2210

1 vacancy
No TBRs.

CITY COUNCIL BOARDS AND COMMISSIONS

RESOURCE CONSERVATION AND DEVELOPMENT (RC&D) COUNCIL OF THE SOUTH CENTRE CORRIDORS

Membership is two (2)-The Mission of South Centre Corridors RC &D is to Develop Partnerships to Advocate and Promote the Conservation, Preservation, and Development of our Resources to Enhance the Quality of life in the Region. Typical projects are natural resource based and include groundwater protection, outdoor classroom development, BIO diesel development, farmland protection, and eco-tourism. The Council holds regular meetings rotated throughout the RC&D on a quarterly basis. 6450 Courthouse Road, P.O. Box 1237, Prince George, VA 23875

www.southcentrecorridorsrcd.org

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Boyd, Keith Coordinator	P.O. Box 1237 Prince George, VA 23875	804-732-4375(B) 804-732-4713(F)		02/10/17	12/31/19						
Luman-Bailey, Christina	Councilor (Ward #1) 617 Brown St.	804-541-1715(H)	clumanbailey@hopewellva.gov	02/10/17	12/31/19						
Pelham, Brenda S.	Councilor (Ward #6) 1816 Steward Ave.	804-720-8619(C) 804-541-6402(H)	Pelhamward6councilor@gmail.com	02/10/17	12/31/19						
Wilson, Meredith	Secretary P.O. Box 1237 Prince George, ,VA 23875	804-541-4300(B) 804-541-4492(F)		02/14/17	10/31/19						

No vacancies.

CITY COUNCIL BOARDS AND COMMISSIONS

SCHOOL BOARD

Membership is five (5)- The School Board is appointed by City Council to a three (3) year term of office. The School Board has all the powers and duties relating to the management and control of the public schools of the City provided by the general laws of Virginia. Meeting Time and Place: Third Thursdays of each month at 7:30 p.m. in the School Board Office, 103 N. 12th Ave., Hopewell, VA. Staffed by the School Division. City Charter, Chapter XXI.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Cuffey, Nelson G.	4221 Cameron Rd. (Ward #4)	804-919-4405	betterhope2002@aol.com	06/12/18	06/30/21						
Hyslop, Linda E.	3307 Clay St. (Ward #5)	804-458-9554(H)	lhyslop@hopewell.k12.va.us	06/28/17	06/30/20						
Jefferson, Shirl A.	2403 Maple St. (Ward #6)	804-446-8568(H) 434-292-2696	sjefferson@hopewell.k12.va.us	07/01/16	60/30/19						
Joyner, Wesley	301 Sherwood Dr.		wjoyner@hopewell.k12.va.us	06/28/17	06/30/20						
Reber, Christopher	912 Mansion Dr. (Ward #3)	804-452-5657(H)	creber@hopewell.k12.va.us	07/01/16	06/30/19						

Staff Member: Dr. Melody Hackney, Superintendent 804-541-6400 pramey@hopewell.k12.va.us

No vacancies.

CITY COUNCIL BOARDS AND COMMISSIONS

SOCIAL SERVICES ADVISORY BOARD

Membership is seven (7)- The Social Services Advisory Board is appointed by City Council to four (4)-year terms of office. The Board is charged with: monitoring the formation and implementation of social service programs within the City; interesting itself in all matters pertaining to the social welfare of the people of the City; and meeting with the department director for the purpose of making recommendations on matters concerning the department. *Meeting Time and Place:* Bi-monthly on the second Monday at 7:00 p.m., Social Services Building, 256 E. Cawson St., Hopewell VA. *Staffed by* the Social Services Department. (Code of Va., Sec 63.1-43.1- Continuance of existing local boards; terms of office. "...Appointments shall be for a term of four (4) years each, except that appointments to fill vacancies shall be for the unexpired terms. No Person may serve more than two consecutive terms of office...." A member of a local board who serves two consecutive terms shall be ineligible for reappointments of such local board until the end of an intervening four (4) year period dating from the expiration of such two consecutive terms. For the purpose of succession, all appointments except those to fill a vacancy created other than by expiration of a term, shall be deemed a full term of office." (Code 1950,63-56; 1952, c. 409; 1956, c. 126; 1968, cc. 457,578; 1974, c. 120; 1975, c. 300; 1980, c.377.) The Director of Social Services cannot be a member of the board.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Harris, Renate	2001 New York Ave. (Ward #2)	804-541-0928(H)	Vze16ao47@verizon.net	02/10/15	10/31/19						
Wagstaff, Thomas D.	104 Peter Francisco Dr. (Ward # 5)	804-541-8520(H) 804-785-0050(B) 804-339-2124(C)	twagstaff@capup.org	03/24/15	10/31/19						

Staff Member: Ray Spicer, Director Social Services 804-541-2330 X3029(B)

5 vacancies
No TBRs.

CITY COUNCIL BOARDS AND COMMISSIONS

TRANSPORTATION SAFETY BAORD

Membership is five (5)- The Transportation Safety Board is appointed by City Council to four (4) - year term to office. Five (5) members shall be city residents appointed by council and two (2) additional members of the city administration appointed by the city manager. The Board shall advise the City Manager and the City Council on transportation safety matters including the operation and parking of vehicles within the corporate limits of the city; movement of pedestrians upon the streets and sidewalks of the City. Notwithstanding the speed limits fixed by the City Code, the Board is expressly authorized to recommend increases or decreases in the speed limits in business and residential districts on all streets. *Meeting Time and Place:* Bi-monthly beginning the first Tuesday at 4:30 p.m. in the Municipal Building, 300 N. Main St., Hopewell, VA. *Staffed* by the Department of Public Works. (City Code, Section 22.)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Holloway, John H., Sr.	1701 Tabb Ave. (Ward #6)	804-301-3970		11/01/16	10/31/20						
Wisniewski, James R.	3605 Woodside Court (Ward #4)	804-458-9822(H)		11/01/14	06/30/19						

Staff Members: Austin Anderson 804-541-2379, Traffic Engineer aanderson@hopewellva.gov
 Police Chief, 804-541-2282, Police Chief jkoehane@hopewellva.gov

3 vacancies
 No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

JOHN TYLER COMMUNITY COLLEGE, LOCAL BOARD

Membership is three (3)- The John Tyler Community College, Local Board are appointed by City Council to two four (4)- year terms of office. Other members are appointed by participating jurisdictions. The local board shall assist in ascertaining education needs, enlisting community involvement and support, and shall perform such other duties as may be prescribed by the State Board. See Code of Virginia, Section 23-218. *Meeting Time and Place:* Bi-monthly on the second Thursday at 3:00 p.m. at the JTC College Conference Room, Jeff Davis Highway, Chester, VA. (State Code 23-220) Office of the President, JTCC, 13101 Jefferson Davis Hwy., Chester 23831-5316; fax: 804-594-1621; phone: Beth Smith 804-594-1574.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Cuffey, N. Greg	1618 Bexley Dr (Ward #7)	804-452-1333(H) 804-919-4405(B)	betterhope2002@aol.com	01/01/16	06/30/20						
Hyslop, Linda E.	3307 Clay St. (Ward #5)	804-458-9554(H)	lhyslop@hopewell.k12.va.us	07/01/16	06/30/20						
Williams, Ann Y.	3312 St. Charles St. (Ward #5)	804-458-7060(H)		01/25/17	10/30/19						

No vacancies
1 TBR

CITY COUNCIL BOARDS AND COMMISSIONS

VIRGINIA FIRST CITIES COALITION

Membership is two (2)- Virginia First Cities Coalition There is one City Council representative member on this commission. (see Min Book #26, 11/13/01). This reorganization plan consists of three general areas: (1) policy, (2) administrative, and (3) legislative. The policy representative is expected to attend at least two annual meetings. The primary duties of the policy representative include approving the overall strategic policies and goals and objectives of the organization. In addition, the policy representative is expected to provide leadership, guidance, and direction to the organization as it relates to strategic plan.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Altman, John M., Jr. City Manager	300 N. Main St. Legislative Steering Committee	804-541-2243(H)	maltman@hopewellva.gov								
Bragg Herbert Director, Intergovernmental & Public Affairs	300 N. Main St. Legislative Liaison	804-541-2270(B)	hbragg@hopewellva.gov								
Tony Zevgolis Councilor (Ward 3)	300 N. Main St. Legislative Policy Committee	804-541-2249(B)	zandzinc@juno.com								

No vacancies

CITY COUNCIL BOARDS AND COMMISSIONS

VIRGINIA'S GATEWAY REGION

Membership is two (2)-Virginia's Gateway Region (Formerly: Appomattox Basin Industrial Development Corporation- [ABIDCO] The City belongs to a Regional Organization (located at 256 East Eilerslie Avenue, Suite D, Colonial Heights, VA) with the City Council making two (2) appointments with one-year (1) terms. Also, another member is appointed by the two (2) Council appointees. The eight (8)-member local governing body membership includes the Cities of Colonial Heights, Hopewell, and Petersburg, and the Counties of Chesterfield, Dinwiddie, Prince George, Surry, Sussex with a total board membership of 22. The purpose of the organization is to enhance the economic development opportunities served. Meeting Time and Place: First Thursday of every other month at 7:30 a.m. at the Crater Planning District Commission Office, 1964 Wakefield Street Petersburg, VA (Executive Director, C. Renee Wyatt-Chapline).

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Harry, Fredrick P. Honeywell Plant Site Leader	905 E. Randolph Rd. Hopewell, VA 23860	804-717-8280(H) 904-541-5323(B)	frederick.harry@honeywell.com (Sent Email with updated TBR to Complete)	01/10/17	01/10/18						
Luman-Bailey, Christina Councilor Ward #1	617 Brown Ave.	804-691-4522(H)	clumanbailey@gmail.com (Sent Email with updated TBR to Complete)	01/10/17	01/10/18						
Jaekle, Dorothy	Chesterfield County Representative										
Daniels, Jim Longest & Daniels	Chesterfield County Representative	804-748-2240(B)									
Kochuba, T. Gregory	Colonial Heights Representative										
Townes, Charles, II	Colonial Heights Representative	804-520-9015(B)									

CITY COUNCIL BOARDS AND COMMISSIONS

VIRGINIA’S GATEWAY REGION

Membership is two (2)-Virginia’s Gateway Region (Formerly: Appomattox Basin Industrial Development Corporation- [ABIDCO] The City belongs to a Regional Organization (located at 256 East Ellerslie Avenue, Suite D, Colonial Heights, VA) with the City Council making two (2) appointments with one-year (1) terms. Also, another member is appointed by the two (2) Council appointees. The eight (8)-member local governing body membership includes the Cities of Colonial Heights, Hopewell, and Petersburg, and the Counties of Chesterfield, Dinwiddie, Prince George, Surry, Sussex with a total board membership of 22. The purpose of the organization is to enhance the economic development opportunities served. Meeting Time and Place: First Thursday of every other month at 7:30 a.m. at the Crater Planning District Commission Office, 1964 Wakefield Street Petersburg, VA (Executive Director, C. Renee Wyatt-Chapline).

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Lee, Daniel	Dinwiddie County Representative										
Gordon, Hampton, Jr. Ronald H. Gordon & Associates LLC	Dinwiddie County Representative	804-469-3251	hgordonjr@verizon.net								
Parham, Samuel	City of Petersburg Representative										
Sanders, Winston	City of Petersburg Representative										
Carmichael, Alan	Prince George County Representative										
Clements, John Peter Bank of Southside Virginia	Prince George County Representative	434-246-5211	Jim.clements@bsvnet.com								

CITY COUNCIL BOARDS AND COMMISSIONS

VIRGINIA’S GATEWAY REGION

Membership is two (2)-Virginia’s Gateway Region (Formerly: Appomattox Basin Industrial Development Corporation- [ABIDCO] The City belongs to a Regional Organization (located at 256 East Ellerslie Avenue, Suite D, Colonial Heights, VA) with the City Council making two (2) appointments with one-year (1) terms. Also, another member is appointed by the two (2) Council appointees. The eight (8)-member local governing body membership includes the Cities of Colonial Heights, Hopewell, and Petersburg, and the Counties of Chesterfield, Dinwiddie, Prince George, Surry, Sussex with a total board membership of 22. The purpose of the organization is to enhance the economic development opportunities served. Meeting Time and Place: First Thursday of every other month at 7:30 a.m. at the Crater Planning District Commission Office, 1964 Wakefield Street Petersburg, VA (Executive Director, C. Renee Wyatt-Chapline).

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Blount, Ernest	Surry County Representative										
Seward, John	Surry County Representative										
Davis, J. Rex M.L. Davis Oil Company	Sussex County Representative										
Futrell, Alfred	Sussex County Representative										

2 vacancies
No TBR’s

CITY COUNCIL BOARDS AND COMMISSIONS

**STANDING COMMITTEE OF COUNCIL
CHAMBER OF COMMERCE LIASION**

Membership is one (1).

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Denton, Janice B. Ward #5	807 Smithfield Ave	804-640-2888	janicebdenton@gmail.com Council needs to reappoint. Council Denton agreed to servce	01/31/17	01/31/18						

No Vacancy
No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

STANDING COMMITTEE OF COUNCIL INVESTMENT POLICY COMMITTEE

Membership is five (5)-The purpose of Investment Policy Committee is to establish policy regarding the disposition of City funds. The Committee shall meet at regular intervals with the Investor to review investments holdings, bank relationships and legality and probity of investment activities. The Committee is composed of the Mayor, Investor (City Treasurer), and City Manager. The Mayor shall be Chairman if the Committee and the City Clerk shall be ex-officio clerk thereof. All minutes and reports shall be filed with the City Clerk. The Committee shall meet at such times and such places as the Chairman or majority of the members of the Committee may decide. It shall be the initial policy of the Committee to meet quarterly, but under no circumstances shall the Committee fail to meet at least once each year. The investor shall report to the Committee on a regular basis, such information as the Committee requires in fulfilling its review function. At its discretion the Committee may require additional information or clarification from the Investor either orally or in writing. The reports to the Investment Committee shall consist of a summary of cash and investments by depository, a listing of short-term investments, and a detailed report of the investments held in the custodial account. A separate report shall be prepared for each calendar month as of the last day of that month. The Committee meets once annually at a designated time and location as stated in a meeting notice, 300 N. Main St., Hopewell, VA.

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Altman, John M. City Manager	300 N. Main St.	804-541-2243	maltman@hopewellva.gov	01/31/17	01/31/19						
Arrington, Ronniye City Clerk	300 N. Main St.	804-541-2408	rarrington@hopewellva.gov	01/31/17	01/31/19						
Reason, Debra Comm. Of Revenue	300 N. Main St.	804-541-2237	dreason@hopewellva.gov	01/31/17	01/31/19						
Shornak, Jackie Mayor	300 N. Main St.	804-541-2249	jshornak@hopewellva.gov	01/31/17	01/31/19						
Terry, Michael Finance Director	300 N. Main St.	804-541-2306	mterry@hopewellva.gov	01/31/17	01/31/19						

Staff Members: Joan E. Gosier, Treasurer 804-541-2240 jgosier@hopewellva.gov

No vacancies.

CITY COUNCIL BOARDS AND COMMISSIONS

**STANDING COMMITTEE OF COUNCIL
LAW LIBRARY COMMITTEE**

Membership is five (5)-. A committee to be called the law library committee is hereby created to be composed of a member of Council, 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. (Per the Ordinance No. 2018-327 adopted on June 12, 2018)

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Calos, Stefan M. City Attorney	300 N. Main St.	804-783-7215	scalos@sandsanderson.com								
Newman, Richard Commonwealth Attorney	100 E. Broadway	804-541-2255	rnewman@hopewellva.gov								
Council Member	300 N. Main St.										
Circuit Court Judge											
Ward, Tamara J. Circuit Court Clerk	100 E. Broadway	804-541-2239	tward@vacourts.gov								

No vacancies.

CITY COUNCIL BOARDS AND COMMISSIONS

**STANDING COMMITTEE OF COUNCIL
LEGISLATIVE COMMITTEE**

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Altman, John M. City Manager	300 N. Main St.	804-541-2243	maltman@hopewellva.gov	01/20/17	01/31/19						
Calos, Stefan M. City Attorney	300 N. Main St.	804-783-7215	scalos@sandsanderson.com	01/20/17	01/31/19						
Gore, Jasmine Vice-Mayor (Ward #4)	300 N. Main St.	804-541-2249	goreje@mymail.vcu.edu	01/20/17	01/31/19						
Shornak, Jackie Mayor (Ward # 7)	300 N. Main St.	804-541-2249	jshornak@hopewellva.gov	01/20/17	01/31/19						
Zevgolis, Anthony Councilor (Ward #3)	300 N. Main St.	804-541-2249	azevgolis@hopewellva.gov	01/20/17	01/31/19						

Staff Members: Herbert Bragg, Director Intergovernmental & Public Affairs 804-541-2270 hbragg@hopewellva.gov

No vacancies

CITY COUNCIL BOARDS AND COMMISSIONS

**STANDING COMMITTEE OF COUNCIL
SCHOOL FACILITIES COMMITTEE**

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Gore, Jasmine Vice-Mayor (Ward #4)	300 N. Main St.	804-541-2249	goreje@mymail.vcu.edu	01/20/17	01/31/19						
Shornak, Jackie Mayor (Ward # 7)	300 N. Main St.	804-541-2249	jshornak@hopewellva.gov	01/20/17	01/31/19						

No vacancies

CITY COUNCIL BOARDS AND COMMISSIONS

TECHNOLOGY FUND COMMITTEE

Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Police Chief	300 N. Main St.	804-541-2285	jkoehane@hopewellva.gov								
Newman, Richard Commonwealth Attorney	100 E. Broadway	804-541-2255	rnewman@hopewellva.gov								
Wells, Tommy (Ward #5)	1004 Smithfield Ave.	804-458-3458(H) 804-536-1454(B)	tommy@tjvideo.net								
Council Member	300 N. Main St										

1 vacancy
No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

TELECOMMUNICATIONS REGULATION COMMITTEE											
Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Calos, Stefan M. City Attorney	300 N. Main St.	804-783-7215	scalos@sandsanderson.com								
Terry, Michael Finance Director	300 N. Main St.	804-541-2306	mterry@hopewellva.gov								
Zevgolis, Anthony Councilor (Ward #3)	300 N. Main St.	804-541-2249	azevgolis@hopewellva.gov								

1 vacancy
No TBR's

CITY COUNCIL BOARDS AND COMMISSIONS

METROPOLITAN PLANNING ORGANIZATION (MPO)											
Name	Address	Phone	Email	Current Term		Second Term		Third Term		Fourth Term	
				Start	End	Start	End	Start	End	Start	End
Butler, Johnnie City of Hopewell Staff	300 N. Main St.	804-541-2319	jbutler@hopewellva.gov	01/31/17	01/31/19						
Pelham, Brenda Councilor (Ward #6)	300 N. Main St.	804-541-2249	bpelham@hopewellva.gov	01/31/17	01/31/19						
No vacancies											

Tri-Cities MPO-(804) 861-1666 Metropolitan Planning Organization Other Jurisdictions

- Hopewell
- Petersburg
- Part of Chesterfield County
- Part of Dinwiddie County
- Part of Prince George County

SB-6



City Council
Ward Improvement Fund Policy
Effective July 10, 2018

Purpose:

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

Authority:

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

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

Budget Appropriation:

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

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

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

Guidelines

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

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



City Council
Ward Improvement Fund Policy
Effective July 10, 2018

Requests:

Any member of the public, city staff or member of the Governing Body may submit a Ward Improvement Fund grant request.

City Council may contribute to the same cause or events as other members of City Council. Joint funding requests to multiple members of City Council on one application is permissible.

Procedure:

- 1) Eligible applicants submit the Ward Improvement Fund Application to the City Clerk's Office: 300 North Main Street. Hopewell, VA 23860.
- 2) The City Clerk logs and processes the Ward Improvement Fund Application. Processing must be completed within three to five business days. Processing includes assessing each application to ensure it meets eligibility criteria and determining if the Ward Improvement Fund has the required funding available.
- 3) In writing, the City Clerk forwards the submitted Ward Improvement Fund application, fund Actual Balance, and recommendation to both the respective City Councilor(s) and City Attorney for review. The City Attorney provides a legal review to determine if the request does violate city, state or federal law.
- 4) In writing, the respective City Councilor(s) provide the City Clerk with an 1) Approval 2) Denial for the respective Ward Improvement Fund Application within three to five business days.
- 5) The City Clerk drafts the responsive letter to the applicant to provide notification of the request approval or denial. The letter must be drafted using the set template on file for each member of City Council, unless requested at time of decision to use otherwise.
- 6) If the request is approved, the City Clerk will process the necessary Purchase Orders and other required documentation. The City Clerk will notify the respective member of City Council once the check is released to the applicant. If applicative, the City Clerk will notify the respective member of City Council when the check is ready for pick up for direct presentation to the applicant.

Members of City Council may contribute to the same cause or events as other members of City Council. Applicants are allowed to request a joint funding request from multiple members of City Council on one application.

LEGITIMATE CATEGORIES OF FUNDING WITH DISTRICT IMPROVEMENT FUNDS

Although the Board receives many requests for donations that seem worthy of funding, the Board is only legally authorized to expend District Improvement Funds for requests that fall into one of the following five categories:

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

§ 3.2-6528. Amount of license tax

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

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

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

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

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



City of Hopewell, Virginia Ward Improvement Fund Funding Request Application

FY19 Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Ward: _____ Date Funds Needed: _____ Funding Amount: \$ _____

Have you ever worked for this city? YES NO If yes, when? _____

Do you have a relative that has worked for the city? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Organization Information

Although the City Council receives many requests for donations that seem worthy of funding, the City Councilor(s) are only legally authorized to expend District Improvement Funds for requests that fall into one of the following five categories:

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

Organization: _____ Phone: _____

Address: _____ Mobile: _____

City: _____ State: _____ Zip Code: _____

Email: _____ W9 Attached: Yes: No:

Website: _____ Facebook: _____

Twitter: _____ Instagram: _____

Event Information

Event Name: _____ Date: _____

Address: _____ Supervisor: _____

City: _____ State: _____ Zip Code: _____

Event Purpose:: _____

If approved, would you like the check presented at the event? YES NO

Special Notes:

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Written Name _____

Clerk – Internal Only

Date Received: _____ PO #: _____

Date Processed: _____

Application Status: **Approved:** **Denied:**

SB-7

Sample Panhandling Sign – James City County



SB-8

**CLOSED
MEETING**

ADJOURN