

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

PHONE: 541-2249

FAX: 541-2248

e-mail: info@hopewellva.gov

www.hopewellva.gov

rarrington@hopewellva.gov

CITY COUNCIL

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

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

Date: May 14, 2019

MUNICIPAL BUILDING

Closed Meeting: 5:30 p.m.

Work Session: 6:30 p.m.

Regular Meeting: 7:30 p.m.

OPEN MEETING

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

SUGGESTED MOTION: To go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion, consideration or interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); and (3) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], and (8), respectively.

Roll Call

CLOSED MEETING

RECONVENE OPEN MEETING

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

Roll Call

SUGGESTED MOTION: To amend/adopt agenda

Roll Call

WORK SESSION

WS-1 Land use work session to provide an overview of a request for a Conditional Use Permit at 219 N. 15th Avenue

WS-2 Land use work session to provide an overview of a request for a Rezoning of property located at 5, 7, 9, and 11 Curtis Harris Street.

REGULAR MEETING

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

Prayer by Rev. Michael Wyche, of John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Partin.

Consent Agenda

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

- C-1** **Minutes:** March 26, April 10, April 16, April 18, April 23, April 30, 2019
- C-2** **Pending List:**
- C-3** **Routine Approval of Work Sessions:** May 21, 2019 (budget worksession); May 28, 2019 (spot blight, amendment of Enterprise Zone ordinance)
- C-4** **Personnel Change Report & Financial Report:** Attached
- C-5** **Ordinances on Second & Final Reading:**
- C-6** **Routine Grant Approval:**
- C-7** **Public Hearing Announcement:** May 28, 2019 - FY20 Budget

- C-8** **Information for Council Review:** CDBG Draft minutes – 4-30-19
- C-9** **Resolutions/Proclamations/Presentations:** Police Week and Peace Officers Memorial Day proclamation; Suicide Awareness proclamation
- C-10** **Additional Announcements:** Woodlawn Park Grand opening

Public Hearings

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

PH-1 FY 2019-2020 City Operating Budget

ISSUE: Public hearing to receive citizen input on the proposed FY2019-2020 City Operating Budget

MOTION: _____

Roll Call

PH-2 Fiscal Year 2020 School Board Operating Budget

ISSUE: Council is requested to approve and adopt the amended Fiscal Year 2020 School Board Budget

MOTION: _____

Roll Call

Communications from Citizens

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

Regular Business

Reports of City Manager:

R-1 Adjustment to the Employee Only City Share for the TLC (The Local Choice) Key Advantage Expanded Plan for the 2019-2020 plan year

ISSUE: Request that Council approve a slight adjustment to the 2019-2020 Employee Only City Share for the TLC Key Advantage Expanded Plan as requested by TLC.

MOTION: _____

Roll Call

R-2 Twinning Association – Trip to England

ISSUE: Councillor Mrs. Jenny Webb, Mayor-Elect of Ashford in England has extended an invitation to our Mayor to join Ashford in celebrating the 20th anniversary of the official twinning of Ashford and Hopewell. This celebration will be held in England.

MOTION: _____

Roll Call

Reports of the City Attorney: Council rules

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

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

Reports of City Council:

Committees

Individual Councilors

Item No.	Councilor	Item Description
IR-1	Gore	30-day Report Out – ClearGov (return item)
IR-2	Gore	Hopewell B-Corp creation - In 2018, I started the “Pillars” initiative in response to the Cities of Opportunity Grant award. Pillars calls on all “pillars of the community” to share what they provide as free or low cost resources to the City and its residents. The goal is to create a local database of services and resources to begin to fill in the gaps within the community. Request City Council to approve using a \$10,000 budget decrease from City Council’s budget to create a community incentive for business to become a “local” variation of B-Corps and to demonstrate that they are “Pillars of the Community”. Money to be provided in the form of a grant to any local organization that provides free services, supports community events, provides goods, manpower, leave for employees to support community initiatives/Big Brother’s Big Sisters, etc. Request that Mayor work with City Manager to develop a policy and guidelines for submission in anticipation of the FY20 budget adoption. I will be investing a portion of the Ward 4 Improvement to create “Pillar” decals to provide to businesses that are members. The goal is honor and display the “Pillars in the Community” during the “I ♥ Hopewell” festival by conducting a Community Awards program. Invite City Council participation to join efforts to co-host Community Call to Action and Awards Program. (return item)

- IR-3 Gore **Beacon Theater Sunday use** - Last year, City Council supported adding an additional \$100,000 to the Beacon Theaters budget for community programs. Requesting Beacon Theater financial report to show expenditures from that amount and current plans for remaining community funding. Request City Council to approve FREE access to theater on Sundays after the Beacon Church service for community events. Request City Council develop an Ad-Hoc Committee to review submissions and recommended approval of programs to be offered at theater for the public. Request that the City Manager serve as the Chair of the Ad-Hoc since his role serves as the Chair of the Beacon Theater LLC. (return item)
- IR-4 Gore **Pending List** - Request City Manager and City Clerk meet to create list for the re-established pending list. City Council approved including the list in the City Council Agenda Packet. Since Feb, City Council has requested several Work Sessions and IR items. We need a list to visualize order of requests, action deadline and next steps. Request City Council approve list to be included in the next City Council Agenda Packet for initial approval and then to be updated by the City manager's Office and submitted to Clerk per agenda rules for inclusion in City Council's Agenda Packet. (return item)
- IR-5 Denton Council requested figures from the City Manager for the entire renovation budget for all departments (return item)
- IR-6 Randolph Set work sessions to discuss Limiting agenda IR and CCR's for each council meeting
- IR-7 Partin
Pelham **New Neighborhood Road Repaving Program** - For many years the city has had to cut funding from repaving roads and fixing our neighborhood infrastructure. These cuts have had a detrimental effect on the safety, appearance, and housing stock in our neighborhoods. I would like to request City Council to allow the City Manager and his staff to research the idea of establishing and implementing a road repaving program that will ensure every neighborhood road is paved at least once every 10-15 years and to bring back a proposal to City Council within the next 90 days that includes the capital costs and the staff/manpower cost to fund and implement the program.

Citizen/Councilor Requests

Other Council Communications

Adjournment

Work Session

WS-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:

Land use work session to provide an overview of a request for a Conditional Use Permit at 219 N. 15th Avenue

ISSUE: In order to construct a permitted use on a non-conforming lot of record, an applicant must receive approval from City Council, with a recommendation from the Planning Commission.

RECOMMENDATION: Hold a work session on May 14, 2019 to discuss the request for a conditional use permit.

TIMING: Work Session - May 14, 2019
Public Hearing – May 28, 2019

BACKGROUND: The applicant, Barber Construction Company, has a contract to purchase property at 219 North 15th Avenue, to build a single family detached home on a non-conforming lot of record. The property is located in Ward 1.

ENCLOSED DOCUMENTS:

- Staff Report
- Conditional use permit application
- Neighborhood Housing Inventory
- Map of property and pictures of surrounding houses

STAFF:

Tevya Williams Griffin, Director of Development

SUMMARY:

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



Agent: Barber Construction Company

219 North 15th Avenue

Conditional Use Permit

Staff Report prepared for the City Council Special Meeting

May 7, 2019

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

I. PUBLIC HEARINGS & WORKSESSIONS:

Planning Commission	May 2, 2019	Approval with conditions
City Council	May 14, 2019	No action necessary
Worksession		

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	7,500 square feet
Owner:	Mary Kijambu
Location of Property:	Approximately 200 feet from intersection of West Broadway and North 15 th Avenue
Election Ward:	Ward 1
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 030-0820 Lots 20-21, Block 20, Day Subdivision
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

III. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Barber Construction for a Conditional Use Permit (CUP) in accordance with Article IV, Section I, Special Conditions for Nonconforming Lots and Article XVII, Nonconforming Uses, Section F.,

Nonconforming Lots of Record, in order to build a single family detached home on a nonconforming lot of record in the Medium Density, R-2, Zoning District.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Conditional Use Permit are the following:

Article IV, Section I, Special Conditions for Non-conforming Lots

For property consisting of less than seven thousand five hundred (7,500) square feet but five thousand (5,000) or more square feet and/or less than seventy (75) feet but fifty (50) feet or more of frontage, an applicant may appeal to City Council for a Conditional Use Permit as allowed in Section XVIII of the Zoning Ordinance for approval to construct a single family dwelling on such lot in accordance with the procedures given in Section XVIII of the Zoning Ordinance.

Article XXI, Amendments, Section D, Conditional and Special Use Permits, Sub-Section c. 1-3:

1. When the Director has certified that the application is complete, it shall be deemed received and referred to the Planning Commission for its review and recommendation to City Council.
2. The Planning Commission shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council its recommendation as to the approval or disapproval of such application and any recommendation for establishment of conditions, in addition to those set forth in this Article, deemed necessary to protect the public interest and welfare. Failure of the Planning Commission to report within ninety (90) days shall be deemed a recommendation of approval.
3. Upon receipt of the recommendation of the Planning Commission, the City Council, after public notice in accordance with Virginia Code § 15.2-2204, shall hold at least one public hearing on such application, and as a result thereof, shall either approve or deny the request.

Article XXI, Section D, Conditional and Special Use Permits, subsection (4)

4. In approving any conditional use permit, the City Council may impose conditions or limitations on any approval, as it may deem necessary to protect the public interest and welfare. Such additional standards may include, but need not be limited to:
 - i. Special setbacks, yard or construction requirements, increased screening or landscaping requirements, area requirements, development phasing, and standards pertaining to traffic,

circulation, noise, lighting, hours of operation and similar characteristics; and

- ii. A performance guarantee, acceptable in form, content and amount to the City, posted by the applicant to ensure continued compliance with all conditions and requirements as may be specified.

Article XXI, Amendments, Section D, Sub-Section d.

d. Approval Criteria

As may be specified within each zoning district, the Planning Commission and approval by the City Council shall permit uses permitted subject to conditional use review criteria only after review only if the applicant demonstrates that:

1. The proposed conditional use is in compliance with all regulations of the applicable zoning district, the provisions of this Article, and any applicable General Provisions as set forth in the Zoning Ordinance.
2. The establishment, maintenance, or operation of the proposed use is not detrimental to, and will not endanger, the public health, safety, morals, comfort, or general welfare.
3. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially impair the use of other property within the immediate proximity.
4. The proposed conditional use conforms to the character of the neighborhood within the same zoning district in which it is located. The proposal as submitted or modified shall have no more adverse effects on health, safety or comfort of persons living or working in or driving through the neighborhood, and shall be no more injurious to property or improvements in the neighborhood, than would any other use generally permitted in the same district. In making such a determination, consideration shall be given to the location, type, size, and height of buildings or structures, type and extent of landscaping and screening on the site, and whether the proposed use is consistent with any theme, action, policy or map of the Comprehensive Plan.
5. The exterior architectural appeal and function plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable zoning district, and shall enhance the quality of the neighborhood.

6. The public interest and welfare supporting the proposed conditional use is sufficient to outweigh the individual interests, which are adversely affected by the establishment of the proposed use.
7. The proposed use will not result in the destruction, loss or damage of any feature determined to be of significant ecological, scenic or historic importance.

V. SUBJECT PROPERTY:

The minimum square footage required to construct a single family detached home in the R-2 Zoning District is 7,500 square feet. The required lot width at the right-of-way line is 75 linear feet. The subject property meets the minimum square footage requirement but only has 50 feet of frontage at the right of way line and is therefore required to obtain a Conditional Use Permit from City Council.

The subject property is a vacant lot located in the Day Subdivision at 217 North 15th Avenue, also identified as Sub-Parcel #038-0820. In 2016 the home on the lot was damaged during a fire. There have been attempts to rebuild the home. The property was sold three times during a span of just two years. After concluding that the home could not be salvaged, contractors in 2018 attempted to demolish the home but keep the previous foundation. However, this effort was soon abandoned, as an engineer would not certify its safety.

Last year, the City demolished the remainder of the home and cleared the site. The owner is selling the lot to Barber Construction to build a single family detached home contingent upon the approval of this request.

VI. ZONING/STAFF ANALYSIS:

As of March 26, 2019, in order to construct a permitted use on a non-conforming lot of record, applicants must receive a Conditional Use Permit regardless of the zoning district.

When considering a conditional use permit, the Planning Commission must consider the seven conditions outlined in Article XXI of the Zoning Ordinance, cited on page 3. The Commission may also impose conditions that are suitable to ensure the character of the neighborhood and zoning district in which the use is locating will not be adversely affected. Conditions may also dictate the architectural style of a proposed structure to ensure it will not be a variance with either the exterior architectural appeal and functional plan of the structures already constructed in the immediate neighborhood or the character of the applicable zoning district.

Staff contends that a single family detached home remains a suitable use on this property. The required side yard setback in the R-2 District is 10 feet. With a 50 foot wide lot, the maximum width of the home can be 30 feet.

The applicant will build a one story 1,350 square foot home, with three (3) bedrooms, and two (2) full baths. The following specifications are also proposed by the applicant:

1. Brick foundation
2. Vinyl siding
3. Front porch
4. Rear deck

An inventory of thirteen (13) homes in the immediate vicinity of the lot in question is attached to this report. It shows the average square footage of homes is approximately 1,400 square feet. Nine (9) of the thirteen (13) homes have basements. Four (4) of the homes are two stories, and two (2) are 1 ½ stories; the remaining are 1 story. Eleven of the thirteen homes were built prior to 1950. The average number of bedrooms is three (3) and the average number of bathrooms is 1. Twelve (12) of the thirteen homes have porches.

On the eastern side of North 15th Avenue, the majority of the homes are bungalow style with Craftsman features, such as a broad porch, dormers, 1 story, or bedrooms set in the roof, and tapered columns. The majority of homes on the western side of North 15th Avenue are two story. Most are Foursquare with pyramidal hip roofs. The front porches span the full width of the house, with two, three or four simple columns supporting the porch roof.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request submitted by Barber Construction for a Conditional Use Permit to build a single family detached home at 219 North 15th Avenue. The requests meets the criteria outlined in Article XXI, Amendments, Section D.

Staff recommends the following conditions be placed on the application:

1. The home shall be no smaller than 1,350 square feet;
2. The home shall have 3-4 bedrooms and at least 2 full bathrooms;
3. The home architecture style of the home shall be Craftsman Bungalow;
4. The exterior material of the proposed single-family dwelling shall be vinyl with textured accents such as shake;
5. The proposed single-family dwelling shall have a brick foundation on all four (4) sides. A brick foundation consists of foundation block from the block work to the first floor elevation with brick veneer;
6. Consistent with the majority of homes on 15th Avenue from West Broadway to City Point, the home shall have a front porch. The porch shall have tapered columns;
7. The single-family dwelling shall be one or 1 ½ story's; and
8. Home shall have windows on both sides of front door.

Staff has met with the applicant and he has agreed to all conditions. The Building Official is working with the applicant to ensure architectural details of Craftsman Bungalow are understood and followed. Three different houses are attached to this report. The applicant will build one of the three houses with varying details.

VIII. PLANNING COMMISSION RESOLUTION:

In accordance with Article XXI, Amendments, of the Hopewell Zoning Ordinance, at their May 2, 2019 meeting, the Hopewell Planning Commission voted 3-0 to approve, with conditions, the request submitted by Barber Construction Company, Inc. for a Conditional Use Permit to build a single family detached home at 219 North 15th Avenue, also identified as Lot 20 -11, Block 20, Day Subdivision. The Planning Commission imposed conditions 1-8 listed above in Section VII.

Attachment(s):

1. Application for Conditional Use Permit
2. Location Map (Arc Explorer Map)

May PC



The City
of
Hopewell, Virginia

City of Hopewell, VA
Permits / Inspect... - 20190206|CUP - 2019
009291-0001 Melissa ... 03/13/2019 11:45AM
0 -
CONDITIONAL USE PERMIT - REVIEW
Payment Amount: 300.00
Transaction Amount: 300.00
CHECK: 001494

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION # 20190206

APPLICANT: Borber Construction Co. inc.
ADDRESS: 101 Queen Anne Dr.
Hopewell, VA 23860
PHONE #: 804-731-1051 FAX #: N/A
EMAIL ADDRESS: Donniob@UH.edu

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

OWNER: Mary Kijamba
ADDRESS: _____
PHONE #: (804)-787-3212 FAX #: N/A

PROPERTY ADDRESS / LOCATION:
219 N. 15th Hopewell, VA 23860
PARCEL #: 0300820 ACREAGE: 0.1722 ZONING: R2

*** IF REQUIRED BY ARTICLE 16 OF THE ZONING ORDINANCE, ***
A SITE PLAN MUST ACCOMPANY THIS APPLICATION

- ATTACH A SCALED DRAWING OR PLAT OF THE PROPERTY SHOWING:
- 1. FLOOR PLANS OF THE PROPOSED BUILDINGS. X
 - 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. X

THIS REQUEST FOR A CONDITIONAL USE PERMIT IS FILED UNDER SECTION _____ OF THE ZONING ORDINANCE.

PRESENT USE OF PROPERTY:

Empty Lot / house just torn down

THE CONDITIONAL USE PERMIT WILL ALLOW:

single family dwelling / house

PLEASE DEMONSTRATE THAT THE PROPOSAL AS SUBMITTED OR MODIFIED WILL NOT AFFECT ADVERSELY THE HEALTH, SAFETY, OR WELFARE OF PERSONS RESIDING OR WORKING IN THE NEIGHBORHOOD OF THE PROPOSED USE.

Lot resides in a sub-division where single family houses exist.

PLEASE DEMONSTRATE THAT THE PROPOSAL WILL NOT BE DETRIMENTAL TO PUBLIC WELFARE OR INJURIOUS TO THE PROPERTY OR IMPROVEMENTS IN THE NEIGHBORHOOD.

The new house will add value to surrounding properties and add lot value to lot.

PLEASE DEMONSTRATE HOW THE PROPOSAL AS SUBMITTED OR MODIFIED WILL CONFORM TO THE COMPREHENSIVE PLAN AND THE PURPOSES AND THE EXPRESSED INTENT OF THE ZONING ORDINANCE.

The new house will be 1350 sq ft with all requirements required on previous conditional single family permits.

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



APPLICANT SIGNATURE

2/22/19

DATE

Donald S. Barber

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

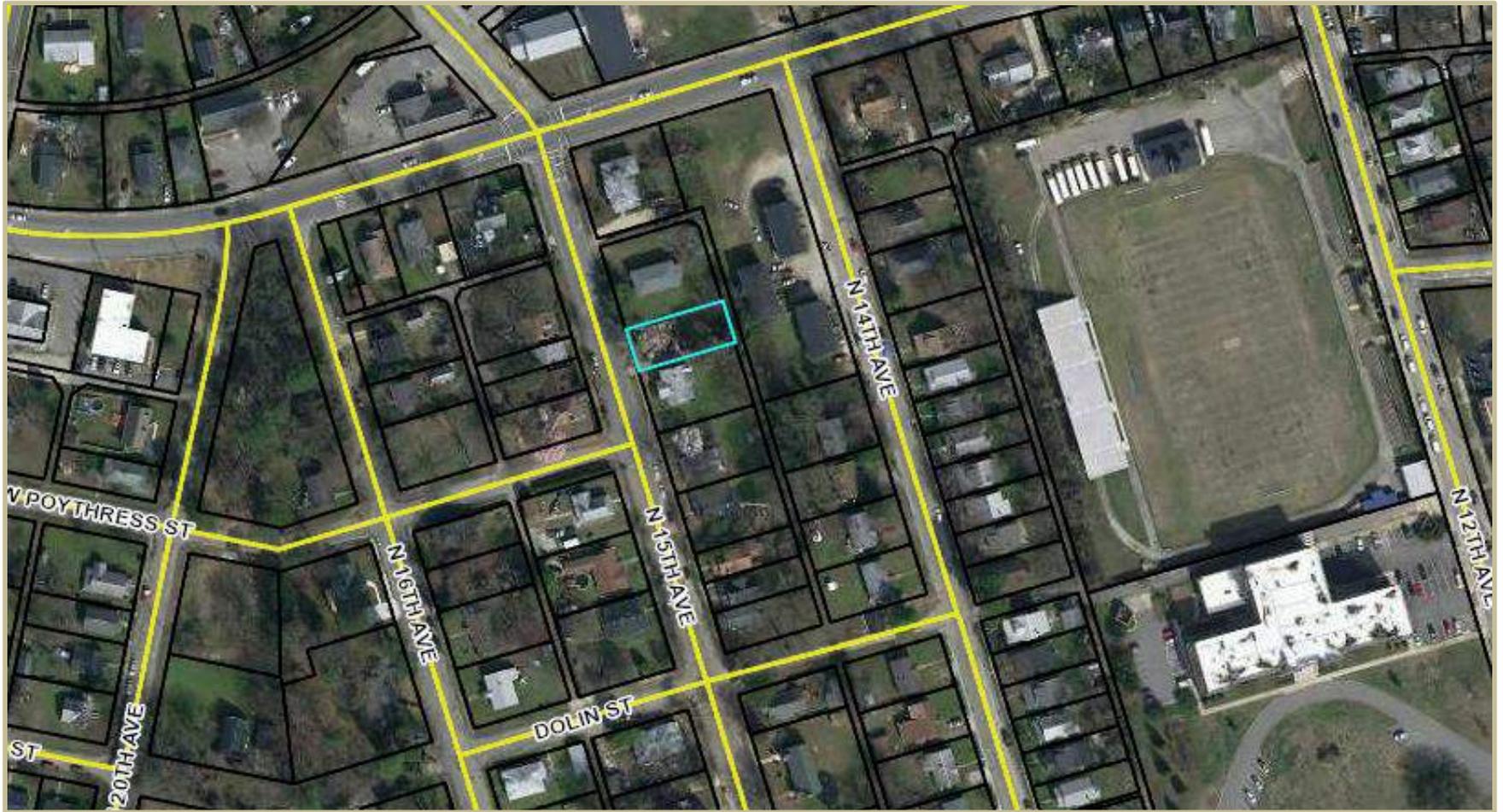
DATE OF ACTION _____

APPROVED _____ DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:

Parcel #	Year Constructed	Exterior Material	Sq. Ft. of Lot	Sq. Ft. of Main Living Area	Basement	Total Square Footage	# of Story's	# of bedrooms	# of bathrooms	Porch	Assessed Value of Home	Assessed Value of Land	Total Assessment
030-0825	1914	Aluminum Siding	11,500	1,227	0	1,227	1	3	1	YES	\$ 31,200.00	\$ 27,200.00	\$ 58,400.00
030-0390	1918	Brick	8,280	958	0	958	1	2	1	YES	\$ 70,300.00	\$ 20,400.00	\$ 90,700.00
030-0410	1918	Brick	11,040	1,843	576	2,419	1.5	4	1	YES	\$ 131,000.00	\$ 27,200.00	\$ 158,200.00
030-0485	1918	Aluminum Siding	8,395	912	456	1,368	1	3	1	YES	\$ 46,200.00	\$ 20,400.00	\$ 66,600.00
030-0480	1918	Aluminum Siding	8,280	1,093	1,093	2,186	1	3	1	YES	\$ 40,000.00	\$ 20,400.00	\$ 60,400.00
030-0765	1928	Stucco	9,545	1,592	398	1,990	2	4	1	YES	\$ 8,300.00	\$ 23,800.00	\$ 32,100.00
030-0770	1928	Stucco	3,795	1,592	398	1,990	2	3	1	YES	\$ 14,700.00	\$ 10,200.00	\$ 24,900.00
030-0780	1928	Stucco	5,750	1,804	451	2,255	2	3	1.5	YES	\$ 60,900.00	\$ 13,600.00	\$ 74,500.00
030-0800	1929	Vinyl	11,128	1,704	0	1,704	1	3	2	YES	\$ 94,300.00	\$ 27,200.00	\$ 121,500.00
030-0815	1946	Masonite	8,625	930	930	1,860	1	3	1	YES	\$ 46,500.00	\$ 20,400.00	\$ 66,900.00
030-0775	1946	Stucco	3,795	1,755	382	2,137	2	4	1.5	YES	\$ 74,000.00	\$ 10,200.00	\$ 84,200.00
030-0395	1969	Brick	8,280	1,542	385	1,927	1	3	1.5	NO	\$ 115,400.00	\$ 20,400.00	\$ 135,800.00
030-0754	2005	Vinyl Siding	10,272	1,396	0	1,396	1.5	3	2	YES	\$ 117,100.00	\$ 25,500.00	\$ 142,600.00
				1,411	390	1,801	1.384615385	3.153846154	1.269230769		\$ 65,376.92	\$ 20,530.77	

Aerial Map: 219 North 15th Avenue

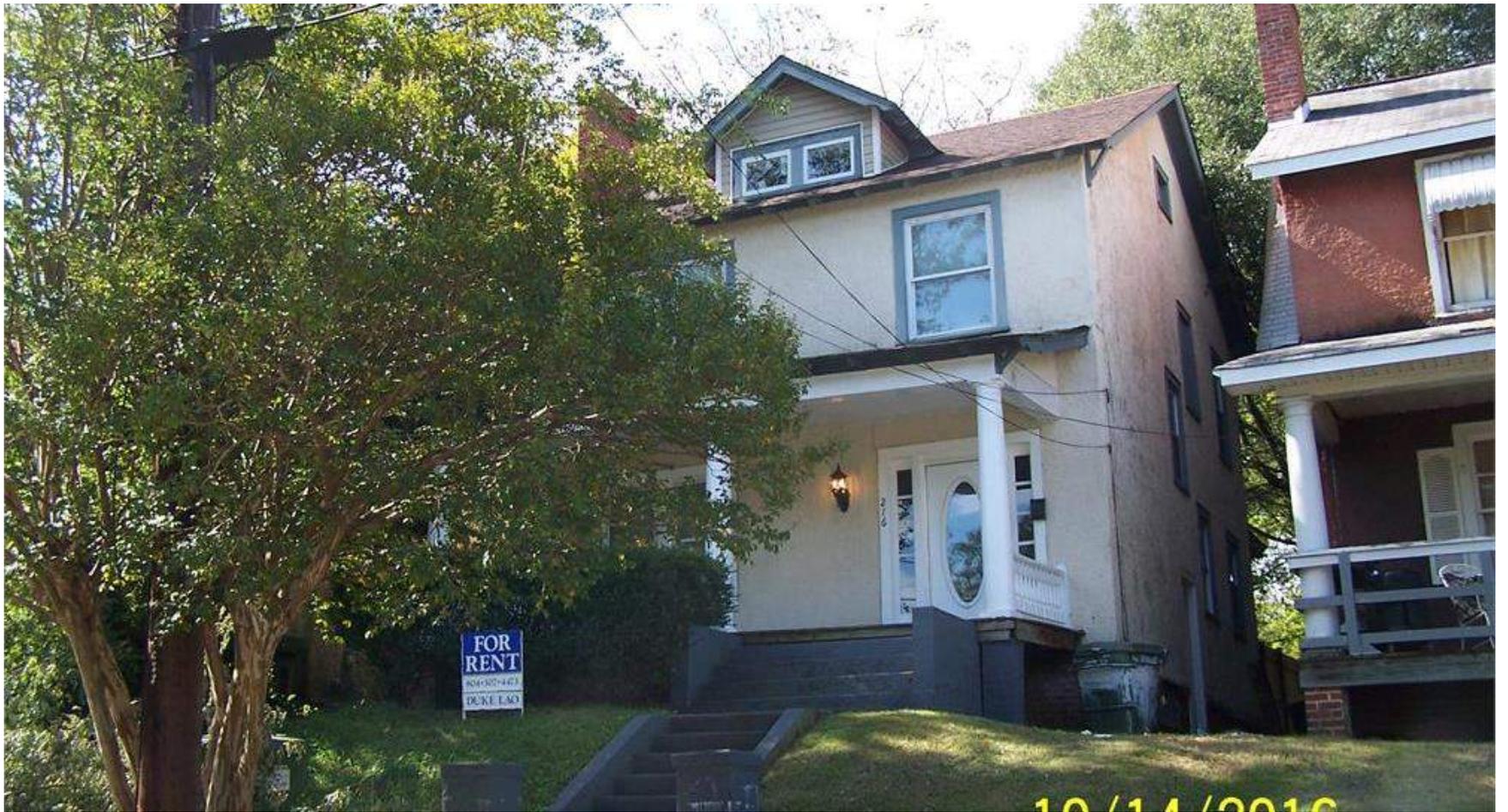


Homes along 15th Avenue



















Craftsman Bungalow Example #1



Craftsman Bungalow #2



Craftsman Bungalow #3



WS-2



The City
of
Hopewell, Virginia

2019-0278
2019-0277
2019-0278
2019-0279

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Benny J Jones JR or assigned
 ADDRESS: 13815 Kentucky Derby Place
midlothian va 23112

PHONE #: 804 334-5216 FAX #: _____

INTEREST IN PROPERTY: _____ OWNER OR AGENT

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

OWNER: Warren F Poirier Rhonda B Poirier
 ADDRESS: 9784 millstone Drive
north prince George Va

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION: 57911 Curtis Harris Street Hopewell Va 23860

LEGAL DESCRIPTION: _____
 #0480110 #0480115
 PARCEL #: 0480105 #0480120 ACREAGE: 1.0

PRESENT ZONING DISTRICT: commercial / industrial

REQUESTED ZONING DISTRICT: M2

PRESENT USE OF PROPERTY: vacant

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
Steel building for manufacturing.

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
to be able to manufacture boats and other metal objects.

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

provide jobs

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

Buildings will provide place for metal work, boat building etc.

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

provide jobs, revenue.

COMMENTS FROM APPLICANT / OWNER:

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

A PROFFER STATEMENT IS ATTACHED Y N

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


APPLICANT SIGNATURE

4-5-19
DATE

OFFICIAL USE ONLY

DATE RECEIVED: 4/5/19 DATE OF FINAL ACTION:

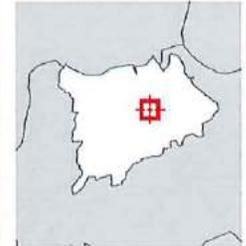
ACTION TAKEN:

APPROVED DENIED

APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:



Overview



Legend

-  Parcels
-  Roads
- Zoning**
-  <all other values>
-  B1 - Central Business District
-  B2 - Limited Commercial District
-  B3 - Highway Commercial District
-  B4 - Corridor Development District
-  C1 - Conservation District
-  H1 - Tourist Historic District
-  M1 - Limited Industrial District
-  M2 - Intensive Industrial District
-  PU - Planned Unit Development
-  R1 - Residential, Lc Density
-  R2 - Residential, Medium Density
-  R3 - Residential, High Density
-  R4 - Residential, Apartments
-  RA - Residential, Lc Density
-  RP - Residential, High Density Office
-  Water

Purchaser shall pay the balance of the Purchase Price at settlement, less any deposit, loan amount and/or other credits set forth in this Agreement.

***4. APPRAISAL:** This sale [select one]: is OR is not further subject to the Property's appraised value equaling or exceeding the Purchase Price, which value shall be determined by an appraiser selected by Purchaser's lender (if a cash purchase, the appraiser shall be selected by Purchaser). **The appraisal shall be ordered within fifteen (15) days of the Date of Ratification. It shall be the responsibility of Purchaser to advise Purchaser's lender of this requirement.** If the appraisal is not ordered within 15 days of the Date of Ratification, then Seller may terminate this Agreement by written notice to Purchaser and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. If the appraisal is ordered after the 15 day period but Seller has not yet terminated this Agreement, then Seller's right to terminate this Agreement for said purpose is waived.

Regarding the appraisal, if the Purchase Price exceeds the appraised value, Purchaser shall either: (i) proceed with consummation of this Agreement without regard to the amount of the appraised value, or (ii) make a written request to Seller within five (5) days of receipt of the appraisal for a reduction in the Purchase Price so long as the reduced Purchase Price is not lower than the appraised value, and provide Seller a copy of the appraisal (or lender verification of the appraised value). Seller shall then have five (5) days to respond to Purchaser's request for a reduction in the Purchase Price (the "Response Deadline"). If the parties are unable to agree in writing as to a Purchase Price within five (5) days following the Response Deadline, then either Purchaser or Seller may terminate this Agreement by written notice to the other party, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. For purposes of this paragraph, Purchaser is deemed to have received a copy of the appraisal when Purchaser is notified in writing of the appraised value of the Property. If Purchaser does not request a reduction in the Purchase Price within five (5) days after receipt of the appraisal, then this condition shall be deemed waived by Purchaser.

***5. FINANCING:** If this Agreement is conditioned upon Purchaser obtaining financing, Purchaser shall make written application for such loan within seven (7) days after the Date of Ratification (as defined in Paragraph 21) and shall make diligent effort to secure a written loan commitment no later than 5:00 p.m. on [select one box]: the settlement date set forth in Paragraph 8 OR _____, 20____. If, at the time of such loan application, Purchaser chooses not to lock-in the rate and/or points that meet or exceed the requirements set forth in Paragraph 3, Purchaser waives such rate and point contingency. If this Agreement is not conditioned upon Purchaser obtaining financing, Purchaser shall provide Seller with written verification from a third-party in possession of Purchaser's assets within seven (7) days after the Date of Ratification that Purchaser has sufficient assets to pay the balance of the Purchase Price at settlement. If Purchaser fails to comply with any of the provisions of this paragraph or fails to obtain a written loan commitment by 5:00 p.m. on the date set forth above, then Seller may terminate this Agreement by written notice to Purchaser, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder. As used in this paragraph, "diligent effort" shall mean that Purchaser has provided all information or documentation requested by a lender within seven days of each such request and paid all costs associated with such loan application, including but not limited to, application fees, credit reports and appraisal(s). Purchaser authorizes the lender to: (i) disclose to the Listing Broker and Selling Broker information about the progress of Purchaser's loan application and approval, including whether Purchaser has complied with the lender's requests and paid all costs associated with such application and (ii) furnish a copy of Purchaser's loan estimate(s) and closing disclosure(s) to the Selling Broker. If, after diligent effort, Purchaser is unable to obtain financing, then this Agreement shall terminate, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder.

6. WIRE FRAUD ALERT: Criminals are hacking email accounts of real estate agents, settlement attorneys/agents and others resulting in fraudulent wire instructions being sent to divert Seller or Purchaser's funds to the criminal's account. These emails look legitimate, but they are not. **Purchaser and Seller are advised not to wire any funds without personally speaking with the intended recipient of the wire to confirm the bank routing number and account number.**

***7. DEPOSIT:** Purchaser shall make a deposit of \$ 500.00 to be held by Parr & Abernathy Realty Inc. (the "Escrow Agent") in the form of: check cash other _____ (the "Deposit"). Purchaser [select one]: has paid the Deposit to the Escrow Agent OR will pay the Deposit to the Escrow Agent within _____ days (the "Extended Deposit Date") after the Date of Ratification. If Purchaser fails to pay the Deposit as set forth herein, then Purchaser shall be in breach of this Agreement. In such event, at Seller's option and in lieu of all other remedies set forth in this Agreement, Seller may terminate this Agreement by written notice to Purchaser and neither party shall have any further obligation hereunder. If the Escrow Agent is a Virginia Real Estate Board ("VREB") licensee



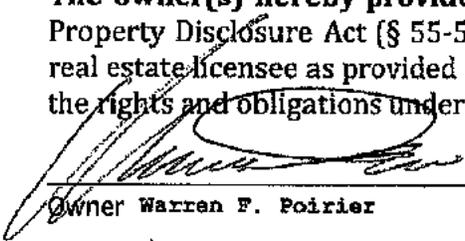
RESIDENTIAL PROPERTY DISCLOSURE STATEMENT ACKNOWLEDGEMENT BY SELLER AND PURCHASER

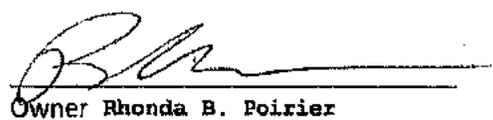
The Virginia Residential Property Disclosure Act (§ 55-517 et seq. of the *Code of Virginia*) requires the owner of certain residential real property—whenever the property is to be sold or leased with an option to buy—to provide notification to the purchaser of any disclosures required by the Act and to refer the purchaser to the Real Estate Board website referenced below for additional information.
Certain transfers of residential property are excluded from this requirement (see § 55-518).

PROPERTY ADDRESS/ Lots 5,7,9 Curtis W. Harris Street Hopewell Va 23860
LEGAL DESCRIPTION: Lots 5,7,9 and 11 Pt Of Parcel 16 Terminal Street Industrial Area

The purchaser is advised to consult the **RESIDENTIAL PROPERTY DISCLOSURE STATEMENT** webpage (http://www.dpor.virginia.gov/Consumers/Residential_Property_Disclosures) for important information about disclosures required by law that may affect the buyer's decision to purchase the real property described above.

The owner(s) hereby provides notification as required under the Virginia Residential Property Disclosure Act (§ 55-517 et seq. of the *Code of Virginia*) and, if represented by a real estate licensee as provided in § 55-523, further acknowledges having been informed of the rights and obligations under the Act.

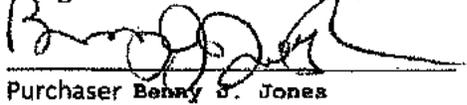

Owner Warren F. Poirier


Owner Rhonda B. Poirier

3-4-19
Date

3-4-19
Date

The purchaser(s) hereby acknowledges receipt of notification of disclosures as required under the Virginia Residential Property Disclosure Act (§ 55-517 et seq. of the *Code of Virginia*). In addition, if the purchaser is (i) represented by a real estate licensee or (ii) not represented by a real estate licensee but the owner is so represented as provided in § 55-523, the purchaser further acknowledges having been informed of the rights and obligations under the Act.


Purchaser Benny J. Jones

Purchaser

Date

39 _____
Date

**DISCLOSURE OF DUAL AGENCY OR DUAL REPRESENTATION*
IN A RESIDENTIAL REAL ESTATE TRANSACTION**

The undersigned do hereby acknowledge disclosure that the licensee Michael Shannon Sullivan Sr.
(Broker or Salesperson) associated with Parr & Abernathy Realty Inc. (Brokerage Firm) represents more than one party in this residential real estate transaction as follows:

A. The Licensee represents the Seller OR Landlord as a (select one below):
 Standard Agent OR Limited Service Agent OR Independent Contractor

B. The Licensee represents the Buyer OR Tenant as a (select one below):
 Standard Agent OR Limited Service Agent OR Independent Contractor

*"Dual agent" means representing a client as a standard agent or as a limited service agent. "Representative" means representing a client as an independent contractor.

C. Brokerage Firm disclosure and client acknowledgement of the following (select one):

BOTH CLIENTS ARE EXISTING CLIENTS

Brokerage Firm represents two existing clients in the transaction and the undersigned acknowledge the following:

The undersigned understand that the foregoing dual agent or dual representative may not disclose to either client any information that has been given to the dual agent or representative by the other client within the confidence and trust of the brokerage relationship except for that information which is otherwise required or permitted by § 54.1-2130 et seq. of the Code of Virginia to be disclosed.

OR

ONE EXISTING CLIENT ONE NEW CLIENT

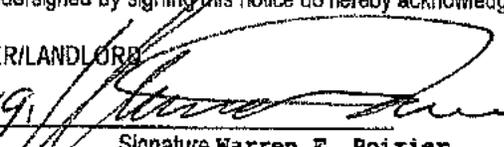
Brokerage Firm represents one existing client and one new client in the transaction and the undersigned acknowledge the following:

The undersigned understand:

1. That following the commencement of dual agency or representation, the licensee cannot advise either party as to the terms to offer or accept in any offer or counteroffer; however, the licensee may have advised one party as to such terms prior to the commencement of dual agency or representation;
2. That the licensee cannot advise the buyer client as to the suitability of the property, its condition (other than to make any disclosures as required by law of any licensee representing a seller), and cannot advise either party as to what repairs of the property to make or request;
3. That the licensee cannot advise either party in any dispute that arises relating to the transaction;
4. That licensee may be acting without knowledge of the client's needs, client's knowledge of the market, or client's capabilities in dealing with the intricacies of real estate transactions; and
5. That either party may engage another licensee at additional cost to represent their respective interests.

The undersigned by signing this notice do hereby acknowledge their consent to the disclosed dual representation by the licensee.

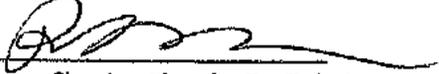
SELLER/LANDLORD

3-4-19, 
Date Signature Warren F. Poirier

BUYER/TENANT

3-1-19, 
Date Signature Benny J. Jones Jr.

SELLER/LANDLORD

3-4-19, 
Date Signature Rhonda H. Poirier

BUYER/TENANT

_____, _____
Date Signature

WITNESS the following authorized signatures:

[Signature] 3-1-19
Purchaser Henry J. Jones Jr. Date

[Signature] 3-4-19
Seller Warren F. Poirier Date

Purchaser _____ Date _____

[Signature] 3-3-19
Seller Rhonda B. Poirier Date

Purchaser _____ Date _____

Seller _____ Date _____

The following is for informational purposes only:

Selling Broker Company's Name and Address

Listing Company's Name and address

Farr & Abernathy Realty Inc
701 W. Broadway
Hopewell, Va. 23860

Farr & Abernathy Realty Inc.
701 W. Broadway
Hopewell, Va. 23860

Office Phone 1-804-452-0505
Office Fax 1-804-458-2475
DPOR Firm License No.: 022613388

Office Phone 1-804-452-0505
Office Fax 1-804-2475
DPOR Firm License No.: 022613388

Purchaser's Authorized Agent's information:
Name Michael Shannon Sullivan Sr.
Email sullivanjteam@gmail.com
Cell No. 1-804-731-1240
Agent's DPOR License No.: 0225139458

Seller's Authorized Agent's Information:
Name Michael Shannon Sullivan Sr.
Email sullivanjteam@gmail.com
Cell No. 1-804-731-1240
Agent's DPOR License No.: 0225139458

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the parties direct the Escrow Agent to place the Deposit in an escrow account by the end of the fifth business banking day following the latter of: (i) ratification and delivery of this Agreement as defined in Paragraph 21, or (ii) the Extended Deposit Date. If the Escrow Agent is not a VREB licensee, the parties direct the Escrow Agent to place the Deposit in an escrow account in conformance with applicable Federal or Virginia law and regulations. The Deposit may be held in an interest bearing account and the parties waive any claim to interest resulting from such Deposit. The Deposit shall not be released by the Escrow Agent until (i) credited toward the purchase price at settlement; (ii) Seller and Purchaser agree in writing as to its disposition, (iii) a court of competent jurisdiction orders a disbursement of the funds, or (iv) disbursed in such manner as authorized by the terms of this Agreement and subject to Virginia law and/or VREB regulations. Seller and Purchaser agree that Escrow Agent shall have no liability to any party for disbursing the Deposit in accordance with this paragraph, except in the event of Escrow Agent's negligence or willful misconduct.

If the Property is foreclosed upon while this Agreement is pending, the terms of Virginia Code Section 54.1-2108.1 shall apply to the disbursement of the Deposit. The foreclosure shall be deemed a termination of this Agreement by Seller and, absent any default by Purchaser, the Deposit shall be disbursed to Purchaser.

***8. SETTLEMENT; POSSESSION:** Settlement shall be made at the offices of _____ Designated place on or before [select one box and insert closing date]:

May 15th, 2019, or a reasonable time thereafter if the Purchaser or Seller is making diligent effort to satisfy any contingencies contained in this Agreement.

OR

_____, 20____, if settlement does not occur within ten (10) days following such date (but subject to Seller's right to cure any title defects as set forth in Paragraph 18B, a party who is ready, willing and able to close under the terms of this Agreement may terminate this Agreement by written notice to the other party, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder.

Possession of the Property shall be given at settlement, unless otherwise agreed in writing by the parties. Failure to check one box above shall not invalidate this Agreement. The settlement date shall be as inserted above. Seller and Purchaser authorize and direct the settlement agent to provide a copy of Purchaser's closing disclosure (if Purchaser obtains lender financing), settlement statement and/or disbursement summary for this transaction to the Seller, Purchaser, Listing Broker and Selling Broker.

***9. STUDY PERIOD:** Purchaser shall have 90 days from the Date of Ratification to determine, through engineering and feasibility studies, whether Purchaser's use or plan of development for the Property is practical. Purchaser shall contract for such studies within ten days (10) from the Date of Ratification and deliver to Seller and Listing Broker copies of the letter(s) ordering the studies, said letter(s) stipulating that true copies of all studies are to be sent simultaneously to Seller or Listing Broker, and to Purchaser. If, prior to the expiration of the study period, Purchaser determines that Purchaser's proposed use or plan of development for the Property is not practical, then Purchaser may terminate this Agreement by written notice to Seller and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder, except as provided herein. Time shall be of the essence for this Paragraph.

***10. SOIL STUDY:** This Agreement is contingent for 90 days from the Date of Ratification to allow buyer to obtain a soil study and/or percolation test, which shall lawfully allow for the erection and use of Mi property on the Property. Such study or test shall be pursued diligently and in good faith and if such study or test reveals that Purchaser's intended use of the Property is not permissible or practicable, Purchaser may terminate this Agreement by written notice to Seller and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser, and neither party shall have any further obligation hereunder, except as provided herein.

11. ACCESS: Purchaser and Purchaser's representatives and engineers shall have the right to enter onto the Property at all reasonable times prior to settlement for purposes of engineering, surveying, title or such other work as is permitted under this Agreement, so long as such studies do not result in a permanent change in the character or topography of the Property. Purchaser shall not interfere with Seller's use of the Property, and Purchaser, at Purchaser's expense, shall promptly restore the Property to its prior condition upon completion of Purchaser's studies or work. Purchaser shall keep the Property free and clear from all liens resulting from its work, studies, investigations or other activities performed pursuant to this Agreement and shall indemnify and hold Seller harmless against any loss or liability to person or property resulting from Purchaser's presence or activities on the Property. This obligation shall survive settlement and transfer of title and possession to the Property.

***12. PROPERTY OWNERS' ASSOCIATION DISCLOSURE:** The Seller represents that the Property [select one]:

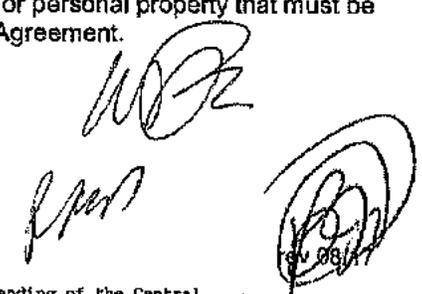
is OR is not located within a development which is subject to the Virginia Property Owners' Association Act (Sections 55-509 et. seq. of the Code of Virginia) (the "Act"). If the Property is within such a development, the Act requires the Seller to obtain from the property owners' association an association disclosure packet and provide it to the Purchaser, or Purchaser's authorized agent. The information contained in the association disclosure packet shall be current as of the specified date on the disclosure packet. The Purchaser may cancel this Agreement (a) within 3 days after the date of this Agreement, if on or before the date that the Purchaser signs this Agreement, the Purchaser receives the association disclosure packet or is notified that the association disclosure packet is not available; (b) within 3 days after receiving the association disclosure packet, if the association disclosure packet or notice that the association disclosure packet will not be available is hand delivered, delivered by electronic means or delivered by a commercial overnight delivery service or the United Parcel Service, and a receipt obtained; or (c) within 6 days after the postmark date if the association disclosure packet or notice that the association disclosure packet will not be available is sent to the Purchaser by United States mail. The Purchaser may also cancel this Agreement at any time prior to settlement if the Purchaser has not been notified that the association disclosure packet will not be available and the association disclosure packet is not delivered to the Purchaser. Notice of cancellation shall be provided to the Seller (owner) or his agent by one of the following methods: (i) hand delivery; (ii) United States mail, postage prepaid, provided the sender retains sufficient proof of mailing, which may be either a United States postal certificate of mailing or a certificate of service prepared by the sender confirming such mailing; (iii) electronic means provided the sender retains sufficient proof of the electronic delivery, which may be an electronic receipt of delivery, a confirmation that the notice was sent by facsimile, or a certificate of service prepared by the sender confirming the electronic delivery; or (iv) overnight delivery using a commercial service or the United States Postal Service. In the event of a dispute, the sender shall have the burden to demonstrate delivery of the notice of cancellation. Such cancellation shall be without penalty, and the Seller shall cause any deposit to be returned promptly to the Purchaser, but not later than thirty days from the date of cancellation. Seller shall provide written instructions to the Association for delivery of the disclosure packet to Purchaser or Purchaser's authorized agent. The right to receive the association disclosure packet and to cancel this Agreement terminates at settlement. If the Purchaser has received the association disclosure packet, the Purchaser has a right, at Purchaser's sole expense, to request an update of such disclosure packet from the property owners' association in accordance with subsection G of Section 55-509.6. A request for an updated disclosure packet does not extend the cancellation periods set forth above.

13. BROKERAGE FEE: Seller authorizes and directs the settlement agent to disburse to Listing Broker and Selling Broker from the settlement proceeds their respective brokerage fees payable as a result of the sale and settlement set forth under this Agreement. Prior to settlement, Listing Broker and/or Selling Broker shall deliver to the settlement agent a signed written statement setting forth the disbursement instructions for payment of any brokerage fees and any sales incentives payable to each broker.

14. DEFAULT: If either Seller or Purchaser defaults under this Agreement, the defaulting party, in addition to all other remedies available at law or in equity, shall be liable for the brokerage fees set forth in Paragraph 13 and any brokerage fees set forth in Seller's Listing Agreement with the Listing Broker for the Property (which document is hereby incorporated herein by this reference) as if this Agreement and Seller's Listing Agreement had been performed, and for any damages and all expenses incurred by the non-defaulting party, the Listing Broker and the Selling Broker in connection with this transaction and the enforcement of this Agreement and Seller's Listing Agreement, including, without limitation, attorney's fees and court costs. Payment of a real estate broker's fee as the result of a transaction relating to the Property which occurs subsequent to a default under this Agreement, shall not relieve the defaulting party of liability for any brokerage fees due under this Agreement or Seller's Listing Agreement, or for any damages and expenses, including attorney's fees and court costs, incurred by the non-defaulting party, the Listing Broker and the Selling Broker in connection with this transaction.

***15. RELATED BUSINESS AND SERVICES:** The Listing Broker and Selling Broker may engage in mortgage loan, homeowner's and title insurance, real estate settlement, home warranty and other real estate related businesses and services from which they receive compensation during the course of this transaction, in addition to the real estate brokerage fees.

16. PURCHASER DISCLOSURE: Purchaser warrants he/she does not own any real or personal property that must be sold and settled prior to the settlement of this Agreement, except as disclosed in this Agreement.



mz BAE
[Signature]

***17. ADDITIONAL TERMS:**

Subject to the property being rezoned from B3 to ~~M~~ by buyer. One of the sellers are a licensed Virginia Real Estate Agent.

18. STANDARD PROVISIONS:

A. EXPENSE PRORATIONS: Seller agrees to pay the expense of preparing the deed and the applicable grantors tax, release fees, and any other fees applicable to the grantor by custom. Except as otherwise agreed herein, Purchaser shall pay all expenses incurred by Purchaser in connection with this Agreement, including without limitation, title examination fees, title insurance premiums, survey costs, recording costs and Purchaser's attorney's fees. All taxes, assessments, interest, rent escrow deposits and other ownership fees, if any, shall be prorated as of the date of settlement. In addition to the Purchase Price, Purchaser agrees to pay Seller for all fuel oil and propane/LP gas remaining in any tanks (if applicable) at the prevailing market price as of the date of settlement.

B. TITLE: At settlement Seller shall convey the Property to Purchaser by a general warranty deed containing English covenants of title, free of all encumbrances, tenancies, and liens (for taxes or otherwise), but subject to such restrictive covenants and utility easements of record which do not materially and adversely affect Purchaser's proposed use of the Property or render the title unmarketable. If the Property does not abut a public road, title to the Property must include a recorded easement providing adequate access thereto satisfactory to Purchaser. In the event this sale is subject to a financing contingency under Paragraph 3, the access to a public road must also be satisfactory to the lender. If the examination reveals a title defect that can be remedied by legal action or otherwise within a reasonable time, Seller, at his/her expense, shall promptly take such action as is necessary to cure such defect. If the defect is not cured within sixty (60) days after Seller receives notice of the defect or if seller is unable to provide access to a public road as provided above, then either party may terminate this Agreement (at the expiration of the sixty (60) day period if termination relates to title defect(s) not being cured) by written notice to the other party. Upon termination of this Agreement, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder. The parties agree that the settlement date prescribed in Paragraph 8 shall be extended if necessary to enable Seller to cure any title defect, but not for more than sixty (60) days, time being of the essence.

C. LAND USE ASSESSMENT: In the event the Property is taxed under land use assessment and this sale results in disqualification from land use eligibility, Seller shall pay any rollback taxes assessed. If the Property continues to be eligible for land use assessment, Purchaser agrees to make application at Purchaser's expense for continuation under land use, and to pay any rollback taxes resulting from failure to file or to qualify. Notwithstanding anything herein to the contrary, the provisions of this Paragraph C shall survive settlement and the delivery of the deed.

D. RISK OF LOSS: All risk of loss or damage to the Property by fire, windstorm, casualty, or other cause is assumed by Seller until settlement. In the event of substantial loss or damage to the Property before settlement, Purchaser shall have the option of either (i) terminating this Agreement, and subject to the provisions of Paragraph 7, Purchaser's Deposit shall be refunded in full to Purchaser and neither party shall have any further obligation hereunder, or (ii) affirming this Agreement, in which event Seller shall assign to Purchaser all of Seller's rights under any policy or policies of insurance applicable to the Property.

E. VA/FHA LOANS: If a VA or FHA loan is selected in Paragraph 3, it is expressly agreed that notwithstanding any other provisions of this Agreement, Purchaser shall not be obligated to complete the purchase of the Property or to incur any penalty by forfeiture of earnest money deposits or otherwise unless the Purchaser has been given in accordance with HUD/FHA or VA requirements a written statement by the Federal Housing Commissioner, Veterans Administration, or a direct endorsement lender setting forth the appraised value of the Property of not less than the Purchase Price. Purchaser shall have the privilege and option of proceeding with consummation of this Agreement without regard to the amount of the appraised value. The appraised value is arrived at to determine the maximum mortgage the Department of Housing and Urban Development will insure. HUD does not warrant the value or the condition of the Property. Purchaser should satisfy himself/herself that the price and condition of the Property are acceptable.

F. MISCELLANEOUS: This Agreement represents the entire agreement between Seller and Purchaser and may not be modified or changed except by written instrument executed by the parties. This Agreement shall be construed according to the laws of the Commonwealth of Virginia and shall be binding upon and shall inure to the benefit of the heirs, personal representatives, successors, and assigns of the parties. To the extent any handwritten or typewritten terms herein conflict

[Signature]

with, or are inconsistent with the pre-printed terms hereof, the handwritten or typewritten terms shall control. This Agreement may only be assigned by Purchaser with the written consent of the Seller. If the Seller agrees in writing to an assignment of this Agreement, Purchaser shall remain obligated hereunder until settlement. The parties agree that faxed or electronic transmission of any signed original document shall have the same effect as an original. As used in this Agreement, a "day" shall mean a calendar day and all times are local Eastern Standard Time unless otherwise noted. This Agreement may be signed in one or more counterparts, each of which is deemed to be an original and all of which shall together constitute the same instrument. No party will refuse delivery of any notice from the other party in order to hinder or delay any deadline established in this Agreement. Unless otherwise provided herein, the provisions of this Agreement affecting title shall be deemed merged into the deed delivered at settlement and shall not survive settlement.

G. MECHANIC'S LIEN DISCLOSURE: Virginia law (§ 43-1 et seq.) permits persons who have performed labor or furnished materials for the construction, removal, repair or improvement of any building or structure to file a lien against the Property. This lien may be filed at any time after the work is commenced or the material is furnished, within 90 days from the last day of the month in which the lien or last performed work or furnished materials or 90 days from the time the construction, removal, repair or improvement is terminated. **AN EFFECTIVE LIEN FOR WORK PERFORMED PRIOR TO THE DATE OF SETTLEMENT MAY BE FILED AFTER SETTLEMENT. LEGAL COUNSEL SHOULD BE CONSULTED.** Seller shall deliver to Purchaser at settlement an affidavit in a form acceptable to Purchaser's title company, signed by Seller, that no labor or materials have been furnished to the Property within the statutory period for the filing of mechanics' or materialmen's liens against the Property. If labor or materials have been furnished to the Property during the statutory period, Seller shall deliver to Purchaser an affidavit signed by Seller and the person(s) furnishing the labor and/or materials that such items have been paid.

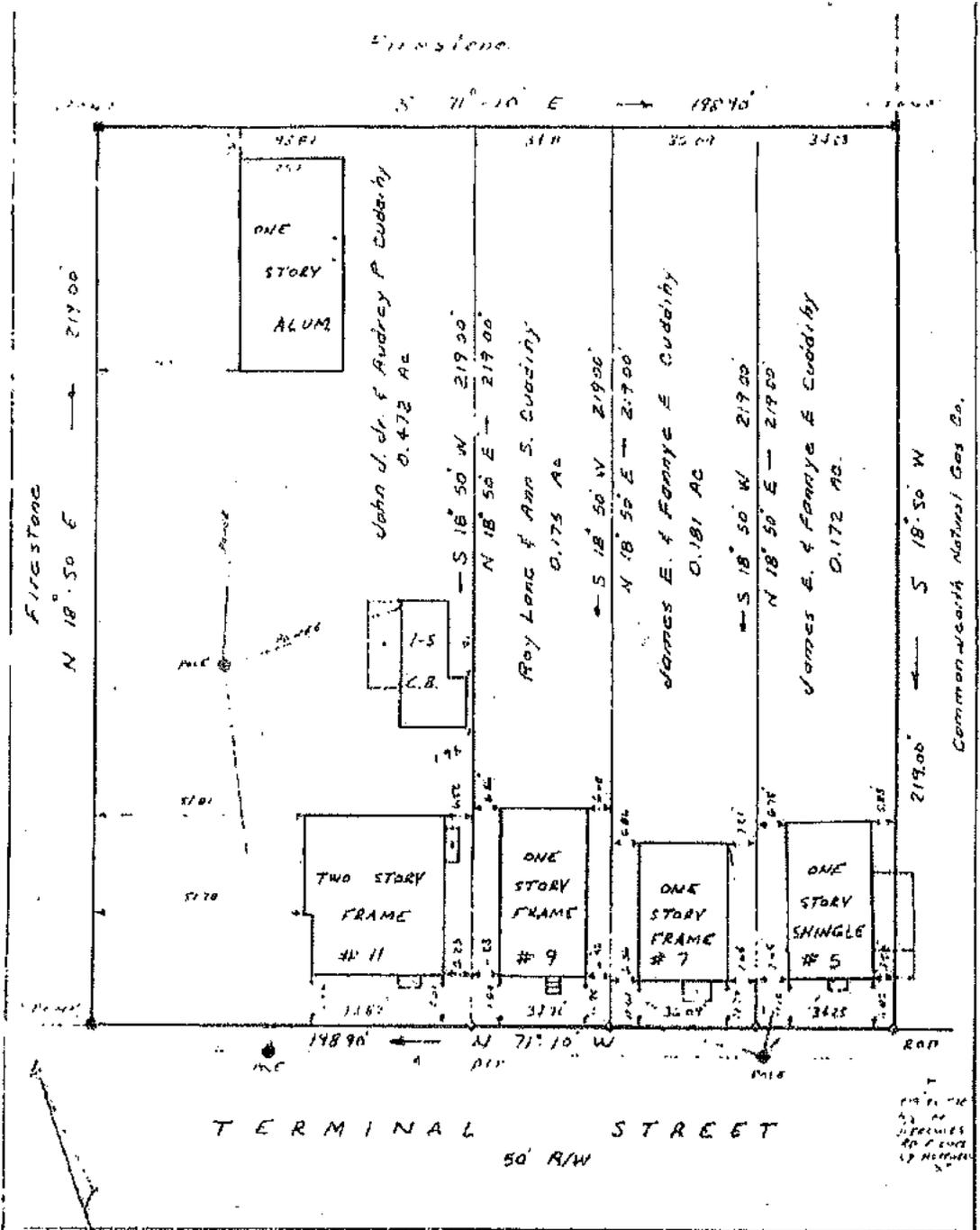
19. SELLER REPRESENTATION: Seller warrants each person signing this Agreement as "Seller" includes all persons possessing an ownership interest in the Property or who will be a necessary party to convey clear title to the Property.

20. ELECTRONIC SIGNATURES: In accordance with the Uniform Electronic Transactions Act (UETA) regarding electronic signatures and transactions, the parties do hereby expressly authorize and agree to the use of electronic signatures (such as Authentisign) as an additional method of signing and/or initialing this Agreement.

***21. ACCEPTANCE:** This Agreement becomes a legally binding agreement only upon ratification and delivery. Unless ratification and delivery of this Agreement occurs by 6 a.m. or p.m. on February 17th, 2019, **this offer shall expire and shall not be binding on either party.** If the parties desire to accept an offer that has expired, then (i) the date set forth in this paragraph 21 must be revised to the ratification date (or later), (ii) each party must initial such revision, and (iii) ratification and delivery must occur prior to the revised expiration date.

As used herein, "**ratification and delivery**" means **delivery of a final accepted and signed Agreement to the other party or their respective broker or salesperson by hand delivery, fax or electronic transmission, or by a professional courier service (including overnight delivery service) or by United States mail with return receipt requested.** In the event of a dispute, the sender shall have the burden to demonstrate delivery to the recipient of the final accepted and signed Agreement. "**Date of Ratification**" means the date upon which ratification and delivery occurs. Purchaser and Seller understand that they shall have the right to withdraw any offer at any time prior to ratification and delivery. If either party withdraws an offer, notice shall be deemed effective upon receipt. If any offer is withdrawn, all deposits shall be returned to the Purchaser at no penalty.

[Signatures appear on next page.]



See Plat Book 3 Page 135 Prince George Co



PLAT SHOWING PROPERTY OF
ESTATE OF LILLIAN RUTH CUDDIHY
1.00 ACRE
TERMINAL STREET
HOPEWELL, VIRGINIA

SCALE: 1" = 30'	DRAWING NO. 260-6445
DATE FEB 11, 1970	

PRITCHARD, LEGAT and ALTMAN
46 ENGINEERS AND SURVEYORS
HOPEWELL, VIRGINIA

*Note:
No buildings
on property*

Photo Gallery 12

1717874

Lots/Land

5,7,9 &11 Curtis Harris St

\$69,900



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**HOPEWELL CITY ADMINISTRATION SCHEDULE
OF CITY COUNCIL MEETINGS, AGENDA MEETINGS,
AND CITY MANAGER'S STAFF MEETINGS FOR 2019**

PC-
May 21
2018

AGENDA MEETING	10:00 AM - FIRM DEADLINE TO ADD ITEMS/SUPPORTING DOCUMENTATION	COUNCIL MEETING	CITY MANAGER'S STAFF MEETING
N/A	N/A	January 8, 2019	January 9, 2019
January 15, 2019	January 16, 2019	January 22, 2019	January 23, 2019
February 5, 2019	February 6, 2019	February 12, 2019	February 13, 2019
February 19, 2019	February 20, 2019	February 26, 2019	February 27, 2019
February 26, 2019	February 27, 2019	*March 5, 2019	March 6, 2019
March 19, 2019	March 20, 2019	March 26, 2019	March 27, 2019
April 2, 2019	April 3, 2019	April 9, 2019	April 10, 2019
April 16, 2019	April 17, 2019	April 23, 2019	April 24, 2019
May 7, 2019	May 8, 2019	May 14, 2019	May 15, 2019
May 21, 2019	May 22, 2019	May 28, 2019	May 29, 2019
June 4, 2019	June 5, 2019	June 11, 2019	June 12, 2019
June 18, 2019	June 19, 2019	June 25, 2019	June 26, 2019
July 2, 2019	July 3, 2019	July 9, 2019	July 10, 2019
August 13, 2019	August 14, 2019	August 20, 2019	August 21, 2019
September 3, 2019	September 4, 2019	September 10, 2019	September 11, 2019
September 17, 2019	September 18, 2019	September 24, 2019	September 25, 2019
October 1, 2019	October 2, 2019	**October 9, 2019	October 10, 2019
October 15, 2019	October 16, 2019	October 22, 2019	October 23, 2019
November 5, 2019	November 6, 2019	November 12, 2019	November 13, 2019
December 3, 2019	December 4, 2019	December 10, 2019	December 11, 2019

WS
PH

The schedule of City Council meetings was adopted at City Council's Reorganizational Meeting held January 2, 2019. Agenda Meetings are held at 10:00 a.m. in the 2nd Floor Conference Room of the Municipal Building. The City Manager's staff meetings are held on Wednesdays at 10:00 a.m. following the City Council meetings and are hosted by department directors on a rotation basis.

*changed to the first Tuesday due to NLC Conference
**changed to the first Wednesday due to VML Conference

WS - work session
PH - public hearing.

CONSENT AGENDA

MINUTES

MINUTES OF THE MARCH 26, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, March 26, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7 (arrived at 5:35 p.m.)
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

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

ROLL CALL

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

Mayor Gore	-	present
Vice Mayor Bennett	-	absent (arrived at 5:35 p.m.)
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

RECONVENE OPEN MEETING – FEBRUARY 26, 2019

Having not come out of closed session at the February 26, 2019 meeting, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

RECONVENE OPEN MEETING – MARCH 5, 2019

Having not come out of closed session at the March 5, 2019 meeting, Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully

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March 26, 2019
Regular Meeting

exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

CLOSED MEETING

At 5:39 p.m., Councilor Pelham moved to go into closed meeting for (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) discussion concerning a prospective business or industry where no previous announcement has been made of the business's interest in locating its facilities in the community (Project Bamboo); (4) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body (Green Plains, registrar, cemetery); and (5) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters (National Park), requiring the provision of legal advice by such counsel in accordance with Virginia Code § 2.2-3711 (A) (1) [two items.], (5), (7), and (8), respectively. Councilor Partin seconded the motion. Upon the roll call, the vote resulted*:

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

Motion passed 7-0

*Councilor Partin disclosed a conflict of interest and stated that he would not participate in any discussion for Project Bamboo because of a potential personal interest.

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March 26, 2019
Regular Meeting

RECONVENE OPEN MEETING

Council returned to the dais at 6:33 p.m. and announced that they would not be coming out of closed meeting. Mayor Gore requested a roll call, as follows:

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

AMEND/ADOPT AGENDA

Councilor Pelham moved to amend the agenda to move item IR-1 so that it comes after the proclamations, resolutions and presentations, and to approve the agenda after that amendment. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

WORK SESSION – TAX ASSESSMENT

Patrizia Waggoner introduced a representative from Wampler Eames, the company that handled the 2019 residential assessment for the City of Hopewell. The representative discussed the process of how the assessments were made, explained why some properties increased this year, and confirmed that citizens would be able to address any concerns, either at the local appeals (with assessor's office), or by appealing to the Board of Equalization. Ms. Waggoner verified this information and advised that the application to appeal to the BOE would be online for a limited time. She also advised that the application could be printed and filled out, or filled out online.

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March 26, 2019
Regular Meeting

REGULAR MEETING

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

At 7:31 p.m., Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Rev. Tamara Blow of the John Randolph Pastoral Care, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Vice Mayor Bennett.

CONSENT AGENDA

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

- C-1 **Minutes:** February 12 and February 26, 2019
- C-2 **Pending List:**
- C-3 **Routine Approval of Work Sessions:** Joint Work Session with School Board – 4-10-19
- C-4 **Personnel Change Report & Financial Report:** Finance Report attached
- C-5 **Ordinances on Second & Final Reading:**
- C-6 **Routine Grant Approval:**
- C-7 **Public Hearing Announcement:** Tax Rate Public Hearing – 4-9-19
- C-8 **Information for Council Review: Minutes:** Hopewell Redevelopment and Housing Authority 1-14-19; Keep Hopewell Beautiful – 12-12-18 and 1-9-19
- C-9 **Resolutions/Proclamations/Presentations:** Women Veterans’ Week proclamation; Women’s History Month proclamation;
- C-10 **Additional Announcements:** Status of Council Office Renovation; Riverwalk Grand Opening 4-6-19

Mayor Gore read the items that were on the Consent Agenda. She asked Mr. Altman, the City Manager, for an update on the City’s CAFRs. Mr. Altman said that the auditors were in the field and that he hoped to have a completed 2017 audit in two weeks. He further stated that he hoped to have the 2018 audit completed by May. Mr. Altman said the objective for 2019 is to submit it in October, prior to the November deadline.

During the reading of the Women Veterans’ Week proclamation, Mayor Gore asked all of the women veterans present (who had been invited) to stand. The women were pinned by Beverly VanTull, Virginia Women Veterans Program, Program Manager of the Virginia Department of Veterans Services of Richmond, Virginia. Each gave remarks. For Women’s History Month, during the reading of the Proclamation, the Mayor bestowed a rose upon all of the women leaders in Hopewell (whom she had invited to the meeting) in a vase.

Mayor Gore then called forward the Hopewell High School Girls Basketball Team. She and Dr. Melody Hackney, School Board Superintendent, provided the team stats for the year. Mayor Gore then asked Council to place medals around each team member’s neck.

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Regular Meeting

Mayor Gore announced that the council, clerk, assistant clerk, reception area renovations were complete. She detailed some of the work done, and said the total spent was \$4,856.85. She also provided a breakdown of those costs, which she asked be included with the minutes (see attached).

Mayor Gore requested an update on the new Police Department building. Mr. Altman announced that it should be done by mid-April.

Aaron Reidmiller announced the grand opening of the Riverwalk.

IR-1 – Upon vote of Council, this item was moved up. Mayor Gore introduced the item. There was a presentation from Polco via livestream outlining their services and how it could be used in Hopewell as in other municipalities. Councilor Pelham moved to participate in bringing Hopewell into the 21st century and to try Polco for a year for the \$3,000 base price, but if Hopewell were awarded the grant from VML providing the service free, that would be even better. Mayor Gore seconded the motion.

Upon additional discussion, Vice Mayor Bennett made a substitute motion to purchase Polco for the year at the \$3,000 base price, and to include individual councilors for the year along with the base, for a total cost not to exceed \$7,200. Mayor Gore seconded her motion. Upon additional discussion, Mayor Gore offered a friendly amendment to Vice Mayor Bennett’s motion, to add that the base will be administered by IT, and each councilor will manager their own. Vice Mayor Bennett accepted the amendment. There was additional discussion. Vice Mayor Bennett called for the vote. Upon the roll call, the vote resulted:

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

Motion failed: 4-3 (this vote called for 2/3 majority, which would have been 5-2)

IR-1 (cont.) – Upon further discussion, Councilor Pelham moved to try Polco for a year, at the base price of \$3,000, and to include individual councilors for a total cost not to exceed \$7,200, and that the base would be administered by IT, with each councilor managing their own individual access, and that this purchase would be contingent upon a cyber-security review by IT and the City Attorney. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

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March 26, 2019
Regular Meeting

Councilor Pelham - yes

Motion passed 4-3

PUBLIC HEARINGS

PH-1 Conditional Use Permit – Barber Construction Company – March Altman introduced Tevya Griffin, Director of Development. Ms. Griffin provided background information on this item. She then introduced Mr. Barber, who spoke briefly to Council regarding this request. Councilor Pelham requested, and Mayor Gore approved, that Councilor Pelham’s remarks be included in the minutes:

I appreciate your efforts in trying to make Hopewell a better place. I have come to appreciate your building in our area especially. I would also like to say though unfortunately, I won't be able to support this one because of the safety issues, for me. It just doesn't seem feasible. I think about children, even if it's fenced in or whatever, just a kid getting outside of that home, and having to navigate that area seems a little difficult to me. But, I really appreciate the opportunity you tried to afford the owner of the land. So, not at this time.

Mayor Gore then opened the public hearing at 9:02 p.m. No one came forward to speak. She closed the public hearing at 9:06 p.m. Councilor Pelham moved to recommend denial of the conditional use permit based on the recommendation of the Planning Commission related to the adherence to—does not meet criteria 2 and 3 found in the Article XXI of the Zoning Ordinance. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-2 Amendment of Article XVII, Section F of the Hopewell Zoning Ordinance – Tevya Griffin came forward to discuss why this article of the Zoning Ordinance required amendment. Mayor Gore opened the public hearing at 9:11 p.m. No one came forward and the person signing the sheets had signed up to be heard on another item. Mayor Gore closed the public hearing at 9:11 p.m. Upon discussion, Councilor Partin moved to approve the proposed amendment of Article XVII, Section F of the Hopewell Zoning Ordinance, to require a conditional use permit for non-conforming lots of record in all zoning districts. Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes
Councilor Holloway	-	yes

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March 26, 2019
Regular Meeting

Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

Motion passed 7-0

Councilor Pelham moved to amend the agenda to move item R-3, Virginia First Cities Legislative Update, to directly after the Communications from Citizens and before item R-1. Councilor Partin seconded her motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

COMMUNICATIONS FROM CITIZENS

Fred Quinter signed up, but left the building prior to being called forward.

Russell Tatum of Ward 3 came forward to request information on the discontinued use of the sauna at the Community Center.

Chase Rigsby, owner of Subhut came forward requesting financial assistance to fund Subhut's appearance on American Roadtrip, a show that airs on Netflix. He explained that Netflix reached out to them due to reviews on Yelp. He requested \$1,000 to help get the Netflix producers here in Hopewell. Mayor Gore asked council if this was something they wished to use their Ward Improved Funds on and if so to get with the Clerk later and so advise.

Shamika Lewis of Ward 7 came forward and requested that Council serve the citizens with dignity and respect.

REGULAR BUSINESS

Reports of City Manager:

R-3 Virginia First Cities Legislative Update – (moved by vote of Council) – Herbert Bragg introduced Kelly Harris-Braxton, Executive Director, Laura Bateman, Legislative Lobbyist, and Jim Reggibald, Budget Analyst. He then turned the presentation over to Ms. Harris-Braxton, who presented the legislative update to Council.

DRAFT
March 26, 2019
Regular Meeting

R-1 Project Bamboo – Charles Dane, Assistant City Manager came forward to present. Prior to his presentation, Councilor Partin announced that he would be recusing himself and asked if the City Attorney needed to read any language concerning his recusal. Mr. Calos responded that recusal was fitting if Councilor Partin had a personal interest in the transaction, or if he was the agent for a firm or company that was the subject of the action. Mr. Calos stated that Mr. Partin had advised that the latter was the case. The Mayor stated that she had already excused Mr. Partin from voting on this item and agreed that he could leave the room, as he stated he wanted to do. After Mr. Dane’s presentation, he provided Council with a suggested motion, which Councilor Denton used. She moved to resolve to approve a machinery and tools tax rebate up to 25% for a period of 12 years to be appropriated to and refunded by the Hopewell Economic Development Authority to the Project Bamboo taxpayer after timely payment of all taxes due, and upon execution of a performance agreement between the parties to be approved by City Council. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 6-0

Councilors Partin and Denton submitted Transactional Disclosure Statements for this item.

R-2 Workforce Development – Mr. Dane presented information to Council regarding this request to pursue grants to work with school system regarding CTE programs. Dr. Melody Hackney, Superintendent of Schools, also spoke regarding this request. Mr. Dane noted that at the two Town Hall meetings recently held, the citizens overwhelmingly requested more workforce development. Upon discussion, Councilor Partin moved that City Council allow city administration and the school system and the Cities of Opportunities grant team to work together to apply for federal, state and community grants in order to finance these workforce development initiatives, to include summer programs, technical center, and evening education for adults. Mayor Gore seconded the motion. Upon the roll call, the vote resulted:

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

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March 26, 2019
Regular Meeting

Councilor Pelham - yes

Motion passed 7-0

Councilor Pelham moved to extend the meeting past 10:30 p.m., no longer than 11:00 p.m. Councilor Partin seconded the meeting. Upon the roll call, the vote resulted:

Vice Mayor Bennett	-	--- (not on dais)
Councilor Randolph	-	yes
Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	yes

Motion passed 7-0 (per Council rules)

Council then adjourned into closed session. Council returned to the dais. Councilor Pelham moved to extend the meeting. Mayor Gore seconded her motion. Upon the roll call, the vote resulted:

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

Motion passed 4-3

Council returned to closed session. Councilor Denton left the meeting at 11:00 p.m. Councilor Randolph followed at 11:04 p.m.

Council came out of closed session at 11:27 p.m.

Council responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

MINUTES OF THE APRIL 23, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, April 23, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6 (arrived at 5:33 p.m.)

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

ROLL CALL

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

Mayor Gore	-	present
Vice Mayor Bennett	-	present
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	present
Councilor Denton	-	present
Councilor Pelham	-	absent (arrived at 5:33 p.m.)

CLOSED MEETING

At 5:31 p.m., Councilor Partin moved to go into closed meeting (1) discussion and consideration of specific appointees of city council (boards, commissions, authorities); (2) discussion, consideration and interviews of specific appointees or employees of city council (city manager, city clerk, city attorney); (3) consultation with legal counsel and briefings by staff members or consultants pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of city council (registrar); and (4) consultation with legal counsel employed or retained by city council related thereto and regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Virginia Code § 2.2-3711 (A) (1) [two items], (7), and (8), respectively. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

Councilor Holloway	-	yes
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes
Councilor Pelham	-	---- (arrived at 5:33 p.m.)
Vice Mayor Bennett	-	yes
Councilor Randolph	-	yes

Motion passed 6-0

DRAFT
April 23, 2019
Regular Meeting

RECONVENE OPEN MEETING

At 7:33 p.m. Council returned to the dais and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the responses resulted:

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

AMEND/ADOPT AGENDA

Councilor Pelham moved to adopt the agenda. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Mayor Gore requested a roll call, which resulted as follows:

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

REGULAR MEETING

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

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

DRAFT
April 23, 2019
Regular Meeting

CONSENT AGENDA

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

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

Mayor Gore elected to table the NLC Presentation until the next meeting.

The Sexual Assault awareness proclamation was not read at this meeting due to the scheduling of a proclamation signing for April 30, 2019 on the Municipal Building steps.

Mayor Gore announced that Hopewell had been chosen to receive the free year of Polco, with the City only having to pay for the individual Councilor platforms, and those platforms also being offered at a discount. The Mayor announced that the City would only have to pay \$3,000 for the Polco service *en toto*.

Councilor Pelham moved to approve the Consent Agenda. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Mayor Gore then announced that the youth who had participated in Youth in Government day were present in the Council Chambers, and she asked those youth to come forward and join Council on the dais. She allowed a recess from 8:35 p.m. to 8:55 p.m. to allow the youth to come forward and get settled.

DRAFT
April 23, 2019
Regular Meeting

PUBLIC HEARINGS

PH-1 Amendment of FY19 Hopewell Public Schools Budget – John M. Altman, Jr., City Manager, reminded Council that the Hopewell Schools budget had not been fully approved because we were waiting on state and federal allocations. Mr. Altman explained that these allocations had now been received, and he provided Council information regarding increases and decreases. Mayor Gore opened the public hearing at 9:00 a.m. There being no one signed up to speak, and no one coming forward to speak at the meeting, Mayor Gore closed the public hearing at 9:01 p.m. Councilor Partin moved to resolve to approve the amended FY 18-19 Hopewell School budget as amended and presented. His motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 6-1

COMMUNICATIONS FROM CITIZENS

Annette Bennett of Ward 2 thanked the police department for their arrest of a drug user and dealer in her neighborhood.

Mary Epperson said she had just moved to Hopewell and she loved it. She said that she lives in Butterworth Lofts and thinks it is beautiful. She asked if it would be possible to erect a small dog park in the area of Appomattox and Hopewell streets.

Iris Walker of Ward 4 spoke regarding her request to install the Curtis Harris monument in Ashford Civic Plaza.

REGULAR BUSINESS

Reports of City Manager:

R-1 The Local Choice (TLC) Annual Insurance Renewal – March Altman presented information to Council regarding this item. Councilor Partin moved to the 2019-2020 The Local Choice health care rates as proposed by One Digital, the City’s benefit consultant. Vice Mayor Bennett seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

DRAFT
April 23, 2019
Regular Meeting

R-2 Downtown Refuse Collection – Charles Dane, Assistant City Manager presented information to Council regarding a proposed change in refuse collection in Downtown Hopewell. He said they were considering replacing the current toters with dumpsters. He said they had already spoken with several Downtown businesses and were aware that not all businesses would like it, but said that some agreed with the proposal. No action of Council was required for this item.

Report of City Attorney – Council Rules

Stefan Calos of Sands Anderson PC, City Attorney, presented his revisions to Council Rule 203, as requested by Mayor Gore. There was discussion. Councilor Pelham moved to approve the third option of Rule 203 provided by Mr. Calos. Her motion was seconded by Mayor Gore. Mayor Gore then offered a substitute motion to have Rule 203 prohibit questions until the conclusion of the presentation, and then allow discussion or debate upon a motion, then limit the debate to three turns up to a 10-minute limit, including questions, excluding for public hearings and work session. Councilor Pelham seconded the substitute motion. Upon additional discussion, Councilor Denton made the substitute motion to give Rule 203 back to the City Attorney for modification based on Council discussion and have him come back with a motion for Council. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Ashford Civic Plaza Committee

Mayor Gore explained that the Ashford Civic Plaza Committee still lacked sufficient members to make a decision regarding the request to add Rev. Harris to the Plaza. She asked Council if they would be willing to act as the Committee for the sole purpose of making that decision. Councilor Partin moved that Council be the Ashford Civic Plaza Committee temporarily to work with the group currently requesting installation of Rev. Harris' bust in Ashford Plaza and then to return to appointing a regular Committee. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

DRAFT
April 23, 2019
Regular Meeting

Item No.	Councilor	Item Description
IR-1	Partin	<p>Semi-Annual/Quarterly "Employee Day to Serve" - Prince George County does an Annual "Employee Day to Serve", where a group of county employees go out into different areas of the county to pick up trash in order to tackle the litter problem they are facing. For years, Hopewell has talked about this multi-decade long problem. This initiative will continue to show that the City of Hopewell is very serious about cleaning up the community. I am requesting that council allow the City Manager to look into having Semi-Annual or Quarterly Employee Days to Serve in order to further tackle the growing litter problem that our city faces</p> <p><i>Allow the City Manager and Staff to research idea of Employee Day to Serve, and to report back to Council in 30 days.</i></p>
IR-2	Gore	<p>Access to Munis/Budget Reporting – Request for Staff to implement Council’s access to Munis. Last year signed the documents needed to have access to Munis through the shared drive. We need to continue next steps and have our accounts set up so that we can view the budget and other financial documents in real time. Request Finance Committee be set up immediately during this budget cycle. CM advised this item had already been completed, but that Council needed to be trained. Mr. Altman said he would check on training for Council and get back to them regarding same.</p>
IR-3	Gore	<p>Rule 203 options – Stefan Calos to provide options regarding request to limit discussion to ensure that the Council meetings are more efficient. <i>This item addressed during City Attorney – Rules section of agenda.</i></p>
IR-4	Gore	<p>30-day Report Out – ClearGov – <i>Move this item for to next agenda.</i></p>
IR-5	Gore	<p>Hopewell B-Corp creation - In 2018, I started the “Pillars” initiative in response to the Cities of Opportunity Grant award. Pillars calls on all “pillars of the community” to share what they provide as free or low cost resources to the City and its residents. The goal is to create a local database of services and resources to begin to fill in the gaps within the community. Request City Council to approve using a \$10,000 budget decrease from City Council’s budget to create a community incentive for business to become a “local” variation of B-Corps and to demonstrate that they are “Pillars of the Community”. Money to be provided in the form of a grant to any local organization that provides free services, supports community events, provides goods, manpower, leave for employees to support community initiatives/Big Brother’s Big Sisters, etc. Request that Mayor work with City Manager to develop a policy and guidelines for submission in anticipation of the FY20 budget adoption. I will be investing a portion of the Ward 4 Improvement to create “Pillar” decals to provide to businesses that are members. The goal is honor and display the “Pillars in the Community” during the “I ♥ Hopewell” festival by conducting a Community Awards program. Invite City Council participation to join efforts to co-host Community Call to Action and Awards Program. <i>Move this item for to next agenda.</i></p>

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April 23, 2019
Regular Meeting

- IR-6 Gore **Beacon Theater Sunday use** - Last year, City Council supported adding an additional \$100,000 to the Beacon Theaters budget for community programs. Requesting Beacon Theater financial report to show expenditures from that amount and current plans for remaining community funding. Request City Council to approve FREE access to theater on Sundays after the Beacon Church service for community events. Request City Council develop an Ad-Hoc Committee to review submissions and recommended approval of programs to be offered at theater for the public. Request that the City Manager serve as the Chair of the Ad-Hoc since his role serves as the Chair of the Beacon Theater LLC. *Move this item for to next agenda.*
- IR-7 Gore **Pending List** - Request City Manager and City Clerk meet to create list for the re-established pending list. City Council approved including the list in the City Council Agenda Packet. Since Feb, City Council has requested several Work Sessions and IR items. We need a list to visualize order of requests, action deadline and next steps. Request City Council approve list to be included in the next City Council Agenda Packet for initial approval and then to be updated by the City manager's Office and submitted to Clerk per agenda rules for inclusion in City Council's Agenda Packet. *Move this item for to next agenda.*

Councilor Pelham spoke about the Bike Run and advised the citizens to bring their children out to the event.

Assistant City Manager Charles Dane advised that the Beerfest attendance was double that of last year.

ADJOURN

Councilor Denton moved to adjourn the meeting. Councilor Partin seconded the motion. All councilors present responded "aye" to the question, and the meeting was adjourned.

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

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

**Special Meeting
Joint Meeting with the Hopewell School Board
April 10, 2019**

**MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL
JOINT MEETING WITH THE HOPEWELL SCHOOL BOARD HELD APRIL 10, 2019**

A Special Meeting of Hopewell City Council, was held Wednesday, April 10, 2019, at 6:30 p.m. at Carter G. Woodson Middle School in the Multipurpose Room, at 1000 Winston Churchill Drive, Hopewell, Virginia.

City Council

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

Ronnieye L. Arrington, City Clerk

ABSENT: Patience Bennett, Vice Mayor, Ward 7

School Board

PRESENT: Christopher Reber, Ward 3, Chairman
Linda E. Hyslop, Ward 5, Vice Chairman
Nelson G. Cuffey, Ward 4
Shirl Jefferson, Ward 6
Wesley Joyner, Ward 3

Dr. Melody Hackney, Superintendent

ROLL CALL

Mayor Gore opened the meeting at 6:41 p.m. Roll call was taken as follows:

Mayor Gore	-	present
Vice Mayor Bennett	-	absent
Councilor Randolph	-	present
Councilor Partin	-	present
Councilor Holloway	-	absent (arrived at 7:00 p.m.)
Councilor Denton	-	absent (arrived at 7:14 p.m.)
Councilor Pelham	-	present

Mayor Gore then allowed additional time for all to complete the meal prepared and served by the students.

**Special Meeting
Joint Meeting with the Hopewell School Board
April 10, 2019**

JOINT MEETING WITH HOPEWELL SCHOOL BOARD

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

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

Chairman Reber introduced Dr. Melody Hackney, Superintendent of Hopewell Public Schools. Dr. Hackney introduced the agenda and started the presentation in the form of a slideshow. She fielded questions as she was presenting.

Councilor Pelham asked about the 3% proposed increase for staff. Dr. Hackney explained that the increase was for all facilities and employees across the board.

Mayor Gore asked if the Schools had ever considered combining their insurance with the City's to get a lower rate. Dr. Hackney said that they had looked into that and it was actually not helpful to the School, and was harmful to the City's rates in that it would cause an increase due to the pregnancies.

Dr. Hackney explained the staffing requests in full, as well as the instructional requests. Dr. Hackney also reminded Mr. Altman and Council that they are still waiting for the return of their funds regarding the Building Bus Replacement Fund Agreement, but that they understood this would have to wait until the completion of the CAFRs.

ADJOURN

At 8:17 p.m., Councilor Partin made a motion to adjourn the meeting. All councilors responded "aye" to the question. Meeting was adjourned.

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

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

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

MINUTES OF THE April 16, 2019 CITY COUNCIL MEETING

A meeting of the Hopewell City Council was held Tuesday, April 16, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia.

- PRESENT:** Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice B. Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6
- John M. Altman, Jr., City Manager
Charles Dane, Assistant City Manager
Stefan M. Calos of Sands Anderson PC, City Attorney
Michelle Hicks, Interim Assistant City Clerk

- ABSENT:** Ronnieye Arrington, City Clerk

OPEN MEETING

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

- | | | |
|--------------------|---|-----------------------|
| Mayor Gore | - | present |
| Vice Mayor Bennett | - | present |
| Councilor Randolph | - | present |
| Councilor Partin | - | present |
| Councilor Holloway | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | absent (arrived 5:55) |

MOTION: To amend or adopt agenda

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

- | | | |
|--------------------|---|-----------------------|
| Councilor Holloway | - | yes |
| Councilor Partin | - | yes |
| Mayor Gore | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | absent (arrived 5:55) |
| Vice Mayor Bennett | - | yes |
| Councilor Randolph | - | yes |

Motion passed 7-0 per Council Rules

WORK SESSION

The City Manager presented the proposed FY20 Operating and Capital Budget beginning at 5:35. Mr. Altman gave an overview of the proposed FY2020 budget. He stated that it addresses the operational and capital needs of 31 funds required for the operation of City services in the amount of \$164,762,399. He continued to go through the manual that he provided to Council. After his presentation, there was discussion by Council.

ADJOURN

At 6:18 p.m., Councilor Partin moved to adjourn the meeting Councilor Pelham seconded the motion. Upon the roll call, the vote resulted

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

Meeting was adjourned.

Ronnieye Arrington, City Clerk

Jasmine Gore, Mayor

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD APRIL 18, 2019

A Special Meeting of Hopewell City Council was held Thursday, April 18, 2019, at 5:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

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

Ronnieye L. Arrington, City Clerk

ABSENT:

ROLL CALL

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

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

APPROVE/AMEND AGENDA

Councilor Partin moved to approve the agenda, which motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0 per Council Rules

CLOSED MEETING

At 5:32 p.m., Councilor Partin moved to go into Closed Meeting for (1) discussion, consideration, and interviews of prospective candidates for employment (city attorney), in

**April 18, 2019
Special Meeting**

accordance with Virginia Code § 2.2-3711 (A) (1). Councilor Pelham seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Partin left the meeting at 7:00 p.m. for a National Guard conference call. He returned at 9:00 p.m.

RECONVENE OPEN MEETING

Council convened into Open Session at 9⁴⁶ p.m. and responded to the question pursuant to Virginia Code § 2.2-3712 (D): were only public business matters (I) lawfully exempted from open-meeting requirements and (II) identified in the closed-meeting motion discussed in closed meeting? Upon the roll call, the vote resulted:

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

Motion passed 7-0

ADJOURN

At 9:48 p.m., Councilor Partin moved to adjourn the meeting. Councilor Denton seconded the motion. All councilors responded “aye” to the question. Meeting was adjourned.

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

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

MINUTES OF THE SPECIAL MEETING OF CITY COUNCIL HELD APRIL 30, 2019

A Special Meeting of Hopewell City Council was held Tuesday, April 30, 2019, at 6:30 p.m. in the City Council Chambers, Municipal Building, and 300 North Main Street, Hopewell, Virginia.

PRESENT: Jasmine E. Gore, Mayor, Ward 4
Patience Bennett, Vice Mayor, Ward 7 (arrived 6:45 p.m.)*
Deborah Randolph, Councilor, Ward 1
Arlene Holloway, Councilor, Ward 2
John B. Partin, Jr., Councilor, Ward 3
Janice Denton, Councilor, Ward 5
Brenda Pelham, Councilor, Ward 6

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

ABSENT:

*Vice Mayor Bennett did not actually take the dais until 7:45 p.m.

ROLL CALL

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

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

Mayor Gore asked Stefan Calos to advise how, at some point Council could revise the agenda to go into closed session to discuss City Attorney. He said he would do so. Mayor Gore then turned the Work Session over to March Altman, City Manager.

WORK SESSION

Mr. Altman opened the meeting by requesting that Council open the large binders given to them previously. Mr. Altman also advised Council of a typo regarding the real estate bill, noting that it was due on the 15th, not the 5th. He also noted that the public hearing for the tax rate would be held May 7, 2019. He noted that Council had made a request of him regarding the Office on Youth budget, and said he had provided Council the requested information. Discussion ensued. There were several requests made of Mr. Altman during this meeting, including:

Requestor	Request
Gore	Requested meeting with Altman to discuss the errors in the OYO budget requests.
Gore/Pelham	Who input the budget information for the Office on Youth?
Partin	If we increase the Rainy Day fund by 1%, how much money would we

**April 18, 2019
Special Meeting**

Requestor	Request
	have to move into the Fund?
Gore	Last year a \$1M stormwater fund was created. How much of the allocation will be used for neighborhood projects? What percentage will be used for the community?
Pelham	If there is any increase in revenue from any plant expanding, can we do something for the neighborhood infrastructure? Will there be anything additional this year? She asked that any such additional funding be put in a separate account.
Denton	When the Treasurer issues her 30-day report to Council, please include the status of collection efforts.
Gore	Status of any items that had been unfrozen/released due to incomplete CAFR's. Council had frozen certain items and positions until the CAFR's were completed. Mr. Altman advised that he was moving forward and not looking at things that happened prior to his arrival. Gore requested a list of those items.
Partin	Can we look at paving and VDOT funds to see if there remains \$500k, or how much remains for neighborhood road paving
Gore	Any revisions to the budget be provided to Council at the next work session.
Partin	If increased the stormwater fee by \$1, how much money would that be. Could that be used to improve the neighborhood infrastructure?
Gore	Status of collections for wastewater, and information regarding how/if there is new collector and if so, how have collections improved; who is third-party biller?
Pelham	To verify information on budget for schools, Altman to meet with schools and get their budget
Pelham	What company holds the contract for grass cutting for the Cemetery?
Gore	Financial report from Beacon, including breakdown of how \$100k spent for community events
Pelham	Request for all monies paid for litigation, including to Sands Anderson. List all memberships. Request breakdown for non-departmental contingencies from litigation.
Denton	Request financials from June of last year to current for the Beacon, Hopewell Downtown Partnership and the Office on Youth.
Bennett	Immediately after November 30, 2019, request staff to report back to Council re the CAFR's audit findings and actions to be taken re same
Gore	Request CPMT Chairman to come present to Council; request update on Karriem case; request information re CASA actions regarding update and review of their finances
Pelham/Gore	Request information from all requestors of City funds re what was done with the money previously given.
Pelham/Gore	Request internal audit after completion of CAFR's
Pelham	Can donations to colleges be divided equally, regardless of requests?
Pelham	When does contract end with the Shelter? Mr. Dane said they would be coming to Council in May re same

Gore asked about tax relief for the elderly, 65 or older. Commissioner of Revenue, Debbie Reason came forward and said that Hopewell already had this relief, and that it was set based on median

**April 18, 2019
Special Meeting**

income. She said that she had based the tax relief on Code of Virginia § 58.1-30.210 and she believed she had already maxed out all of the relief to which we were entitled.

CLOSED SESSION

Councilor Pelham moved to amend the agenda to go into Closed Session for discussion of appointee of City Council (City Attorney). Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion failed 6-1 (this motion to amend the agenda at a Work Session required a unanimous vote)

ADJOURN

At 9:31 p.m., Councilor Pelham moved to adjourn the meeting. Councilor Partin seconded the motion. All councilors responded “aye” to the question. Meeting was adjourned.

*Councilor Partin submitted a Transactional Disclosure statement stating that because he is a member of several groups/organizations receiving funding through the draft budget (e.g., FOLAR, SCRCD Council, VSU, Historic Hopewell Foundation, and the Water Renewal Commission), he discussed but did not vote on any items regarding the budget. Councilor Partin further advised that should there have been a need to vote, he would have been able to do so fairly, objectively and in the public interest.

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

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

ROUTINE APPROVAL OF WORK SESSIONS

May 21, 2019 - Budget Work Session

**May 28, 2019 - Spot Blight and Amendment
of Enterprise Zone Ordinance**

PERSONNEL CHANGE REPORT

DATE: May 2, 2019
TO: The Honorable City Council
FROM: Michelle Ingram, Human Resources Specialist
SUBJECT: Personnel Change Report – April 2019

ADDITIONS (Regular FT and PT positions only)

NAME	DEPARTMENT	POSITION	DATE
BROWN, CAMISHA	DEVELOPMENT	ADMIN ASST	04/24/2019
BUCCIARELLI, DEBRA	SOCIAL SERVICES	BEN PROG SPC I	04/10/2019
COGLIO, EDWARD	POLICE	POLICE OFFICER	04/24/2019
DICKERSON, PATRINA	SOCIAL SERVICES	BEN PROG SPC I	04/10/2019
GLADNEY, JAMETRIS	SOCIAL SERVICES	BEN PROG SPC I	04/10/2019
HYDE, AUBREY	FIRE	ALS / FIREFIGHTER	04/10/2019
LOWERY, BRIDGETTE	RECREATION	P/T CUST SERV AGNT	04/24/2019
OLCOTT, BETH	SOCIAL SERVICES	BEN PROG SPC I	04/10/2019
THOMPkins, QUENTINA	SOCIAL SERVICES	BEN PROG SPC I	04/15/2019

SEPARATIONS

NAME	DEPARTMENT	POSITION	DATE
FELTON, LATONYA	TREASURER	DEPUTY TREAS IV	04/15/2019
HERRING-JONES, FELICIA	SOCIAL SERVICES	HUMAN SER AST III	04/26/2019
MCCOMBER, JACLYN	RECREATION	P/T SPC EVNTS ASST	04/15/2019
POTTS, ALLEANA	TREASURER	DEPUTY TREAS II	04/19/2019
SCARBROUGH, CAROL	RECREATION	CUST SERV REP	04/14/2019
SUMMA, ASHLEY	RECREATION	P/T CUST SVC AGENT	04/30/2019

March Altman, City Manager
Charles Dane, Assistant City Manager
Jennifer Sears, HR Director
Dave Harless, Risk & Safety Coordinator
Debbie Pershing, Administrative Services Manager
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Parks & Rec
Kim Hunter, Payroll

PUBLIC HEARING ANNOUNCEMENTS

May 28, 2019 - FY20 Budget

INFORMATION FOR COUNCIL REVIEW

**Special Meeting
April 30, 2019**

**MINUTES OF THE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
MEETING HELD APRIL 30, 2019**

A Special Meeting of Hopewell City Council, was held Tuesday, April 30, 2019 at 6:00 p.m. in Council Chambers in the Council Conference Room, 300 North Main Street, Drive, Hopewell, Virginia.

PRESENT: Deborah Randolph, Councilor Ward 1
 Arlene Holloway, Councilor, Ward 2
 Brenda S. Pelham, Councilor, Ward 6

 Ronnieye Arrington, City Clerk

ABSENT: Patience Bennett, Vice Mayor
 Jasmine E. Gore, Vice Mayor*
 John B. Partin, Jr., Councilor*
 Janice Denton, Councilor*

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

ROLL CALL

Tevya Griffin, Director of Development opened the meeting at 6:05 p.m. Roll call was taken as follows:

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

Ms. Griffin discussed the proposed budget for the Community Block Development Grant funds. She provided Council with a copy of HUD's Mission Statement, as well as Council's Strategic Goals as pertains to CDBG funding. Ms. Griffin discussed the amount of money to be disbursed. She said the HUD allocation for Hopewell had decreased this year, as it had been decreasing for several previous years, and would continue to decrease. This year's appropriation is \$177,848, however there is a re-appropriation of \$13,200 from past infrastructure projects and a re-appropriation of \$4,740.80 from Rebuilding Together Richmond, which increased the amount by \$17,950.83, making the total appropriation for FY2018-2019, \$195,798.83.

Ms. Griffin then briefly reviewed the CDBG Action Plan. Councilor Randolph asked if the Action Plan was ever in the newspaper. Ms. Griffin advised that the Action Plan had been put in the

**Special Meeting
April 30, 2019**

newspaper at least twice, as well as being on the City website, and copies at the Library, HRHA, the Community Center and the Development Office.

Councilor Pelham asked if all of the churches could be notified. She requested that a letter be sent to the churches, and asked the Clerk to provide a list of church contact information for same, and to forward list to Ruth Johnson at OC3.

Ms. Griffith also stated that HUD monitors all of its grantees every four to five years. She said that HUD had monitored Hopewell in May of last year. The results of that monitoring were that Hopewell has used incorrect coding for funding Smart Beginnings and Reading is Fundamental. HUD requested that Hopewell repay \$54,000. Ms. Griffin suggested that, since CDBG is administered by the Development Department, she would use a portion of her funds from another fund (demolition) to pay this. She also stated that, once paid, the funds would be returned to Hopewell's CDBG line of credit. The repayment date was June 30, 2019. Ms. Griffin noted that the coding had been used for several years (RIF 2013-2018, and SB 2014-2018) without any type of issue from HUD. She also stated that she and Mr. Altman attempted to appeal with no success. Finally, she advised the Committee that, since HUD is only requesting repayment for 2016 and 2017, she asked HUD about the remaining years, but was told HUD was only currently interested in the years for which they requested reimbursement.

All present verbally agreed to Ms. Griffin's suggestion regarding the means to repay the \$54,000, and thanked her for the suggestion.

ADJOURN

The meeting was adjourned at 6:35 p.m.

/s/ Jasmine E. Gore

Jasmine E. Gore, Mayor

/s/ Ronnieye L. Arrington

Ronnieye L. Arrington, City Clerk

PROCLAMATIONS

§

RESOLUTIONS

§

PRESENTATIONS

Proclamation

OFFICE OF MAYOR JASMINE E. GORE

City of Hopewell, Virginia



Police Week and Peace Officers Memorial Day



Whereas, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

Whereas, the members of the Hopewell Police Department and the Hopewell Sheriff's Office, both have an essential role in safeguarding the rights and freedoms of the City of Hopewell; and

Whereas, it is important that all citizens know and understand the problems, duties and responsibilities of their law enforcement agencies, and that members of our law enforcement agencies recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

Whereas, the men and women of the law enforcement agencies of Hopewell unceasingly provide vital public services;

NOW, THEREFORE BE IT PROCLAIMED that the Hopewell City Council declares May 15, 2019,

PEACE OFFICERS MEMORIAL DAY

In honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

NOW, THEREFORE BE IT FURTHER PROCLAIMED, that the week of May 13th through May 17th, 2019 shall be,

NATIONAL POLICE WEEK

And they call upon all citizens of the City of Hopewell to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities, and in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 14TH day of May, 2019.

Jasmine E. Gore
85 Mayor of the City of Hopewell

PEACE OFFICERS MEMORIAL DAY

In honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

NOW, THEREFORE BE IT FURTHER PROCLAIMED, that the week of May 13th through May 17th, 2019 shall be,

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And they call upon all citizens of the City of Hopewell to join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities, and in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the City of Hopewell in the Commonwealth of Virginia this 14TH day of May, 2019.

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

ADDITIONAL ANNOUNCEMENTS



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:

Woodlawn Park Grand Opening

ISSUE: The Woodlawn Park project has been completed and will be celebrated with a grand opening ceremony on Saturday, May 18, 2019. The grand opening will coincide with the National Kids to Parks Day event being held at the park.

RECOMMENDATION:

TIMING: May 14, 2019

BACKGROUND:**ENCLOSED DOCUMENTS:****STAFF:**

Aaron Reidmiller, Director of Recreation and Parks

SUMMARY:

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

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

PUBLIC HEARINGS

PH-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

COUNCIL AGENDA ITEM TITLE:

FY 2019-2020 City Operating Budget

ISSUE: Public hearing to receive citizen input on the proposed FY2019-2020 City Operating Budget

RECOMMENDATION: Conduct the public hearing, approve budget on 1st reading

TIMING: Public Hearing schedule for May 7, 2019

BACKGROUND: The Proposed FY 19 Operating Budget appropriates a total of approximately \$164,643,811 across 30 funds. The Proposed General Operating Fund is approximately \$52,303,029, which is a decrease of \$615,043.

ENCLOSED DOCUMENTS:

City Manager’s Budget Letter; Budget Advertisement; Proposed FY 20 Operating Budget Presentation

STAFF:

John M. Altman, Jr., City Manager
Michael Terry, Director of Finance

SUMMARY:

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

CITY OF HOPEWELL

NOTICE OF PUBLIC HEARING

The City Council of the City of Hopewell will hold a public hearing on Tuesday, May 14, 2019, at 7:30PM in the City Council Chambers, Municipal Building, 300 North Main Street, Hopewell, Virginia to receive public comments regarding the proposed Fiscal Year (FY) 2019-2020 City Budget. A brief synopsis of the proposed budget follows:

SUMMARY OF FUNDS BUDGETS				
	FY 2018-19	FY 2019-20		
	Adopted	Proposed	Increase	Percent
Fund	Budget	Budget	(Decrease)	Change
General Fund	\$ 52,918,072	\$ 52,303,029	\$ (615,043)	-1.16%
Recreation Fund	1,782,244	1,888,610	106,366	5.97%
Social Services Fund	5,645,139	6,325,293	680,154	12.05%
CSA Fund	3,109,140	3,109,140	-	0.00%
Self-Insurance Fund	500,000	500,000	-	0.00%
Cemetery Fund	45,000	47,000	2,000	4.44%
Anti-litter Fund	6,063	6,063	-	0.00%
Marina/Harbor Fund	20,000	25,000	5,000	25.00%
School Operating Fund	48,119,129	46,097,371	(2,021,758)	-4.20%
School Textbook Fund	650,000	650,000	-	0.00%
School Cafeteria Fund	3,142,912	3,142,912	-	0.00%
Building & Bus Fund	1,354,679	-	(1,354,679)	-100.00%
Solid Waste Fund	2,159,838	2,593,598	433,760	20.08%
Sewer Operations Fund	8,479,425	9,828,340	1,348,915	15.91%
Sewer Maintenance Fund	6,988,475	8,416,969	1,428,494	20.44%
Sewer Bond Fund	1,629,459	1,636,371	6,912	0.42%
Water Renewal Fund	17,658,365	19,868,767	2,210,402	12.52%
Stormwater Fund 1	867,000	1,311,900	444,900	51.31%
Stormwater Fund 2	250,000	10,000	(240,000)	-96.00%
Capital Projects Fund	6,243,293	1,345,000	(4,898,293)	-78.46%
Debt Service Fund	-	5,235,564	5,235,564	0.00%
Econ Development Fund	38,440	38,440	-	0.00%
Healthy Families Fund	229,425	264,444	35,019	15.26%
Total	\$ 161,836,098	\$164,643,811	\$ 2,807,712	1.73%

All interested persons may appear and present their views at the above time and place. A complete copy of the proposed budget may be viewed in the City Manager's Office at 300 N. Main Street, Suite 216, Hopewell, VA 23860, during regular business hours or at www.hopewellva.gov. Anyone needing assistance or accommodations under the provisions of the Americans with Disabilities Act should contact the City Clerk at (804) 541-2249.

Proposed FY 20 Operating & Capital Budget



Overview and Highlights

**Hopewell, VA
City Council Meeting
May 14, 2019**

Proposed FY 20 Operating & Capital Budget



The framework of the proposed FY 20 Operating & Capital Budget is:

- Neither aggressive – tax rate increase driven
- Nor passive – saying yes to budgetary inclusion that exceeds FY 19 levels (i.e. 42 new position requests that total approximately \$2.2M and capital requests of approximately \$18.3M)
- Fiscally responsible – providing adequate funding that will enable City Departments to fulfill their mission in rendering of service to the citizens of Hopewell, VA

Proposed FY 20 Operating & Capital Budget



The development of the proposed FY 20 Operating & Capital Budget deployed the four (4) pillar approach:

1. Assessment – Are we budget sound?
2. Analysis – Reviewed prior budget practices & trends.
3. Preservation – Will proposed revenues meet costs?
4. Status – Are we able to handle matters that may arise during FY 20 that are not budgeted for?

Proposed FY 20 Operating & Capital Budget



The outcome of deploying this fiscal stewardship approach resulted in a proposed FY 20 budget that:

1. Proposed Operational & Capital Budget– \$164,643,811
 - Total of 31 funds required for operation of City services
 - An increase of \$179,706 or 0.1% over FY 19
2. Proposed General Operating Fund recommended funding – \$52,303,029
 - A decrease of \$615,043 or -1.16% under FY 19
3. Established a Debt Service Fund to demonstrate the City’s long-term obligation that requires funding annually
 - Eliminate the practice of budgeting certain operating costs as capital.
4. NO tax rate adjustment for FY 20.
5. NO draw from Unassigned Fund Balance (UAFB) to balance the budget
 - Continuation of maintaining a structurally balanced budget
6. Remain within the baseline budget equal to the amount of the department adopted FY 19.

Proposed FY 20 Operating & Capital Budget



Other highlights of the proposed budget FY 20 are:

- Debt Service Fund establishment
- Health care cost – NO increase
- Mandated Services Funding (Social Services, CSA, etc.)
- No funding for positions (5) on hold until 2016 CAFR completed
- Cap on new positions – 42 requested, only 2 Part-Time Positions to FTE recommended
- Cap on new projects – \$18.3 million requested, \$1.3 million funded
- NO new debt
- School funding \$46,097,371 pending School's submission package to City Manager (School funding forecasted at FY19 level except for local portion adjusted based upon prior year's spending trends – FY20 local portion \$12,242,921)

Proposed FY 20 Operating & Capital Budget



Financial Management Update:

- FY 2016 CAFR – Completed
- FY 2017 CAFR – Audit work Completed, Pending Auditor Opinion
- FY 2018 CAFR – City has initiated field work; Projected Completion June 2019

Proposed FY 20 Operating & Capital Budget



Questions?

PH-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:**Fiscal Year 2020 School Board Operating Budget**

ISSUE: Council is requested to approve and adopt the amended the Fiscal Year 2020 School Board Budget

RECOMMENDATION: Staff recommends conducting public hearing to solicit public comments on the FY 2020 School Board Budget

TIMING: A public hearing was announced for the May 7, 2019 meeting.

BACKGROUND: The Proposed FY 20 Operating Budget appropriates a total of approximately \$48,119,129. The Proposed School Board Budget request of the City is \$14,264,679.

ENCLOSED DOCUMENTS:

Proposed FY 19 School Board Budget Resolution

STAFF:

EnterTextHere

SUMMARY:

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

FY20 Proposed School Budget

School Operating Fund - 014

Estimated Revenues

State Sources	33,713,123
Federal Sources	5,006,149
Other Revenues	502,953
Transfer from General Fund	<u>14,495,466</u>
Total Revenues	<u><u>53,717,691</u></u>

Appropriations

Non-Categorical	<u>53,717,691</u>
Total School Operating Fund	<u><u>53,717,691</u></u>

School Textbook Fund - 056

Estimated Revenues

State Sources	<u>500,000</u>
Total Revenues	<u><u>500,000</u></u>

Appropriations

Textbook Purchases	<u>500,000</u>
Total School Textbook Fund	<u><u>500,000</u></u>

School Cafeteria Fund - 057

Estimated Revenues

States Sources	62,007
Federal Sources	2,350,000
Other Sources	<u>1,219,844</u>
Total Revenues	<u><u>3,631,851</u></u>

Appropriations

Operating Expenses	<u>3,631,851</u>
Total School Cafeteria Fund	<u><u>3,631,851</u></u>

School Building/Bus Replacement Fund - 063

Estimated Revenues

Other Sources	<u>2,307,384</u>
Total Revenues	<u><u>2,307,384</u></u>

Appropriations

Appropriations	<u>2,307,384</u>
Total School Building/Bus Repl Fund	<u><u>2,307,384</u></u>

Total Budget Request

103 60,156,926

COMMUNICATIONS FROM CITIZENS

REGULAR BUSINESS

**REPORTS
OF THE
CITY
MANAGER**

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- Consent Agenda
- Public Hearing
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Action:

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

COUNCIL AGENDA ITEM TITLE:

Adjustment to the Employee Only City Share for the TLC (The Local Choice) Key Advantage Expanded Plan for the 2019-2020 plan year.

ISSUE: Council to approve a slight adjustment to the 2019-2020 Employee Only City Share for the TLC Key Advantage Expanded Plan as required by TLC.

RECOMMENDATION: City Administration recommends approving the slight adjustment required by TLC guidelines.

TIMING: Action is required at this meeting to meet TLC’s renewal requirements, to move forward with our annual open enrollment period, and to avoid negative impact to payroll deduction processing.

BACKGROUND: The rate previously proposed by One Digital and approved by Council for the employee only level of the TLC Key Advantage Expanded plan was \$527.00 per month. This rate does not meet TLC’s requirement for the City to pay 80% of the employee only premium, which would be \$527.60 per month per participant. There was an error in One Digital’s spreadsheet that was not caught until the renewal was being submitted through TLC’s renewal site.

FISCAL IMPACT: The fiscal impact of this adjustment is an approximate increase of \$331 per year.

ENCLOSED DOCUMENTS:

- Revised Rate Sheet for the 19-20 Plan Year

STAFF:

Jennifer Sears, Director of Human Resources.

SUMMARY:

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

Revised TLC Rates for PY 19-20

High Deductible Health Plan (HDHP) with HSA*	Employee Share (per pay)	Employee Share (per month)	City Share (per month)	Total Premium (per month)
Employee Only	\$35.63	\$71.27	\$391.73	\$463.00
Employee + Spouse	\$100.95	\$201.89	\$655.11	\$857.00
Employee + Child	\$83.40	\$166.80	\$690.20	\$857.00
Employee + Children	\$83.46	\$166.93	\$1,083.07	\$1,250.00
Employee + Family	\$166.80	\$333.59	\$916.41	\$1,250.00
Key Advantage 250	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$50.50	\$101.00	\$533.00	\$634.00
Employee + Spouse	\$151.31	\$302.62	\$870.38	\$1,173.00
Employee + Child	\$121.04	\$242.08	\$930.92	\$1,173.00
Employee + Children	\$120.98	\$241.95	\$1,470.05	\$1,712.00
Employee + Family	\$256.11	\$512.22	\$1,199.78	\$1,712.00
Key Advantage Expanded	Employee Share	Employee Share	City Share	Total Premium
Employee Only	\$78.70	\$157.40	\$527.60	\$685.00
Employee + Spouse	\$204.31	\$408.62	\$858.38	\$1,267.00
Employee + Child	\$174.04	\$348.08	\$918.92	\$1,267.00
Employee + Children	\$197.98	\$395.95	\$1,454.05	\$1,850.00
Employee + Family	\$333.11	\$666.22	\$1,183.78	\$1,850.00

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

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- Set a Public Hearing
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COUNCIL AGENDA ITEM TITLE:

Twinning Association – Trip to England

ISSUE: Councillor Mrs. Jenny Webb, Mayor-Elect of Ashford in England has extended an invitation to our Mayor to join Ashford in celebrating the 20th anniversary of the official twinning of Ashford and Hopewell. This celebration will be held in England.

RECOMMENDATION:

TIMING: The anniversary is fast approaching, and arrangements will have to be made quickly if it is agreed to attend this event. Therefore, action is requested at this May 14, 2019 meeting.

BACKGROUND: The City of Hopewell entered into an Agreement with the City of Ashford in 1999. Since that time, periodically, the two cities have exchanged personnel. Pursuant to the Agreement, the Twinning Association works with each side so that each takes turns. Generally, there is little to no cost other than airfare as the hosting city generally provides housing and meals. The former Mayor of Ashford came here to visit us on May 9, 2017. They have now extended their invitation to our Mayor to do the same.

ENCLOSED DOCUMENTS:

- Letter from Councillor Mrs. Jenny Webb, Mayor-Elect of Ashford
- Copy of Twinning Agreement

STAFF:

Herbert Bragg, Director of Intergovernmental Affairs

SUMMARY:

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

Councillor Mrs Jenny Webb

Mayor-Elect of Ashford

Mayor's Parlour, Civic Centre, Tannery Lane, Ashford, TN23 1PL

Direct dial (01233) 330317

E-mail donna.sowerby@ashford.gov.uk

Date 11th March 2019

The Honourable, Jasmine E Gore

Mayor of Hopewell

Hopewell City Council

300 North Main Street

HOPEWELL

Virginia 23860

USA



Civic Centre
Tannery Lane
Ashford
Kent TN23 1PL
01233 331111

www.ashford.gov.uk

 [@ashfordcouncil](https://twitter.com/ashfordcouncil)

 [AshfordBoroughCouncil](https://www.facebook.com/AshfordBoroughCouncil)

Dear Mayor Gore

20th Anniversary of Twinning between Ashford, Kent and Hopewell, Virginia

First of all, I would like to introduce myself as the Mayor-Elect of Ashford Borough Council and to send you my best regards.

As you are no doubt already aware this year is the 20th anniversary of the official twinning of Ashford and Hopewell, which took place on the 25 July 1999 in Ashford.

To formally mark this historic occasion, the Borough Council, in partnership with the Ashford Friends of Hopewell, would like to invite you and your partner along with a representative (and their partner) from the Hopewell Twinning Association to visit Ashford in July this year. The Ashford Friends of Hopewell have kindly offered to make the hosting arrangements which would be staying with one of their members in Ashford.

As far as timing is concerned, we are proposing the end of July so that you would be able to attend a special event with the Friends of Hopewell at Willesborough Windmill on Monday 22nd July and visit the Mayor's Parlour on Thursday 25th July, the actual anniversary of the twinning.

The weekend of the 20th and 21st July will also see the 24th Create Music Festival, a very popular community musical extravaganza, taking place along with a number of supporting events. These include activities such as Mr Harper's Day, an annual event, which celebrates the donation of the Hubert Fountain to Victoria Park (where the festival takes place) to the town in 1912.

Cont.

I do hope you and a representative of the twinning association are able to attend and so that we can start planning and in particular identify hosts, it would be appreciated if you could respond as soon as you are able.

I look forward to hearing from you.

Yours sincerely

Jenny Webb

**Councillor Mrs Jenny Webb
The Honourable, The Mayor-Elect of Ashford**

Thursday, August 26, 1999



Twinning Agreement

In order to corroborate the sanctioned twinning between the localities of Hopewell, Virginia, U.S.A. and Ashford, Kent, U.K. and affirm the official action taken on Sunday, July 25, 1999, in Ashford, Kent, a formal ceremony was held on Thursday, August 26, 1999, which is forever memorialized by this document.

The Mayors of Hopewell and Ashford, at a ceremony at First Baptist Church, Hopewell, Virginia, pledged to continue to fortify the relationship between the two communities and to endorse a global alliance, accord, and appreciation.

This document bears witness to the official twinning by virtue of the signatures below.

**REPORTS
OF THE
CITY
ATTORNEY**

Ronnieye Arrington

From: Calos, Stefan M. <scalos@sandsanderson.com>
Sent: Thursday, May 9, 2019 9:21 AM
To: Ronnieye Arrington
Cc: John M. Altman; Debbie Pershing; Charles E. Dane; Michelle Hicks; Wallace, Matthew T.
Subject: RE: City Council rules
Attachments: Rules of Procedure, City Council, Rule 203, approved and option, clean and redlined, per 4.23.19 council meeting, by smc as of 5.9.19.pdf; Rules of Procedure, City Council, clean, approved through 4.9.19 (to bepdf

Ronnieye, in follow up to the April 23, 2019 city council meeting, I attach an updated proposed Rule 203 (*Discussion Limitation*). I also attach the latest draft of all approved rules. It remains four numbered pages. Please keep them together, as one document.

Please include this explanatory email in the May 14 agenda packet for the open meeting, along with the attached documents, in the order presented here. Thank you,

Stefan M. Calos

Attorney

Sands Anderson PC

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Approved 1.22.19 (but not adopted) . . .

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

Redlined per 4.23.19 city council meeting . . .

Discussion Limitation – Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, No a councilor member may on any item speaks up to for longer than ten minutes total, which includes questions, discussion, and debate on any item. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, or more than twice on any item (*Robert's Rules*), and not, the councilor may speak a second time if until every other councilor has had an opportunity to speak, and a third time if every other councilor has had equal opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed, or a work session item becomes an action item, the limitations in this rule apply.

Clean per 4.23.19 city council meeting . . .

Discussion Limitation – Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may on any item speak up to ten minutes total, which includes questions, discussion, and debate. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, and a third time if every other councilor has had equal opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed, or a work session item becomes an action item, the limitations in this rule apply.

HOPEWELL CITY COUNCIL RULES OF PROCEDURE

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

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

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

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

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

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

- 104. Appeals** – See Rule 101.

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

- 105. Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (*Robert's Rules*), a councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

[Approved 10.9.18]

- 106. Presiding Officer's Designee** – The presiding officer may designate another councilor to preside for a single issue. If the mayor is the presiding officer, the vice mayor is

designated. If the vice mayor is unavailable, the presiding officer may designate any other councilor.

[Approved 9.11.18]

**CONDUCT OF MEETINGS—
MEMBERS OF COUNCIL**

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

Sample Seating Chart

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

[Approved 2.26.19]

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

[Approved 10.9.18]

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

[Approved 1.22.19]

- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.

[Approved 9.11.18]

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

[Approved 1.22.19]

206. RESERVED

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

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

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

[Rules 207 and 208 approved 1.22.19]

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

[Approved 10.9.18]

REGULAR AND SPECIAL MEETINGS; AGENDA

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

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

[Rules 301 and 302 approved 2.26.19]

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

[Approved 2.12.19]

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

[Approved 3.5.19]

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

[Approved 10.9.18]

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

[Approved 4.9.19]

REPORTS OF THE CITY COUNCIL

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

IR-1



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MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

/jmajr

FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

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

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

I: ClearGov

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

Advantages:

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

Disadvantages:

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

FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

II: OpenGov

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

Advantages

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

Disadvantages

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

FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

III. OpenFinance (Tyler Product)

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

Advantages:

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

Disadvantages:

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

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

FINANCIAL TRANSPARENCY SOFTWARE EVALUATION FOR THE CITY OF HOPEWELL, VA

Comparison Chart

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

Recommendation

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

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

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

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

Concetta Manker
Director of Information Technology

IR-2

The B Economy

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

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

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

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

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



A Global Movement

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

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

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



Meet Some of Our Partners

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

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

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

ANDEGLOBAL (<http://www.andeglobal.org/>)

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

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

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B Impact Management



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

Explore the B Impact Assessment

GET STARTED



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

Find out more about B Analytics

LEARN MORE

Benefit Corporation Governance

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

What is a Benefit Corporation?

LEARN MORE

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

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

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

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

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

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



Certified B Corporations

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

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



A Global Partner Network

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

Meet Our Global Partners

LEARN MORE



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as a force for good



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ADJOURN