

AGENDA



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

John M. Altman, Jr., City Manager
Sandra. Robinson, City Attorney
Camisha M. Brown, Interim City Clerk

September 15, 2020

ELECTRONIC MEETING

Closed Meeting: 5:30 PM
Work Session: 6:30 PM
Regular Meeting: 7:30 PM

OPEN MEETING

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

SUGGESTED MOTION: Move to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the consideration, interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions); and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business.

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

6:30 p.m.

WORK SESSION

SUGGESTED MOTION: To amend/adopt work session agenda

Roll Call

WS - 1 HRHA Rezoning

WS - 2 1818 Liberty Avenue Amendment to Conditional Use Permit

WS - 3 106 North Main Street Conditional Use Permit

WS - 4 Modify Development Standards to 900 Industrial Street

REGULAR MEETING

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

Prayer by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice Mayor Bennett.

SUGGESTED MOTION: To amend/adopt Regular Meeting agenda

Roll Call

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:

1. June 23rd, 2020
2. July 14th, 2020
3. August 18th, 2020

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

1. September 2, 2020

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

1. Blue Zone Cities Presentation
2. FOIA Officer Resolution
3. Riverwalk Governor's Environmental Excellence Award

SUGGESTED MOTION: To amend/adopt consent agenda

Regular Business

Reports of City Manager:

R-1 VDOT Highway Safety Improvement Program Agreements – 3 Projects (Two locations)

ISSUE: The City of Hopewell was selected to receive a total of \$1,145,000 from the VDOT Highway Safety Improvement Program (HSIP) for three (3) individual safety improvement projects at two (2) separate locations within the City:

Project Number: 0156-116-202 / UPC Number: 110840 Route 156 Improvements at Berry St (Vehicular Improvements)

Project Number: U000-116-203 / UPC Number: 110842 S Mesa Drive Improve Pedestrian Accommodations at Atlantic St (Hopewell High School)

Project Number: 0156-116-201 / UPC Number: 110846 Route 156 Improvements at Berry St (Pedestrian Improvements)

In order to accept the funding the City must complete the following actions:

1. Endorse each project by Council resolution and agree to enter into the standard project administration agreement for federal-aid projects with VDOT. There is one agreement for each of the three (3) projects.
2. Grant the City Manager signature authority to sign each of the three (3) standard project administration agreements for federal-aid projects. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager's signing. There is no local match required for this project and all eligible expenses will be reimbursed to the City as detailed in the agreement.

MOTION: _____

Roll Call

R-2 National Fish & Wildlife Grant Award & Contract Modification

ISSUE:

1) Budget & appropriate National Fish & Wildlife Foundation grant awards:

- \$500,000 Small Watershed Grant for design, construction, and construction administration of the City Point Road, Liberty Ave, and Princess Anne Outfall Gully Stabilization Projects (OGSPs); and
 - \$34,100 Planning and Technical Assistance Grant for the development of an OGSP Design & Regional Pollutant Reduction Calculator in partnership with Ecosystem Services LLC
- 2) Modify existing City contract 14-19 with Ecosystem Services, LLC** to include Construction Administration of HHS-Mathis Park Stream Restoration and the three Outfall Gully Stabilization Projects for \$61,003.

3) Execute a new contract with Ecosystem Services, LLC to develop an OGSP Design & Regional Pollutant Reduction Calculator for \$34,100.

MOTION: _____

Roll Call

R-3 Small Business Recovery Program – Second Round

ISSUE: As a result of the second round of Coronavirus Relief funding distributed to the City of Hopewell, the Economic Development office would like to initiate a second round of 2020 Small Business Recovery Program funding for our small businesses.

MOTION: _____

Roll Call

R-4 HOPEWELL CARES: Rent/Mortgage and Utility Assistance Program

MOTION: _____

Roll Call

R-5 HOPEWELL CARES: Homeless Assistance Program

MOTION: _____

Roll Call

R-6 COVID-19 Community Testing

ISSUE: To provide additional COVID-19 testing events for City residents

MOTION: _____

Roll Call

R-7 Yasha Business Consulting LLC

ISSUE: Contract with Yasha Business Consulting, LLC to serve as Director of Finance for the City of Hopewell

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees:

Individual Councilors

Citizen/Councilor Requests

CCR-1 COVID-19 Community Support Update

CCR-2 COVID-19 Staffing

ISSUE: Due to Covid-19 several households are struggling to maintain and multiple resources have been established at the federal, state and regional level. The City of Hopewell is developing plans for how the City will disperse federal Covid-19 Relief aid. Since several are experiences gaps with workforce, housing, food, education, technology, etc. And the populations include the

elderly, homeless, single-family and multi-family, the City should invest in one individual that can loop are resources into one POC. This POC will help ensure that there are no service gaps while assisting the City of Hopewell develop and implement Covid-19 resources. Additionally, this individual will be the fact when speaking with residents to assist them and be a source to identify additional need and how effective relief is. Several resources established at the federal and state level are hard to access and in some instances do not meet the actual need.

MOTION: _____

Roll Call

CCR-3 Health Equity Pilot Program

ISSUE: Health Equity Working Group (HEWG) collaboratively the equity leadership team guides the overall work of the HEWG and all subworking groups of the COVID-19 response. Per the organizational chart, the HEWG reports directly to the COVID-19 Unified Command Leadership Group. The HEWG is an innovative coalition embedded at the senior-level of Virginia’s unified command structure for the COVID-19 public health crisis. The first-of-its-kind in Virginia state history and nationally to exist within an emergency response body, the nearly 50 member HEWG serves as a cabinet-level mechanism that convenes representatives from:

- each agency and advisory board of the Virginia Health and Human Resources Secretariat;
- the Office of the Secretary of the Commonwealth and related constituent advisory boards;
- leadership from relevant state entities across the Commonwealth; as well as
- representatives from private human service organizations, advocacy and stakeholder groups, community leaders, and diverse faith leaders

in order to ensure health equity is central to every decision made throughout this crisis.

The purpose of the HEWG is to apply a health equity lens to the Commonwealth of Virginia’s

COVID-19 response by proactively and reactively:

- Identifying and prioritizing resources and decision points impacting marginalized and atrisk individuals and communities.
- Supporting intentional inclusion of the needs of at-risk and marginalized individuals and communities within each working group related to preparedness, mitigation, response, and recovery

MOTION: _____

Roll Call

CCR-4 Strategic Plan and Crime Meeting Transparency – Post Online Records for Public

ISSUE: City Council head three Town Hall Meetings in 2019 to develop a draft Strategic Plan. The resident feedback from those meetings is not posted online for the public to view. Additionally, City Council held several Advances to prepare the Strategic Plan. The first draft (skeleton) and the City Mangers’ feedback is not posted online. Each step to include the date should be made available to the public. The Crime Meeting resident feedback should also be posted online.

MOTION: _____

Roll Call

CCR-5 I.T. Technology- Discussion (JG)

CCR-6 TBR (JG)

ISSUE: Due to Covid-19, many residents are more in tuned with their local governments. Residents are seeking ways to become involved. As such, many are researching the City's Boards, Commissions and Authorities. The City's website does not list current vacancies to let people know how which boards are open for service/appointment.

MOTION: _____

Roll Call

CCR-7 VJCCA- Discussion (JG)

CCR-8 Woodlawn Center and School Board (JG)

MOTION: _____

Roll Call

CCR-9 NLC

ISSUE: Due to Covid-19, many localities are experiencing a loss of income. Cities are essential to America's economic recovery. Communities will use federal aid and support to facilitate a reopening of the national economy. Local governments are calling for at least \$500 billion in direct federal funding to protect families, municipal workers and America's economic future.

MOTION: _____

Roll Call

CCR-10 Motion to Rescind

CCR-11 Eviction

CCR-12 Emergency Operations

MOTION: _____

Roll Call

CCR-13 Data Integrators

ISSUE: The contract for Data Integrators has loopholes that cause the City to lose a considerable amount of revenue. The contract has not been amended to adjust the issues identified. City Council needs to either direct staff to amend the contract or bring services in-house.

MOTION: _____

Roll Call

- CCR-14 CSA Special Audit- Discussion**
- CCR-15 Crater Workforce Investment Board**

- CCR-16 City Investment- Discussion**
- CCR-17 Policing**
- CCR-18 Ordinance and Resolution Clean-Up**
- CCR-19 Minutes Clean-up**

CCR-20 City Council Backlog

CCR-21 Legislative Recap

CCR-22 SEFA Status & CPMT Policy

ISSUE: The City’s CAFRs have been delinquent since FY15. A majority of City Council supported hiring an outside finance consultant to service bring the city current with audits. City Council was originally informed that the delinquent CAFRs (FY16, FY17, and FY18) would be completed with a year. They have not been completed and city staff requested an extension of the agreement. The last audit supplied to City Council was the FY17 audit for fiscal year (July 1, 2016 - June 30 2017) June 2019. FY18. FY19 and FY20 are currently outstanding.

MOTION: _____

Roll Call

CCR-23 Request for City Council to set a new date to deliver the “State of the City Address” in February to include the unveiling of the new City Council Strategic Plan.

ISSUE: City Council voted in 2019 to hold a “State of the City Address” in spring. However, the event never was organized or executed. Additionally, information was not complied to provide an update to residents about the current state of the City, its affairs and City Council’s vision. Residents have complained about lack of City Communication and staff have complained about a lack of a Strategic Plan and collective vision from City Council.

MOTION: _____

Roll Call

CCR-24 City of Hopewell Finance Policies

ISSUE: City Council discussed two finance policies during Fall Council meetings. Council’s last action was for the CM to prepare an alternative policy for submission for the November 12, 2019 agenda packet. The policy needed to be vetted by the City Attorney prior to submission. Council has not received the policy yet for discussion.

MOTION: _____

Roll Call

CCR-25 Request for City Council direct the City Manager to delegate to staff to review non-developed city land to identify a location for a practice field for youth sports and free citizen usage.

ISSUE: Several groups and residents have shared the need for the City to establish a practice field for various youth supports. If the city can identify public land for the youth to practice during daylight and provide portable restrooms, we can immediately address the need. However, we will have to discuss long-term plans to officially develop the field; install lighting; restroom amenities etc. for a permanent location space.

MOTION: _____

Roll Call

CCR-26 Request for City Council direct the City Manager review city owned space and rental properties to identify a location for the Office on Youth to offer programs. In addition, for the City Manager to provide an update as to the costs/needs to renovate Mallonee Gym to house the Office on Youth and the status of the \$250,000 previously allocated by City Council for renovation.

ISSUE: The Office on Youth is currently housed in the United Way Building. The City rents an office, storage space and front desk reception space. The Office on Youth currently has no dedicated space to offer youth programming.

MOTION: _____

Roll Call

CCR-27 Request for City Council to vote to establish a rule that supports the new practice to limit City Councilors ability to place items on future agendas, conduct research with staff and seek legal guidance for potential legislative items.

ISSUE: It has been common practice that City Councilors place items on the City Council Meeting agendas to obtain a vote from City Council to approve/deny the request. At some point in 2019, some members of City Council began to advocate for Councilors to be limited in their ability to place items on the agenda for City Council approval/denial. In turn, they began to limit the ability for a City Councilor to seek legal guidance to determine legality of any proposed legislation. As of now, some City Councilors are seeking to limit the ability to ask the City Manager to provide information so that one can make a determination about the feasibility of any proposed legislation.

MOTION: _____

Roll Call

CCR-28 Request for City Council to vote to direct the City Manager provide City Council with options to dissolve the Beacon Theater LLC. The prior City Council voted to support dissolving the LLC in order to create a Regional Performing Arts Center and/or improve community programs and access to the Beacon Theater. In the meantime, the City Council will support opening the Beacon Theater free on Sundays after the Beacon Church for groups to offer free services/programs to the public.

ISSUE: he City needs to address the status of the Beacon Theater’s management and finances. In the past, the City provided the Beacon Theater with approximately \$100,000 to provide community programs. City Council has not established guidelines for that money and support. Since the Beacon Theater is open on Sundays for the Beacon Church, members of the public that want to offer community services can utilize the space – as opposed to pay the high rental fees. The City Council needs to also discuss management of the theater to fully take advantage of the renovation and to provide cultural opportunities for the community. Currently concerts is the primary event type offered by the Beacon. The Theater can also be a space to routinely offer plays, dance, spoke word, classes etc. to the community.

MOTION:_____

Roll Call

CCR-29 Request City Council to direct the City Manager to provide Council with the status of uncollected funds within the City of Hopewell

ISSUE: The Mayor requested the following information on December 19, 2019: Wastewater (Water Renewal) uncollected bill amounts (write offs) (individual/business); Data Integrators uncollected bill amounts (individual/business); Uncollected taxes (real estate/personal property); Trash uncollected bill amounts (write offs) (individual/business); Audit reports/schedules with write-offs; Industry payments for Wastewater (Water Renewal) for the last 3 years; Total value of funding that could not be reconciled for the audit - City Funds/Accounts; Total value of funding that did not have backup docs/not approved - City Funds/Accounts; Status of money approached to support Wastewater Grant when DEQ required the City to have a reserve of funding approx.. of \$575,000. *new

MOTION:_____

Roll Call

CCR-30 Audit Deadline of 9/11 and Accountability- Discussion (BP)

CCR-31 Financial Services RFP and other contracts- Discussion (BP)

CCR-32 Committee for the Shiloh Lodge Museum Discussion (BP)

CCR-33 COVID-19 Expenditures- Discussion (BP)

CCR-34 Litter and Illegal Dumping- Discussion (AH)

CCR-35 Consider purchase of Shotspotter for gun violence- Discussion (AH)

Presentations from Boards and Commissions

Other Council Communications

Adjournment

WORK SESSION

WS-1



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

Staff Report prepared for the City Council Work Session
September 15, 2020

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

I. MEETINGS AND WORKSESSIONS:

Planning Commission	March 5, 2020	Public Hearing	Recommended Approval, including
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II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning: R-4, Residential Apartments

Existing Zoning: Sub-Parcel #042-0195 is zoned R-3
Sub-Parcel #042-0095 is zoned B-3
Sub-Parcel #042-0252 is zoned R-3

Parcel Size: Total Acreage: Approximately 3.8 acres

Owner: Hopewell Redevelopment & Housing Authority

Location of Property: Located between Spruce and Cypress Street between Highland and Westover Avenue

Election Ward: Ward 2

Land Use Plan Recommendation: 2028 Comprehensive Plan – Medium Density Residential to High Density Mixed Use

Strategic Plan Goal: N/A

Zoning of Surrounding Property: North: R-4 & M-1
South: B-3 & R-4
East: R-4 & B-3
West: M-1

III. EXECUTIVE SUMMARY:

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

IV. FUTURE LAND USE:

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

The Neighborhood Commercial Land Use has the following criteria:

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

Typical Density Range:
Detached – 5-7 DU/AC
Multifamily – 20-40 DU/AC
Attached: 10-14 DU/AC
Mixed Use: Variable Mix & Density by Small Area Plan

Typical Dwelling 500-2000 SF/DU

V. APPLICABLE CODE SECTIONS:

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

Article XXI-A, Initiation:

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

Article XXI-B, Action by Planning Commission

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

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

Article XXI-B, Action by City Council

Before approving the proposed amendment, the City Council shall hold at least one (1) public hearing thereon, pursuant to public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended, after which the City Council may make appropriate changes or corrections in the proposed amendment; provided, however, that no additional land may be zoned to a different classification than was contained in the public notice without an additional public notice as required by Section 15.1-431 of the Code of Virginia (1950), as amended. An affirmative vote of at least a majority of the members of the City Council shall be required to amend or re-enact a zoning ordinance.

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

VI. SUBJECT PROPERTY:

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

Blocks 5, 7 and 10 shown on the enclosed map are zoned R-3 and Block 3 is zoned B-3. The applicant is requesting the rezoning of all parcels to R-4. The size of the property is sufficient to build apartments as proposed. The parcels are

not located within a Chesapeake Bay Protected area such as the Resource Protection Area (RPA) or Resource Management Area (RMA). Additionally, the property is located in Zone X, as identified on the most recent approved FEMA maps. This means it is in an area of minimal flood hazard. Parcels in Blocks 5 and 7 of the property are fairly flat, while the parcel in Block 10 has a grade change from 50 to 66. There are no known environmental constraints that would impede the development of the property.

VII. ZONING/STAFF ANALYSIS:

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

The current R-3 zoning would allow for multifamily dwellings such as apartments and townhouses but with lower density than the requested R-4 Zoning District. By right, without review by the Planning Commission or City Council, the applicant can build 40 apartment units on Sub-Parcel's 042-0252 and 042-0195 as they are both zoned R-3. City Staff would review the application for conformance to the Zoning Ordinance, however the site design and architectural style of the building(s) are not aspects that could be negotiated through the administrative process. The rezoning requests, however, allows for specific details about the project to be discussed and agreed upon at the Planning Commission and City Council level.

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

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

Reason for the Rezoning Request

For some time now, it has been a priority of the HRHA Board to relocate the residents of the 120 unit Davisville/Bland Courts to a more environmentally safe

location. This development would be the first phase of relocation for residents. The exodus of residents from environmentally unsafe areas is also a policy adopted by the City in the 2028 Comprehensive Plan.

Page 10 of Chapter 9, reads,

“The following housing polices and strategies should be used as a guide when making future land use decisions about the housing in the City” #5 Continue to phase out housing that is adjacent to environmental undesirable locations, in non-residential zoning districts (i.e. residential housing located in a business or industrial district), and that are considered non-conforming residential units (i.e. mobile homes).”

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

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

While the relocation of the remaining persons that are not a part of Phase I is important, its resolution is separate from the rezoning request. It is Staff’s opinion that this application should focus on the land use issue at hand; whether or not a higher density development at the requested location is in keeping with the Comprehensive Plan and appropriate for the proposed neighborhood. Since the property can currently accommodate construction of 40 units, City Council must decide if rezoning to a higher density is appropriate in context of the community and future land use designation.

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

Project Financing

This project will be financed using Low Income Housing Tax Credit (LIHTC) which is administered through the Virginia Housing Development Authority

(VHDA). The LIHTC allows for the financing of affordable housing for persons at 40, 50 and 60 percent of the Area Median Income as assessed in the Richmond Metropolitan Statistical Area. For a family of 4, income cannot exceed the following:

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

Based on Richmond Metropolitan Statistical Area Median Income: \$78,700.00
 Effective Date: 4/14/2017
 *30%: Extremely Low-Income | 50%: Very Low-Income | 80%: Low-Income

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

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

VIII. STAFF RECOMMENDATION:

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

1. A portion of the property is already zoned for residential purposes. The proposed zoning, will increase the density, which is in keeping with the 2028 Comprehensive Plan land use designation.
2. The rezoning will provide better quality housing for current tenants of Davisville/ Bland Court (a strategy and policy in the 2028 Comprehensive Plan);
3. The location removes residents of that community out of an environmentally harmful area (a strategy and land use policy in the 2028 Comprehensive Plan);
4. The development is decentralizing poverty by not moving all residents of Davisville/Bland Court to the same location. The development will contain

no more than 68 units. The centralization of poverty is a housing policy listed in the Housing chapter of the most recent Comprehensive Plan. (Chapter 9, page 10);

5. The applicant has provided voluntary conditions that address concerns of Staff and the Planning Commission regarding: site design, connectivity, and exterior building materials. A letter from the applicant listing the conditions is provided with this report.

IX. PLANNING COMMISSION RECOMMENDATION:

At their March 5, 2020 meeting, the Hopewell Planning Commission in accordance with Article XXI-B, of the Hopewell Zoning Ordinance voted 5-0 to recommend approval of the request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels #042-0195, 042-0095, and 042-0252, and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments, and to accept the voluntary proffered conditions.

Hopewell Redevelopment & Housing Authority

"Where People Matter Every Day"



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

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TDD/TTY & Voice 711

March 27, 2018

Dear Planning Commission Members:

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

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

Sincerely,

A handwritten signature in black ink that reads "Steven Benham".

Steven Benham
Executive Director

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













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

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







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

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

In Hopewell, the following chart represents these families:

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

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

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

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



The City
of
Hopewell, Virginia

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

APPLICATION FOR REZONING

APPLICATION FEE: \$300

APPLICANT: Hopewell Redevelopment and Housing Authority
ADDRESS: 350 East Poythress St
Hopewell, VA

PHONE #: 804 458 5160 FAX #: 804 458 3364

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:
ADDRESS: _____

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:
Cedar Street Hopewell, VA

LEGAL DESCRIPTION: See attached

PARCEL #: 042-0252 ACREAGE: ± 3.6

PRESENT ZONING DISTRICT: R3/B3

REQUESTED ZONING DISTRICT: R4

PRESENT USE OF PROPERTY: vacant

IT IS PROPOSED THAT THE FOLLOWING BUILDINGS WILL BE CONSTRUCTED:
apartment building(s) containing 64 units

NEED AND JUSTIFICATION FOR THE CHANGE IN CLASSIFICATION:
The requested change is in alignment with the comprehensive plan. The request allows ARHA to adequately develop the site to accommodate redevelopment of public housing.

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

The change would shift the need for services to the proposed area from other areas in the city.

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

The property is very appropriate as evidenced by its alignment with the comprehensive plan.

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

The proposed change would positively affect the welfare of the community by providing new high quality housing.

COMMENTS FROM APPLICANT / OWNER:

site plan. see attached conceptual

*** 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.

[Signature]
APPLICANT SIGNATURE

1.15.20
DATE

OFFICIAL USE ONLY

DATE RECEIVED: _____ DATE OF FINAL ACTION: _____

ACTION TAKEN:

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS/ PROFFERS:

EXHIBIT "A"
LEGAL DESCRIPTION

Tract I:

ALL those certain lots or parcels of land lying, being and situate in the City of Hopewell, Virginia, and being further known, numbered, and designated as Lots 1-4, Block 3; Lots 1-12, Block 5; Lots 1-12, Block 7; Lots 1-12, Blk 10, Highland Park Subdivision, a subdivision of said City, as shown on a plat or plan thereof duly recorded in the Clerk's Office of the Circuit Court of Prince George County, Virginia, in Plat Book 5, at Page 4.

BEING a portion of the same real estate conveyed to A.W.K. Durrani and Najma Durrani, husband and wife, by deed from Rebecca Wilson McDonough and Stephen M. McDonough, her husband, dated June 30, 1998, recorded July 1, 1998 in the Clerk's Office, Circuit Court, City of Hopewell, Virginia in Deed Book 304, Page 62.

Tract II:

Parcel One:

ALL of that portion of Cedar Street bounded by Blocks 5 and 7 of Highland Park Subdivision, the easterly boundary of Highland Avenue and the westerly boundary of Westover Avenue in the City of Hopewell, Virginia.

Parcel Two:

ALL of that portion of Ash Street bounded by Blocks 7 and 10 of Highland Park Subdivision, the easterly boundary of Highland Avenue and the westerly boundary of Westover Avenue in the City of Hopewell, Virginia.

BEING a portion of the same real estate conveyed to A.W.K. Durrani and Najma Durrani, husband and wife, as tenants by the entirety, by Deed of Gift from A.W.K. Durrani and Najma Durrani, dated April 8, 2002, recorded April 8, 2002 in the Clerk's Office, Circuit Court, City of Hopewell, Virginia as Instrument No. 020001252. FURTHER HAVING BEEN a portion of the same real estate conveyed to A.W.K. Durrani and Najma Durrani, by Quit Claim Deed from Rebecca Wilson McDonough, dated June 30, 1998, recorded July 1, 1998 in the Clerk's Office aforesaid in Deed Book 304, Page 65. FURTHER HAVING BEEN a portion of the same real estate conveyed to Rebecca Wilson McDonough by quitclaim deed from the City of Hopewell, Virginia, dated June 4, 1998, recorded June 15, 1998 in the Clerk's Office aforesaid in Deed Book 303, Page 158.

Purported Address:

TBD Cedar Street, City of Hopewell, VA
TBD Cypress Street, City of Hopewell, VA

Issued through the office of:
Virginia Affordable Housing
1802 Bayberry Court, Suite 305A
Richmond, VA 23226



REFERENCES:
 MAP OF HIGHLAND PARK PREPARED BY SMS OCTOBER 12, 1981

SCHEDULE B ITEMS:
 9. EASEMENT GRANTED TO VIRGINIA-AMERICAN WATER COMPANY, 1989 IN DEED BOOK 303, PAGE 84 - EASEMENT PLOTTED

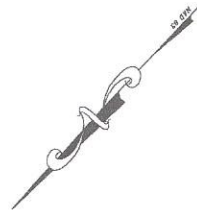
10. EASEMENT GRANTED TO THE CITY OF HOPEWELL, VIRGINIA BY INSTRUMENT DATED MAY 20, 1986, RECORDED JUNE 12, 1986 IN DEED BOOK 303, PAGE 84 - BLANKET IN NATURE, PLOTTABLE EASEMENT LOCATED OFF OF SUBJECT PROPERTY

THIS PROPERTY IS LOCATED IN ZONE X AS SHOWN ON PANEL # E109800215C. EFFECTIVE DATE: JUNE 18, 2011

THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE ENVIRONMENTAL ASSESSMENT REPORT DATED FEBRUARY 12, 2018, EFFECTIVE JANUARY 30, 2019

THIS SURVEY WAS MADE FOR THE PURPOSE OF IDENTIFYING LEGAL BOUNDARIES AND DOES NOT PURPORT TO IDENTIFY ENVIRONMENTAL FEATURES THAT AN ENVIRONMENTAL ASSESSMENT MIGHT REVEAL.

LEGEND	
[Symbol]	D.I. GRATE
[Symbol]	TELEPHONE PEDESTAL
[Symbol]	ELEC. TRANSFORMER
[Symbol]	SANITARY CLEANOUT
[Symbol]	WATER VALVE
[Symbol]	GAS VALVE
[Symbol]	# OF PARKING SPACES
[Symbol]	ASPHALT
[Symbol]	SANITARY MANHOLE
[Symbol]	P.O.B. POINT OF BEGINNING
[Symbol]	EDGE OF PAVEMENT
[Symbol]	EP
[Symbol]	R/W
[Symbol]	FIRE HYDRANT
[Symbol]	EX. EXISTING
[Symbol]	POWER POLE
[Symbol]	SIGN
[Symbol]	LIGHT POLE
[Symbol]	# OF POLE/WIRE
[Symbol]	GUY POLE/WIRE
[Symbol]	CONCRETE
[Symbol]	OVERHEAD LINE
[Symbol]	PROPERTY LINE
[Symbol]	FACE OF CURB



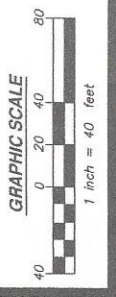
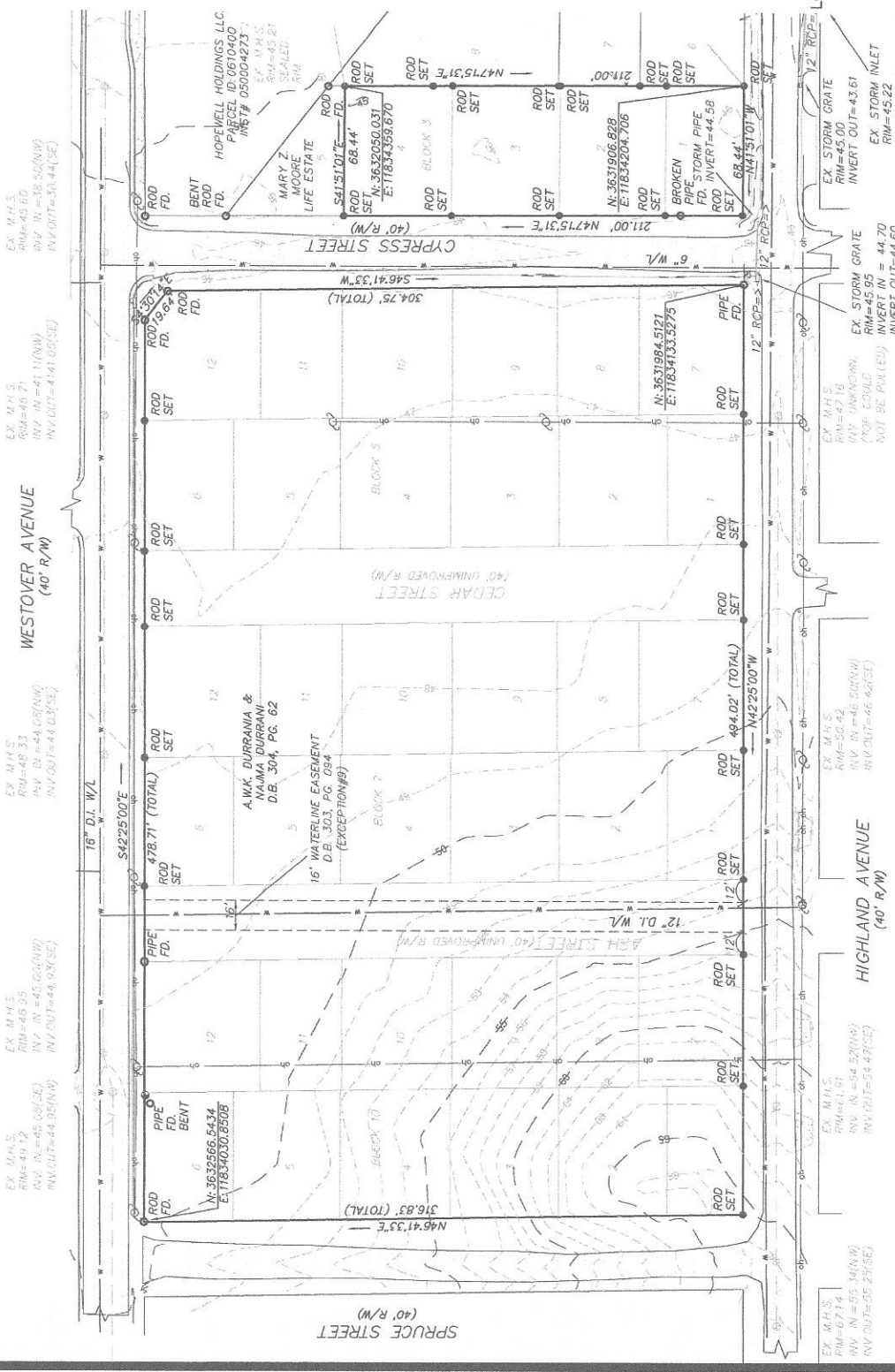
THIS IS TO CERTIFY THAT I MADE AN ACCURATE FIELD SURVEY ON APRIL 19, 2018. ALL VISIBLE ENCROACHMENTS AND EASEMENTS ARE SHOWN. THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN SHOWN.

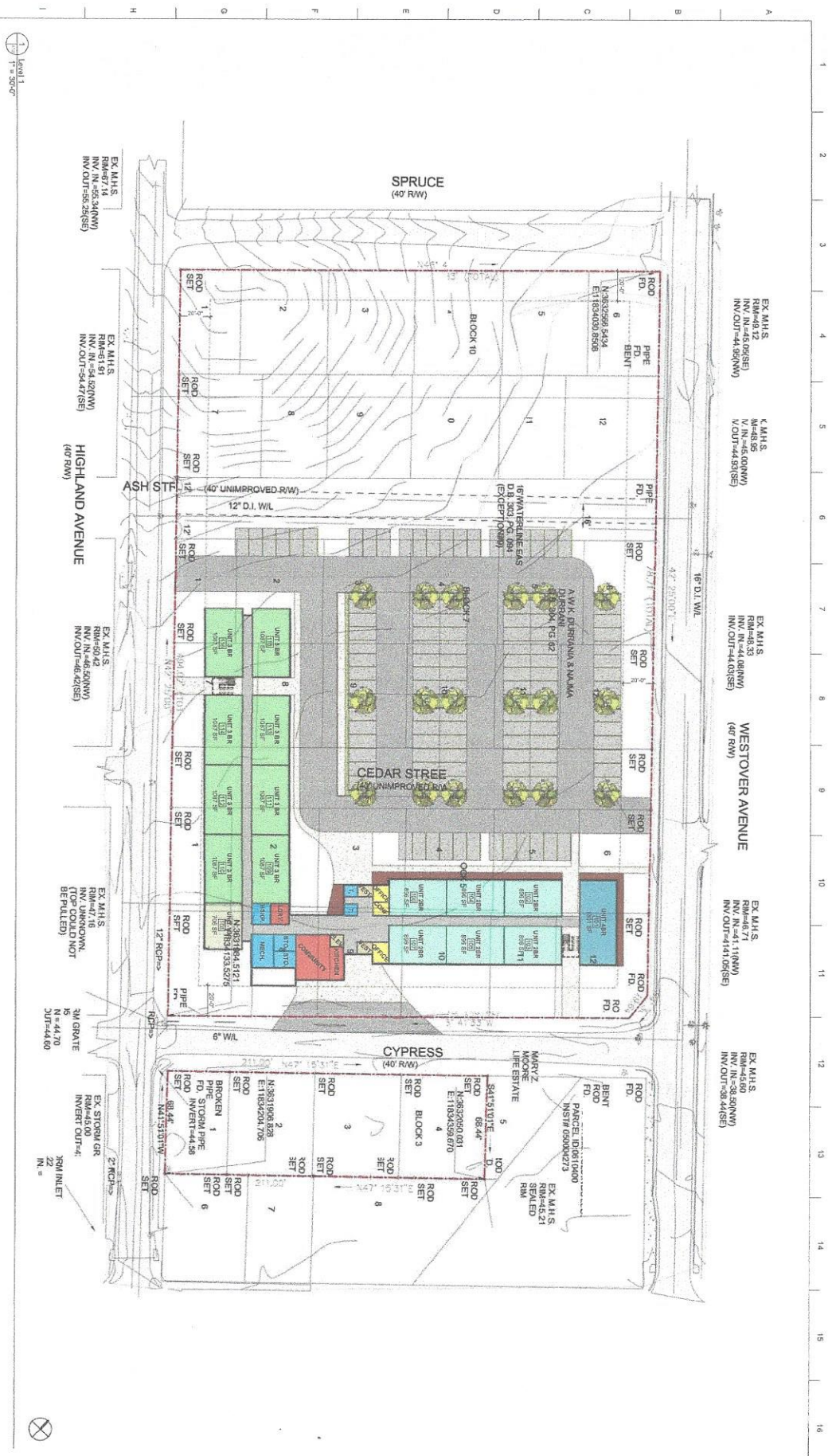


PLAT SHOWING TOPOGRAPHIC SURVEY OF LOTS 1-4 BLOCK 3, LOTS 1-12, BLOCK 5, LOTS 1-12, BLOCK 7 & LOTS 1-12, BLOCK 10 HIGHLAND PARK SUBDIVISION FOR BRADLEY HOUSING DEVELOPERS, LLC CITY OF HOPEWELL, VIRGINIA DATE: MARCH 12, 2018 SCALE: 1" = 40'

2463 Boulevard
 Colonial Heights, VA 23894
 telephone: 804.520.9015
 facsimile: 804.520.9016
 email: cctownes@townespc.com
TOWNES
 consulting engineers, planners, & land surveyors

CHECKED BY: _____
 DRAWN BY: _____
 CALCULATED BY: _____
 SHEET OF 1





FLOOR PLAN UNIT SCHEDULE

LEVEL 1 - UNIT SCHEDULE			
UNIT	AREA	AREA	AREA
UNIT 1	708 SF	708 SF	708 SF
UNIT 2	708 SF	708 SF	708 SF
UNIT 3	708 SF	708 SF	708 SF
UNIT 4	708 SF	708 SF	708 SF
UNIT 5	708 SF	708 SF	708 SF
UNIT 6	708 SF	708 SF	708 SF
UNIT 7	708 SF	708 SF	708 SF
UNIT 8	708 SF	708 SF	708 SF
UNIT 9	708 SF	708 SF	708 SF
UNIT 10	708 SF	708 SF	708 SF
UNIT 11	708 SF	708 SF	708 SF
UNIT 12	708 SF	708 SF	708 SF
UNIT 13	708 SF	708 SF	708 SF
UNIT 14	708 SF	708 SF	708 SF

VIA design architects, pc
 150 MANCINI STREET
 NORTON, VIRGINIA 22081
 (703) 441-1200
 www.viadesignarchitect.com

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
HIGHLAND PARK
 HIGHLAND + WESTOVER AVENUES

DATE: 10/1/2014
 DRAWING NO: A101

PROJECT FLOOR PLAN DWG

A101



FLOOR PLAN UNIT SCHEDULE

UNIT NO.	AREA	UNIT NO.	AREA
101	1,087.50 SF	107	1,087.50 SF
102	1,087.50 SF	108	1,087.50 SF
103	1,087.50 SF	109	1,087.50 SF
104	1,087.50 SF	110	1,087.50 SF
105	1,087.50 SF	111	1,087.50 SF
106	1,087.50 SF	112	1,087.50 SF
107	1,087.50 SF	113	1,087.50 SF
108	1,087.50 SF	114	1,087.50 SF
109	1,087.50 SF	115	1,087.50 SF
110	1,087.50 SF	116	1,087.50 SF
111	1,087.50 SF	117	1,087.50 SF
112	1,087.50 SF	118	1,087.50 SF
113	1,087.50 SF	119	1,087.50 SF
120	1,087.50 SF	121	1,087.50 SF
121	1,087.50 SF	122	1,087.50 SF
122	1,087.50 SF	123	1,087.50 SF
123	1,087.50 SF	124	1,087.50 SF
124	1,087.50 SF	125	1,087.50 SF
125	1,087.50 SF	126	1,087.50 SF
126	1,087.50 SF	127	1,087.50 SF
127	1,087.50 SF	128	1,087.50 SF
128	1,087.50 SF	129	1,087.50 SF
129	1,087.50 SF	130	1,087.50 SF
130	1,087.50 SF	131	1,087.50 SF
131	1,087.50 SF	132	1,087.50 SF
132	1,087.50 SF	133	1,087.50 SF
133	1,087.50 SF	134	1,087.50 SF
134	1,087.50 SF	135	1,087.50 SF
135	1,087.50 SF	136	1,087.50 SF
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140	1,087.50 SF	141	1,087.50 SF
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143	1,087.50 SF	144	1,087.50 SF
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154	1,087.50 SF	155	1,087.50 SF
155	1,087.50 SF	156	1,087.50 SF
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161	1,087.50 SF	162	1,087.50 SF
162	1,087.50 SF	163	1,087.50 SF
163	1,087.50 SF	164	1,087.50 SF
164	1,087.50 SF	165	1,087.50 SF
165	1,087.50 SF	166	1,087.50 SF
166	1,087.50 SF	167	1,087.50 SF
167	1,087.50 SF	168	1,087.50 SF
168	1,087.50 SF	169	1,087.50 SF
169	1,087.50 SF	170	1,087.50 SF
170	1,087.50 SF	171	1,087.50 SF
171	1,087.50 SF	172	1,087.50 SF
172	1,087.50 SF	173	1,087.50 SF
173	1,087.50 SF	174	1,087.50 SF
174	1,087.50 SF	175	1,087.50 SF
175	1,087.50 SF	176	1,087.50 SF
176	1,087.50 SF	177	1,087.50 SF
177	1,087.50 SF	178	1,087.50 SF
178	1,087.50 SF	179	1,087.50 SF
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180	1,087.50 SF	181	1,087.50 SF
181	1,087.50 SF	182	1,087.50 SF
182	1,087.50 SF	183	1,087.50 SF
183	1,087.50 SF	184	1,087.50 SF
184	1,087.50 SF	185	1,087.50 SF
185	1,087.50 SF	186	1,087.50 SF
186	1,087.50 SF	187	1,087.50 SF
187	1,087.50 SF	188	1,087.50 SF
188	1,087.50 SF	189	1,087.50 SF
189	1,087.50 SF	190	1,087.50 SF
190	1,087.50 SF	191	1,087.50 SF
191	1,087.50 SF	192	1,087.50 SF
192	1,087.50 SF	193	1,087.50 SF
193	1,087.50 SF	194	1,087.50 SF
194	1,087.50 SF	195	1,087.50 SF
195	1,087.50 SF	196	1,087.50 SF
196	1,087.50 SF	197	1,087.50 SF
197	1,087.50 SF	198	1,087.50 SF
198	1,087.50 SF	199	1,087.50 SF
199	1,087.50 SF	200	1,087.50 SF

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

HIGHLAND PARK

HIGHLAND + WESTOVER AVENUES

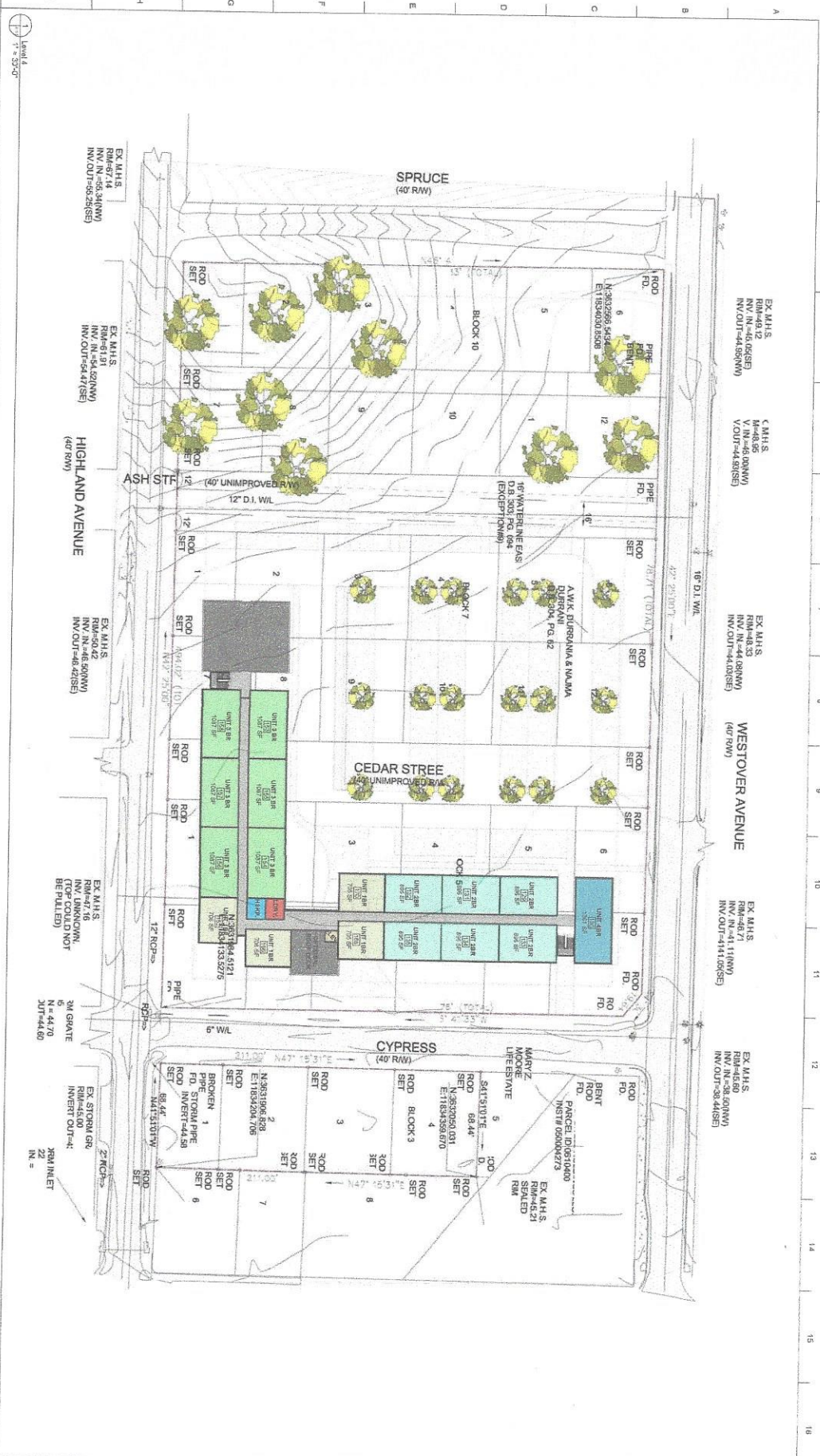
VA design + architecture, pc

103 HARBORVIEW STREET
HOPEWELL, VIRGINIA 22960
TEL: 703.438.1100
WWW.VADesignPC.com

DATE: 11/14/09

PROJECT TITLE: THIRD FLOOR PLAN DISCWM

A103



FLOOR PLAN UNIT SCHEDULE

LEVEL 1 - UNIT SCHEDULE			
UNIT	NAME	AREA	TYPE
101	UNIT 101A	708 SF	1 BR
102	UNIT 101B	708 SF	1 BR
103	UNIT 101C	708 SF	1 BR
104	UNIT 101D	708 SF	1 BR
105	UNIT 101E	708 SF	1 BR
106	UNIT 101F	708 SF	1 BR
107	UNIT 101G	708 SF	1 BR
108	UNIT 101H	708 SF	1 BR
109	UNIT 101I	708 SF	1 BR
110	UNIT 101J	708 SF	1 BR
111	UNIT 101K	708 SF	1 BR
112	UNIT 101L	708 SF	1 BR
113	UNIT 101M	708 SF	1 BR
114	UNIT 101N	708 SF	1 BR
115	UNIT 101O	708 SF	1 BR
116	UNIT 101P	708 SF	1 BR
117	UNIT 101Q	708 SF	1 BR
118	UNIT 101R	708 SF	1 BR
119	UNIT 101S	708 SF	1 BR
120	UNIT 101T	708 SF	1 BR
121	UNIT 101U	708 SF	1 BR
122	UNIT 101V	708 SF	1 BR
123	UNIT 101W	708 SF	1 BR
124	UNIT 101X	708 SF	1 BR
125	UNIT 101Y	708 SF	1 BR
126	UNIT 101Z	708 SF	1 BR
127	UNIT 102A	708 SF	1 BR
128	UNIT 102B	708 SF	1 BR
129	UNIT 102C	708 SF	1 BR
130	UNIT 102D	708 SF	1 BR
131	UNIT 102E	708 SF	1 BR
132	UNIT 102F	708 SF	1 BR
133	UNIT 102G	708 SF	1 BR
134	UNIT 102H	708 SF	1 BR
135	UNIT 102I	708 SF	1 BR
136	UNIT 102J	708 SF	1 BR
137	UNIT 102K	708 SF	1 BR
138	UNIT 102L	708 SF	1 BR
139	UNIT 102M	708 SF	1 BR
140	UNIT 102N	708 SF	1 BR
141	UNIT 102O	708 SF	1 BR
142	UNIT 102P	708 SF	1 BR
143	UNIT 102Q	708 SF	1 BR
144	UNIT 102R	708 SF	1 BR
145	UNIT 102S	708 SF	1 BR
146	UNIT 102T	708 SF	1 BR
147	UNIT 102U	708 SF	1 BR
148	UNIT 102V	708 SF	1 BR
149	UNIT 102W	708 SF	1 BR
150	UNIT 102X	708 SF	1 BR
151	UNIT 102Y	708 SF	1 BR
152	UNIT 102Z	708 SF	1 BR
153	UNIT 103A	708 SF	1 BR
154	UNIT 103B	708 SF	1 BR
155	UNIT 103C	708 SF	1 BR
156	UNIT 103D	708 SF	1 BR
157	UNIT 103E	708 SF	1 BR
158	UNIT 103F	708 SF	1 BR
159	UNIT 103G	708 SF	1 BR
160	UNIT 103H	708 SF	1 BR
161	UNIT 103I	708 SF	1 BR
162	UNIT 103J	708 SF	1 BR
163	UNIT 103K	708 SF	1 BR
164	UNIT 103L	708 SF	1 BR
165	UNIT 103M	708 SF	1 BR
166	UNIT 103N	708 SF	1 BR
167	UNIT 103O	708 SF	1 BR
168	UNIT 103P	708 SF	1 BR
169	UNIT 103Q	708 SF	1 BR
170	UNIT 103R	708 SF	1 BR
171	UNIT 103S	708 SF	1 BR
172	UNIT 103T	708 SF	1 BR
173	UNIT 103U	708 SF	1 BR
174	UNIT 103V	708 SF	1 BR
175	UNIT 103W	708 SF	1 BR
176	UNIT 103X	708 SF	1 BR
177	UNIT 103Y	708 SF	1 BR
178	UNIT 103Z	708 SF	1 BR
179	UNIT 104A	708 SF	1 BR
180	UNIT 104B	708 SF	1 BR
181	UNIT 104C	708 SF	1 BR
182	UNIT 104D	708 SF	1 BR
183	UNIT 104E	708 SF	1 BR
184	UNIT 104F	708 SF	1 BR
185	UNIT 104G	708 SF	1 BR
186	UNIT 104H	708 SF	1 BR
187	UNIT 104I	708 SF	1 BR
188	UNIT 104J	708 SF	1 BR
189	UNIT 104K	708 SF	1 BR
190	UNIT 104L	708 SF	1 BR
191	UNIT 104M	708 SF	1 BR
192	UNIT 104N	708 SF	1 BR
193	UNIT 104O	708 SF	1 BR
194	UNIT 104P	708 SF	1 BR
195	UNIT 104Q	708 SF	1 BR
196	UNIT 104R	708 SF	1 BR
197	UNIT 104S	708 SF	1 BR
198	UNIT 104T	708 SF	1 BR
199	UNIT 104U	708 SF	1 BR
200	UNIT 104V	708 SF	1 BR
201	UNIT 104W	708 SF	1 BR
202	UNIT 104X	708 SF	1 BR
203	UNIT 104Y	708 SF	1 BR
204	UNIT 104Z	708 SF	1 BR

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY

HIGHLAND PARK

HIGHLAND + WESTOVER AVENUES

VIA design architect, pc
100 BALCON STREET
NORFOLK, VIRGINIA 23510
757.247.1111 FAX 757.247.1100
www.viadesignarchitect.com

DATE: 10/15/2014
DRAWN BY: JLD
CHECKED BY: JLD
SCALE: AS SHOWN

PROJECT: HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY
HIGHLAND PARK
HIGHLAND + WESTOVER AVENUES

REVISIONS:

NO.	DATE	DESCRIPTION
1	10/15/2014	ISSUED FOR PERMITS

PERMITS:

- PRELIMINARY
- 30% RECORDS PERMITS
- 50% RECORDS PERMITS
- 75% RECORDS PERMITS
- 80% RECORDS PERMITS
- 90% RECORDS PERMITS
- 100% RECORDS PERMITS
- CONSTRUCTION PERMITS
- FINAL PERMITS
- RECORD DRAWINGS

FOOTING PLAN

DATE: 10/15/2014

SCALE: AS SHOWN

A104

Individual Preference Form

Name _____

Current Unit # _____

Current Unit Size _____

Median Income % (GROSS) _____

What resident-paid utilities are currently in use?

Electric _____

Cable _____

Telephone _____

Please provide copy of current bill for each utility.

Would like your final unit to be?

Upstairs _____ Mobility Impaired _____

Downstairs _____ Sight/Hearing Impaired _____

Please provide medical documentation if you MUST have a preference.

Is this family currently over/under housed?

Yes _____ No _____

If yes please indicate the size that is appropriate.

One bedroom _____

Two bedroom _____

Three bedroom _____

If available which unit location do you prefer?

Corner _____

Middle _____

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

Yes _____ No _____

Family Names (s) _____

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

Notes for this Case # _____

WS-2



Request to amend a Conditional Use Permit
1818 Liberty Avenue
Agent: Barber Construction LLC
Staff Report prepared for the City Council Work Session

September 15, 2020

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

I. EXECUTIVE SUMMARY:

The City of Hopewell has received a request from Barber Construction LLC to **amend** a Conditional Use Permit (CUP) in accordance with Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit to add a driveway to the parcel, thereby increasing the lot coverage above five (5) percent. The initial Conditional Use Permit was approved by the City Council on November 27, 2018.

II. PUBLIC HEARINGS & WORK SESSIONS:

Planning Commission	July 2, 2020	Recommended Approval
City Council	September 15, 2020	Work Session

III. APPLICABLE CODE SECTIONS:

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

Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit

a. Amendment of Conditional Use Permits

A request for an amendment shall include any enlargement, expansion, increase in intensity, relocation, or modification of any condition of a previously approved and currently valid conditional use. Amendments shall be processed as follows:

1. Non-Material and Insignificant (Minor) Modifications

An amendment that requires the following shall be considered a Minor Modification:

Shifts in on-site location, and changes in size or intensity of less than five percent (5%); or a five percent (5%) or less increase or decrease in either lot coverage or floor area over what was originally approved.

Minor Modifications may be authorized by the Director, provided that such minor changes comply with the following criteria:

- i. No previous minor modification has been granted pursuant to this Sub-Section;
- ii. There will be no detrimental impact to or on any adjacent property caused by significant change in the appearance or the use of the property or any other contributing factor;
- iii. Nothing in the currently valid conditional use permit precludes or otherwise limits such expansion or enlargement;
- iv. The proposal conforms to the provisions of this Article and is in keeping with the spirit and intent of the adopted Comprehensive Plan.

2. Major Amendments

Any proposed amendment other than those provided for in Sub-Section k.1. above shall be considered a major amendment of a previously approved and currently valid conditional use and shall be considered according to the provisions outlined in Sub-Section a., b., c., and d. of this Section.

IV. SUBJECT PROPERTY:

Requested Zoning:	N/A
Existing Zoning:	R-2, Residential, Medium Density
Acreage:	6,000 square feet
	50' wide, 120' depth
Owner:	Joseph Walton
Location of Property:	Located on Liberty Street adjacent to 1816 Liberty Avenue
Election Ward:	Ward 6
Land Use Plan Recommendation:	Urban Residential
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 035-0010
Zoning of Surrounding Property:	North: R-2 South: R-2 East: R-2 West: R-2

V. ZONING/STAFF ANALYSIS

The Zoning Ordinance allows a property owner with a non-conforming lot of record to appeal to the City Council for approval of a Conditional Use Permit to construct a single family dwelling on a non-conforming lot of record.

City Council approved a conditional use permit to allow the construction of a single family detached home with the following conditions:

1. The exterior material of the proposed single-family dwelling shall be two materials with varying facades;
2. 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;
3. Tree and shrubs presently located on the property shall be preserved to the highest extent possible, except, if located within the proposed building footprint;
4. The single-family dwelling shall have a minimum of 1,300 square feet of finished living area;
5. The proposed single-family dwelling shall have a brick porch. A brick porch includes the steps, treads, risers, floor and side veneer. A brick porch consists of a concrete porch. The porch should be enclosed from the ground level to the finished floor elevation with block and brick enclosure
6. The architecture of the home shall be compatible with the surrounding homes. The agent will work with City Staff to build a home that is some variation of the three examples provided by Staff (see examples enclosed in this packet).
7. There will be no driveway; only on street parking.

The applicant is amending the permit to request an on-site driveway for the new homeowner. Because the driveway will increase the lot coverage by more than five percent (5%) it is considered a major amendment to the Conditional Use Permit and requires review by the Planning Commission and City Council in accordance with Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit, in the Zoning Ordinance.

VI. APPLICANT OPINION:

The applicant is requesting that the temporary driveway used during construction be approved for a permanent driveway. According to the applicant, this block of Liberty Avenue is very narrow and parking the owner’s car in a driveway will protect it from possible damage and will allow an emergency vehicle to access the church and houses down the street.

During the November 2018 City Council meeting, a condition was added to only allow on-street parking because neighbors complained that the lot would be too narrow to accommodate a driveway. Barber Construction LLC consented to the request of Council. Now that that home has been purchased, the homeowner desires a driveway.

VII. STAFF RECOMMENDATION:

The Staff recommends approval of the request submitted by Barber Construction LLC to amend the Conditional Use Permit for 1818 Liberty Avenue to add a driveway that will increase the lot coverage by more than five percent (5%).

The City Engineer writes regarding this request:

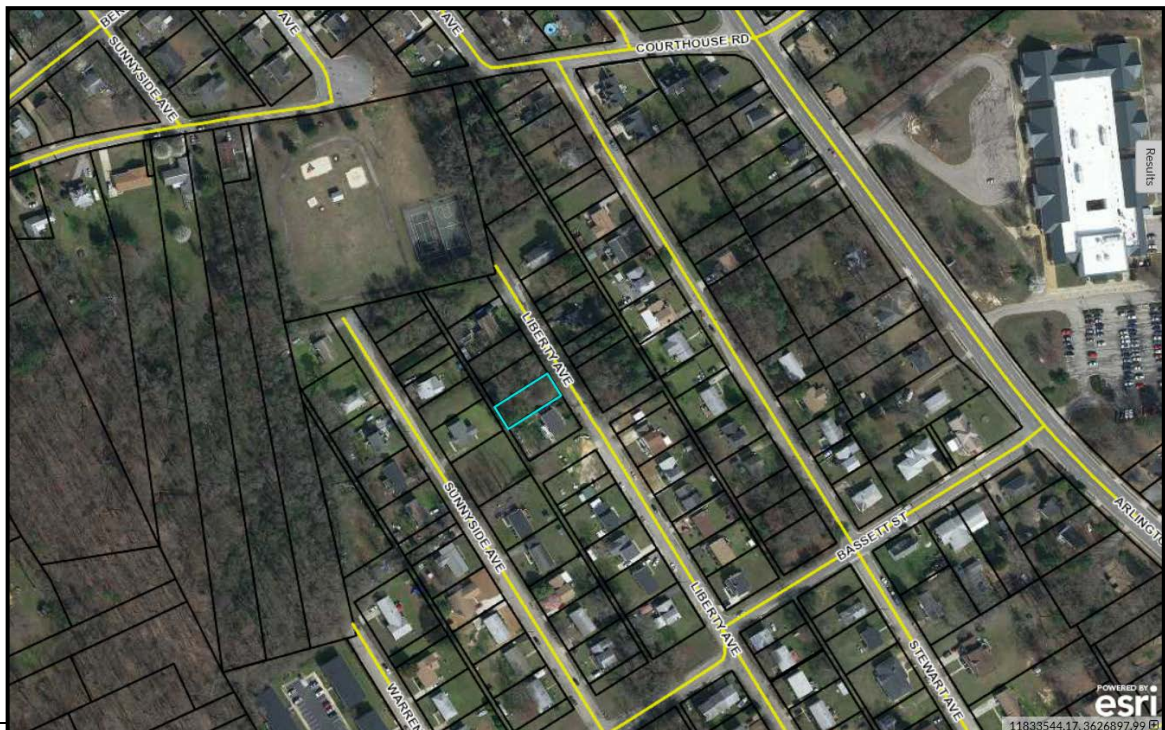
“I fully support the requests to put an off-street driveway on this lot. I can’t understand why someone would be against this. When driveway layouts can meet the minimum depth, widths and set-backs requirements, and fall within the *theme* of the neighborhood, which this location does, than the Department of Public Works-Engineering speaking in terms of good right-of-way management, encourages the proper installation of driveways to serve dwelling units. An adequate driveway parking pad was put in during the site development. It needs to be there. There’s no alley substitute here either.”

VIII. PLANNING COMMISSION RECOMMENDATION:

At their meeting on July 2, 2020 the Hopewell Planning Commission, voted 3-0 to recommend approval of the request submitted by Barber Construction LLC to amend the Conditional Use Permit for 1818 Liberty Avenue to add a driveway that will increase the lot coverage by more than five percent (5%) in accordance with Article XXI., Amendment, Section D, Sub-section (k), Amendment of a Conditional Use Permit of the Hopewell Zoning Ordinance.

Attachment(s):

1. Application for an amendment to a Conditional Use Permit



1818 Liberty Avenue - new home constructed. This picture shows the temporary driveway currently on the property. If this amendment is approved by City Council, the temporary driveway would be replaced with a permanent asphalt driveway.





The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: Barber Construction Co. Inc.

ADDRESS: 101 Queen Anne Dr. Hopewell, VA 23860

PHONE #: (804) 731-1051 FAX #: -

EMAIL ADDRESS: BarberConstructioncoinc@gmail.com

INTEREST IN PROPERTY: X 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: Barber Construction Co. Inc

ADDRESS: 101 Queen Anne Dr. Hopewell, VA 23860

PHONE #: (804) 731-1051 FAX #: -

PROPERTY ADDRESS / LOCATION:

1818 Liberty Ave. Hopewell, VA 23860

PARCEL #: 0350010 ACREAGE: 0.138 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. N/A
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. N/A

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

PRESENT USE OF PROPERTY:

Single Family residential dwelling

THE CONDITIONAL USE PERMIT WILL ALLOW:

This is an Amendment request to an existing Conditional use permit, asking for the temporary driveway to be approved for a permanent driveway, because there is no street parking.

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.

My request would keep vehicles from parking on the street. I have already installed a temporary car driveway.

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

This block of liberty street is very narrow and by parking the owners cars in their driveway will protect them from possible damage and will allow an emergency vehicles to access church and house behind in the dead in road.

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.

All new constructions require a driveway. Each of the neighbors have driveways and this will allow a more uniform look.

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

6/3/2020
DATE

Donald S Barber
APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____ DATE OF ACTION _____

_____ APPROVED _____ DENIED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:



190001290

City of Hopewell
Division of Building Inspections
300 North Main Street
Suite 321
Hopewell, VA 23860
Ph: (804) 541-2226
Fax: (804) 541-2318

PERMIT NUMBER
20190453
Issue Date: 05/16/2019

Permit Type: CONDITIONAL USE PERMIT

Parcel Number		Street Address	
0350010		LIBERTY AVENUE	
Lot/Block		Subdivision	
/			
Owner Information		Applicant Information	
Owner: BARBER CONSTRUCTION CO INC	Address: 101 QUEEN ANNE DR HOPEWELL, VA 23860	Phone: 804541859000000	Applicant: Address: Phone:
Contractor Information			
Contractor: BARBER DONALD Address: 3503 IVOR ST HOPEWELL, VA 23860 Phone:		License Number: License Exp. Date: Insurance Exp. Date:	
Building Information			
Occupancy Classification: Construction Type: Number of Stories: Estimated Cost of Work:		Heated Sq. Ft.: Unheated Sq. Ft.: Porch/Deck:	
Permit Fees			

Project Description: CONDITIONAL USE PERMIT

Scope of Work:
LOT IS NON-CONFORMING DUE TO SQ FT REQUIREMENTS

Permit Details:
APPROVED WITH CONDITIONS SEE LETTER
PAYMENT MADE UNDER ORIGINAL APP

It is the Permit Holder's responsibility to call for all inspections, including final, prior to 8:30 a.m. for same day inspection.


Signature of Approving Official

Date: 5/16/2019

ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE.
ANY PERMIT ISSUED SHALL EXPIRE SIX (6) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED.

Application Number	20190398	TOTAL FEES:	\$ 300.00
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Permit Details:

APPROVED WITH CONDITIONS SEE LETTER
PAYMENT MADE UNDER ORIGINAL APP

It is the Permit Holder's responsibility to call for all inspections, including final,
prior to 8:30 a.m. for same day inspection.

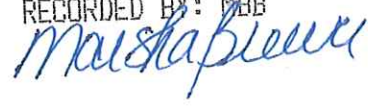

Signature of Approving Official

Date: 5/16/2019

ANY PERMIT ISSUED EXPIRES SIX (6) MONTHS AFTER ISSUANCE IF NO INSPECTIONS HAVE BEEN MADE.
ANY PERMIT ISSUED SHALL EXPIRE SIX (6) MONTHS AFTER ISSUANCE IF THE WORK IS DISCONTINUED.

Application Number	20190398	TOTAL FEES:	\$ 300.00
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INSTRUMENT 190001290
RECORDED IN THE CLERK'S OFFICE OF
HOPEWELL CIRCUIT COURT ON
JUNE 19, 2019 AT 03:23 PM
TAMARA J. WARD, CLERK
RECORDED BY: MBB



WS-3

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 IX-B, Downtown Central Business District, Section A. Use Regulations

Structures to be erected and land to be used shall be only for the following uses:

- 1. Apartments on second and subsequent floors of commercial and office buildings/uses containing average square footage below nine hundred (900) gross square feet, with a Conditional Use Permit.

Article XVIII, General Provisions, Section G, 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 XVIII, General Provisions, Section G, Sub-Section c.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 XVIII, General Provisions, Section G, Sub-Section d.

d. Approval Criteria

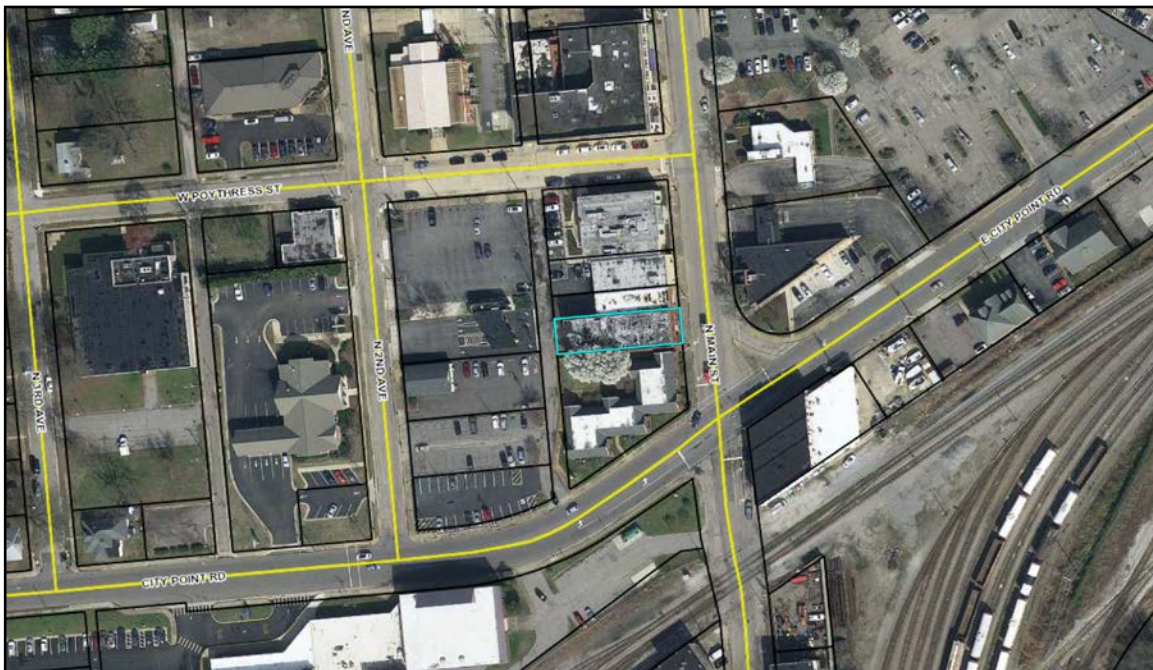
As may be specified within each zoning district, uses permitted subject to conditional use review criteria shall be permitted only after review by the Planning Commission and approval by the City Council only if the applicant demonstrates that:

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 subject property is located in the 100 block of North Main Street between West City Point Road and West Cawson Street. The two story brick building was constructed in 1949 and is a contributing structure in the Downtown Historic District. It is approximately 9,216 square feet. Off street parking is not provided on the lot.



VI. OWNER’S POSITION:

The owner of the property is requesting a conditional use permit to provide five (5) apartments on the second floor. See application provided by the applicant including floor elevations.

VII. ZONING/STAFF ANALYSIS:

The applicant would like to construct five apartments on the second floor of his office building in the B-1 Zoning District. A conditional use permit is required for apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors. The average square footage of the five apartments is 762 square feet. The applicant will apply for historic tax credits with the renovation of this

building. Anticipating minor revisions by the State, the applicant is willing to accept a condition with an average square footage of no less than 740 square feet.

Title: Apartment Square Footage Calculation Table

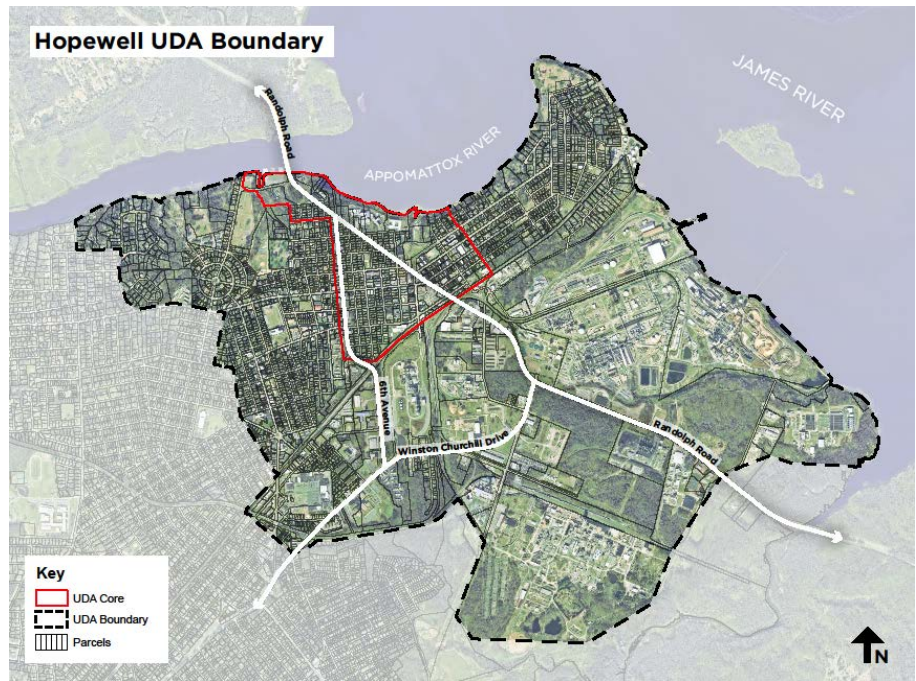
2nd Floor	Square Feet
Apartment 1	784
Apartment 2	791
Apartment 3	750
Apartment 4	740
Apartment 5	748
Average	762

Table 1 Source: Owner of 106 North Main Street

The subject property is located in the designated Urban Development Area (UDA) see map below. The UDA is addressed extensively in the 2028 Comprehensive Plan, Chapter 5.

Hopewell’s UDA Boundary and Context

Within the City of Hopewell, the UDA encompasses a land area that extends from the City’s eastern border along the Appomattox River to Cavalier Square Shopping Center. It includes Downtown Hopewell, City Point, the John Randolph Medical Center, the marina, and residential housing around the



Appomattox Cemetery. In total, the UDA area encompasses about 2,526 acres or 3.95 square miles. See the map above.

Hopewell’s UDA should be addressed in terms of The Commonwealth’s Department of Rail and Public Transportation (DRPT) Multimodal Design Guidelines. The DRPT has developed statewide guidelines for multimodal planning and design.

This guideline system provides jurisdictions with a process of identifying centers of activity and developing connected networks for multiple modes of travel. OIPI has asked

that these guidelines be applied where possible in developing UDA’s for Virginia’s cities and towns of varying sizes and densities.

Overall UDA Urban Design Framework

All development within the overall UDA boundary must, as a minimum, meet the Commonwealth’s mandated requirements for Urban Development Areas. These include:

- Densities per acre on the developable acreage of at least four single-family residences, six townhouses, or 12 apartment/condominium units
- A Floor Area Ratio (FAR) of at least 0.4 per acre for commercial development
- A mix of uses within the context of a Traditional Neighborhood Design concept, to include:
 - Road, street and building locations that create walkable neighborhood centers.
 - Interconnected local streets and roads, both existing and new, in order to form a walkable/bikeable street network.
 - A diversity of land uses as a mixed use concept.
 - Facilities that allow for, and encourage, multimodal access (public transit, biking, walking, jogging) to work, home, shops, and recreation.

The current interconnectedness of the roads and sidewalks in the downtown area is what made it ideal as the UDA. There are instances where improvements can be made. The subject property does not pose a threat to the character of the UDA.

The mixed use building will allow for office space and living quarters that could support a live to work scenario. Seven apartments have been provided with 7 offices that would make an artist live to work set-up possible.

Comprehensive Plan Land Use Category

The subject property is located within the Downtown Commercial/Business Mixed Use Land Use category. The Downtown Commercial/Business Mixed Use (DC/BMU) category is a companion to the Downtown Residential Mixed-Use category. The differences are subtle, but important. Both encourage mixed-use, however the Commerical/Business Mixed Use category prioritizes commercial activities over residential uses in the downtown core area, while the latter promotes higher density residential on the periphery of the core central business area (Chapter 5, 2028 Hopewell Comprehensive Plan).

The DC/BMU category emphasizes pedestrian oriented mixed retail, financial institutions, personal services, professional and general offices, entertainment and residential mixed use. The typical Floor Area Ratio would be 0.50-3.00, while the gross square footage of each establishment is between 800-20,000.

Regardless of the end user of the office, the creation of five apartments provides a residential element on the west side of Route 10 within the historic downtown district that does not currently exist.

The B-1 Zoning District does not require uses to provide off street parking spaces as do the other business/commercial districts. There are have been discussions of changing this

but that has not happened at this time. If parking spaces were required the minimum required would be 6 for the residential uses (1 for each 1 bedroom plus one for handicap accessibility). The maximum an owner could provide is 15 (2 for each 1 bedroom plus one for handicap accessibility). If required for the office space the minimum is 1 space for each 300 square feet and 2 for each 300 square feet. Staff has estimated the square footage of the office space is 2,000 square feet. Using the calculation of 1 parking space for each 300 square feet, the parking requirement is 6.6 or 7 parking spaces. The total parking spaces for the entire building, if required would be 15.

Parking

Two of the five apartments will be accessed from North Main Street. It is likely that residents of these apartments will park on Main or in the public parking lot located on East City Point Road.

Parking for the remaining three apartments will be accommodated by spaces in the rear of the building on Sub-Parcel# 011002, also identified as 105 North 2nd Avenue. The applicant and the owner have an agreement for parking spaces.

People visiting the Registrar’s Office and other offices will use on street parking on East Main Street and public parking lots.

Building Facade

Because the building in question is located within the B-1 Zoning District the exterior façade must be approved by the Downtown Design Review Committee. The owner/applicant will not present this information to the DDRC until the City Council has made a decision regarding conditional use permit request.

VII. STAFF RECOMMENDATION:

Staff has reviewed the application and offers the following:

1. The proposed end use of the building in question meets the land use category designation outlined in the Comprehensive Plan.
2. Staff finds that the applicant has proven that this application meets Criteria 1, 2, 3, 4, 5 and 7 have been met by the applicant.
3. Staff finds that the applicant has not proven that the application meets Criteria 6. Criteria 6 has not been met because a public hearing has not been held to determine the public interest and welfare supporting the proposal. It can not be determined at this time that the interest is sufficient to outweigh the individual interests which are adversely affected by the establishment of the proposed use.

VIII. PLANNING COMMISSION RESOLUTION:

At their meeting on August 19, 2020, the Hopewell Planning Commission voted 3-0 to recommend approval of the request submitted by WRM LL (Mark Mueller) for a Conditional Use Permit for 106 North Main Street, also identified as Sub-Parcel 011-0040, to allow apartments containing an average square footage below nine hundred (900) gross square feet on the second floor.

Attachment(s):

1. Application for Conditional Use Permit
2. Office/Residential Floor Plan

Picture of Building





The City
of
Hopewell, Virginia

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

CONDITIONAL USE PERMIT APPLICATION

APPLICATION FEE: \$300

APPLICATION #

APPLICANT: WRM, LLC
ADDRESS: 4001 West Hundred Rd
Chester VA 23831
PHONE #: 804-586-3654 FAX #: _____
EMAIL ADDRESS: Marka.Mueller@MuellerBuildersInc.com

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: Same as above

ADDRESS: _____

PHONE #: _____ FAX #: _____

PROPERTY ADDRESS / LOCATION:
106 N. Main St.

PARCEL #: 0110046 ACREAGE: _____ ZONING: _____

*** 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. _____
- 2. THE PROPOSED DEVELOPMENT WITH FRONT, SIDE, AND REAR ELEVATIONS. _____

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

PRESENT USE OF PROPERTY:

office

THE CONDITIONAL USE PERMIT WILL ALLOW:

2nd floor apartments with less than the 400 sq ft minimum, but no less than 240 sq ft.

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.

These are intended to be full rent apartments

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

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.

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.

[Signature] for WRM

APPLICANT SIGNATURE

6-26-2020

DATE

Mark Mueller for WRM

APPLICANT PRINTED NAME

OFFICE USE ONLY

DATE RECEIVED _____

DATE OF ACTION _____

APPROVED _____

DENIED _____

APPROVED WITH THE FOLLOWING CONDITIONS:



Application # _____
Parcel # _____
(For Office Use Only)

ENTERPRISE ZONE ELIGIBILITY DETERMINATION & APPLICATION FOR LOCAL BENEFITS

FOR ASSISTANCE IN COMPLETING THIS APPLICATION, CONTACT THE DEPARTMENT OF DEVELOPMENT AT (804) 541-2220

Project Description and Address: 106 N. Main St

Part C: Incentives requested from City of Hopewell Department of Development

Development Fee Waivers (check all that apply)

- Rezoning Request Type of Zoning Proposed: _____ Number of Acres: _____
- Conditional Use Permit Required Type of Conditional Use Requested: _____
- Variance Request Reason for Variance: _____
- Special Exception Request
- Site Plan Review Commercial Use: _____ Industrial Use: _____
- Sign Permit Est. Cost \$ _____

Applicant Signature: [Signature] for WRM, LLC Date: 6-26-20

Department of Development (For Office Use Only) Application Number: _____

Based on the information provided in this application, business is eligible for:

- Waiver of Rezoning Request Fees Estimated Value of EZ Benefit: _____
- Waiver of Cond. Use Permit Fees Estimated Value of EZ Benefit: _____
- Waiver of Variance Request Fee Estimated Value of EZ Benefit: _____
- Waiver of Special Exception Fees Estimated Value of EZ Benefit: _____
- Waiver of Site Plan Review Fees Estimated Value of EZ Benefit: _____
- Waiver of Sign Permit Fees Estimated Value of EZ Benefit: _____
- Benefits denied due to non-conformance with City Comprehensive Plan
- Benefits denied for the following reason: _____

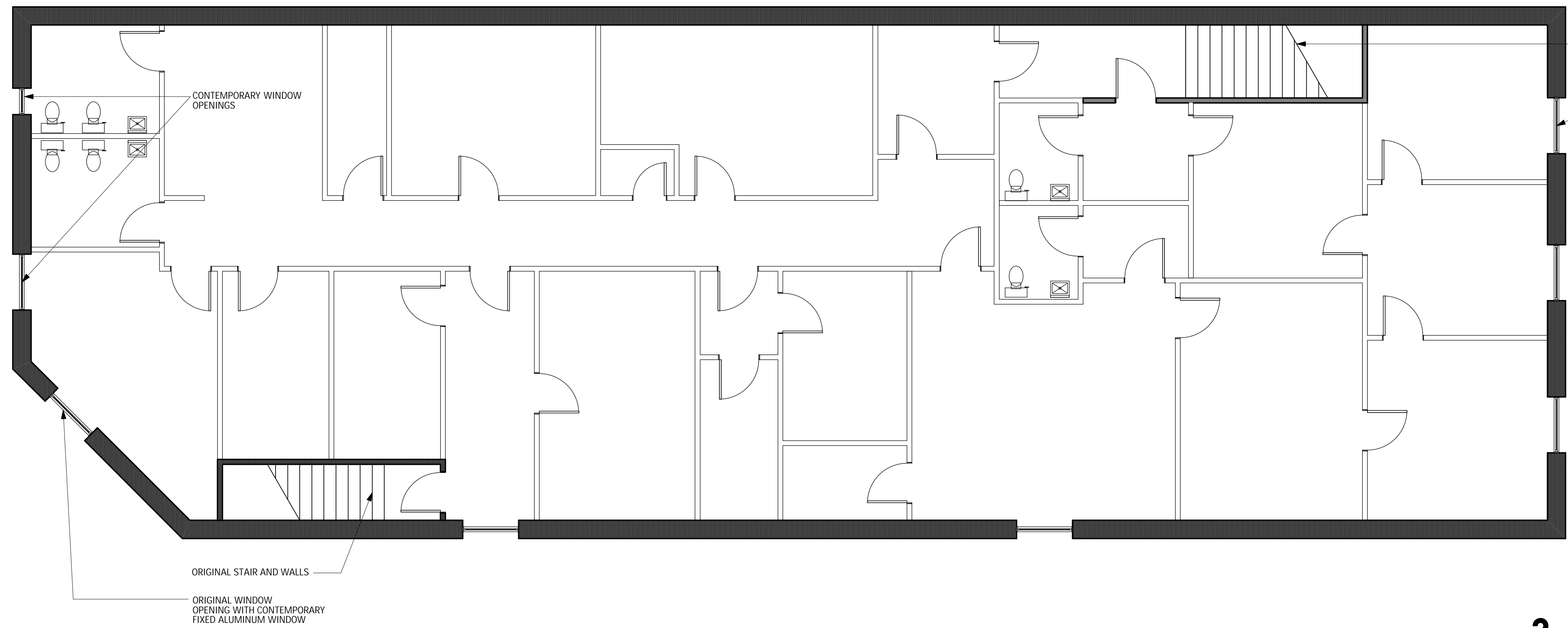
Review/Approved By: _____ Date: _____

106 N. MAIN ST.

HOPEWELL, VA 23219

OWNER
MARK MUELLER
106 N. MAIN ST.
HOPEWELL, VA 23219

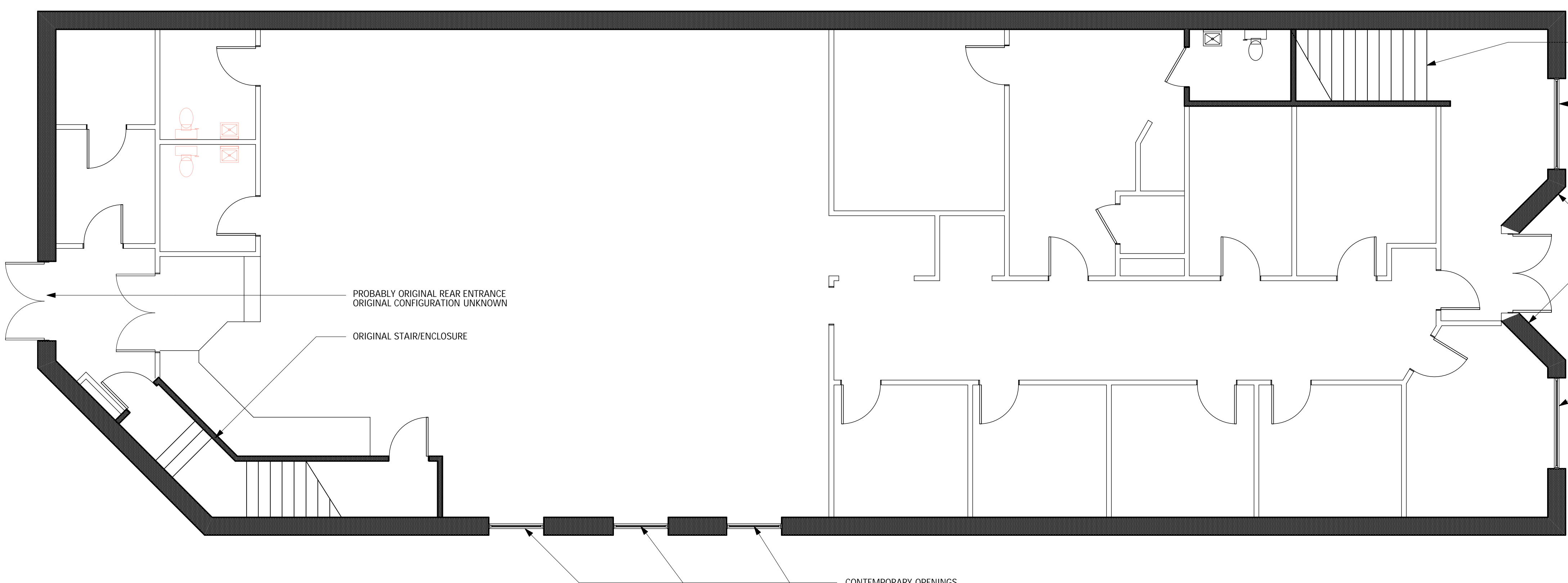
TENANT UPFIT 1ST FLOOR TENANT SPACE #1



EXISTING 2nd FLOOR PLAN 2
3/16" = 1'-0"

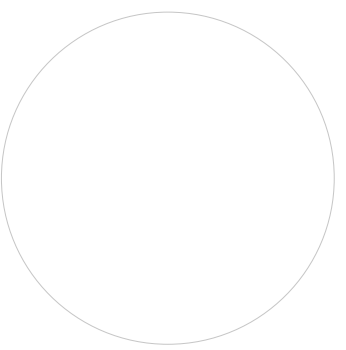
NOTE: ORIGINAL WALLS SHOWN HATCHED.
ALL OTHER WALLS ARE FROM THE 1980'S RENOVATIONS AND ARE DRYWALL ON WOOD STUDS WITH A LAY-IN ACT CEILING AND COMMERCIAL CARPET THROUGHOUT

THE ONLY REMAINING ORIGINAL INTERIOR WALLS ARE THE WEST STAIR ENCLOSURE WALLS AND A PORTION OF THE EAST STAIR WALLS.



EXISTING 1st FLOOR PLAN 1
3/16" = 1'-0"

studioAMMONS
235 N. Market Street
Petersburg, VA 23803
P: 804.722.1667
F: 804.722.1669
www.studioammons.com



REVISION

RECORD ISSUE
HTC PART 2

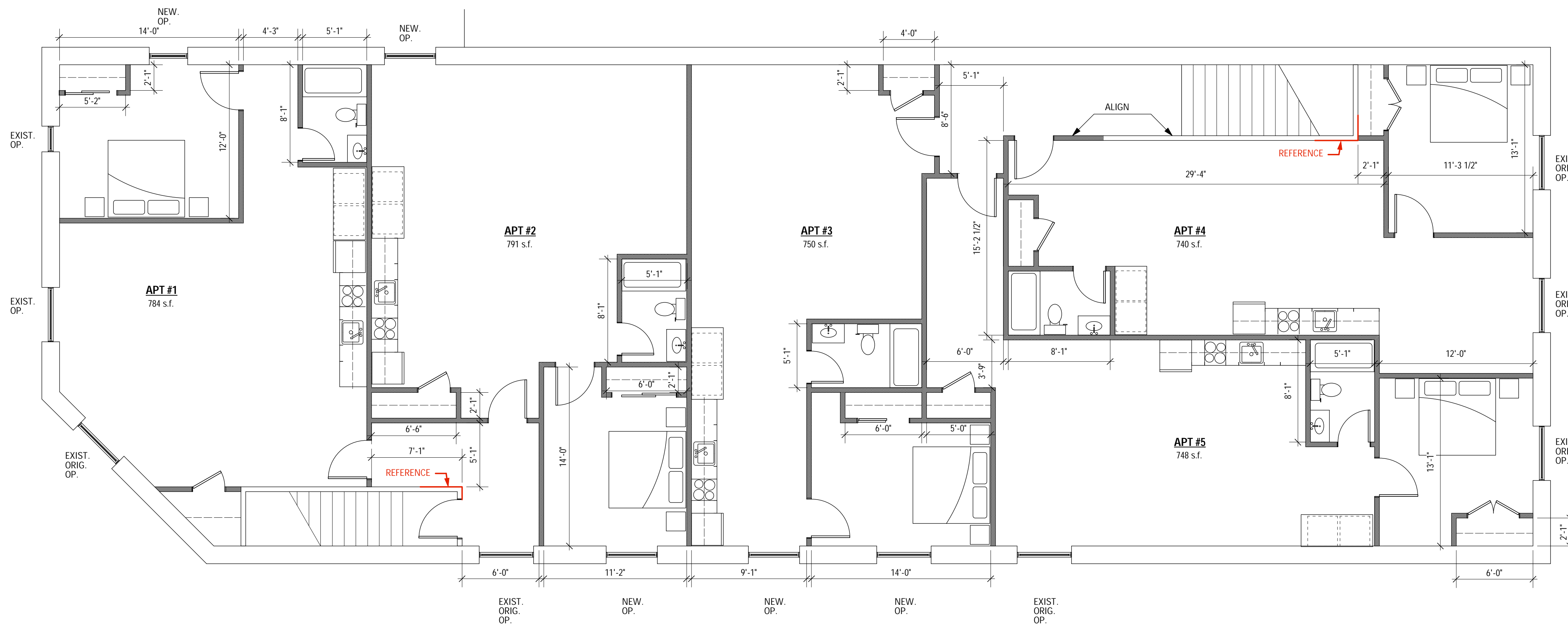
DATE
15 AUGUST, 2020

PROJECT No.
sa1905

SHEET TITLE
EXISTING FLOOR PLANS

SHEET NO.





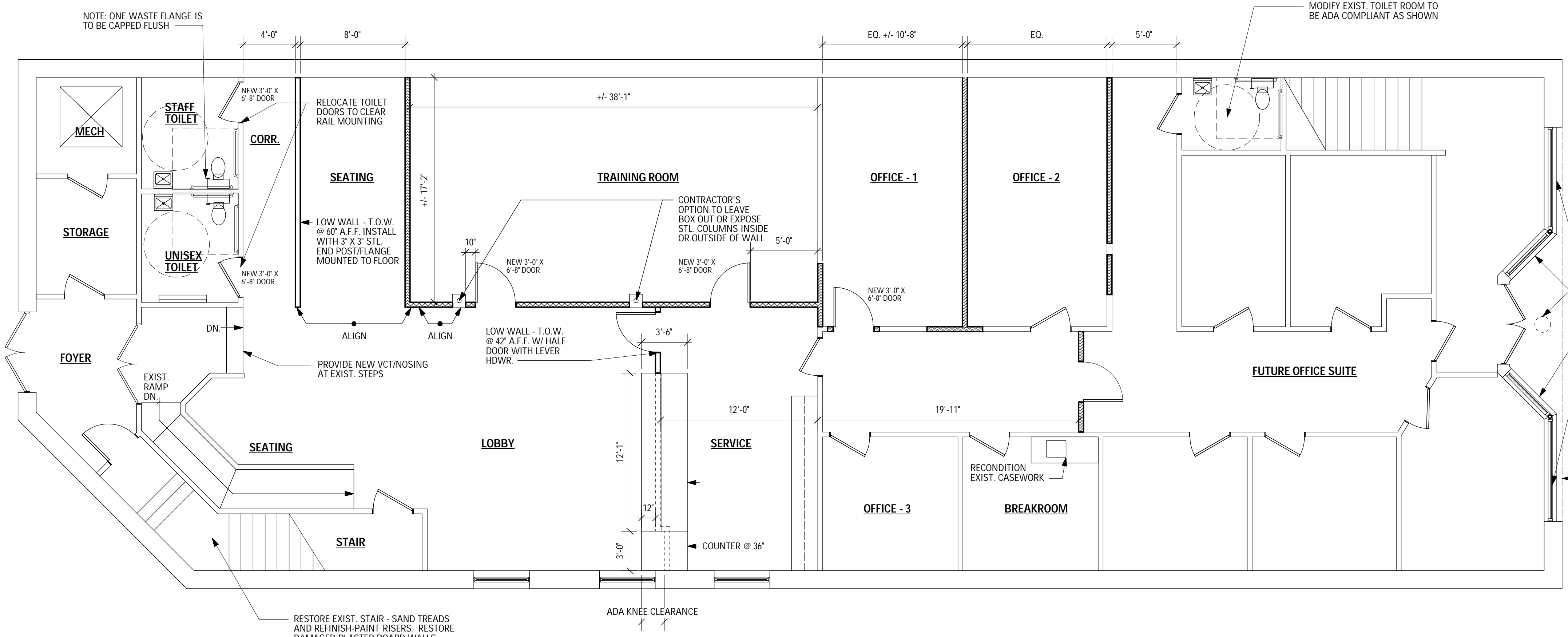
SECOND FLOOR PLAN 2
3/16" = 1'-0"

CONSTRUCTION GENERAL NOTES

- FIELD VERIFY EXISTING CONDITIONS PRIOR TO WORK.
- DIMS SHOWN ARE TO WALL/MATERIAL FINISH. CONTRACTOR IS RESPONSIBLE FOR CORRECT PLACEMENT OF STUD LOCATIONS TO INSURE ANY AND ALL REQUIRED CLEARANCES.
- REPAIR HOLES / DAMAGED AREAS OF EXISTING FINISHES AT ALL DEMOLISHED PLUMBING & ELECTRICAL DEMO LOCATIONS.
- PROVIDE PROTECTION FOR ANY EXISTING FINISHES THAT ARE SCHEDULED TO REMAIN.
- NO WORK SHALL BE DONE BY CONTRACTORS THAT WILL REDUCE THE STRUCTURAL INTEGRITY OF THAT BUILDING OR ITS COMPONENTS, REDUCE THE CURRENT LEVEL OR DEGREE OF FIRE PROTECTION, OR LIFE-SAFETY MEASURES, OR CONFLICT WITH ANY APPLICABLE CODES, ORDINANCES, REGULATIONS, REQUIREMENTS OR INSTRUCTIONS OF INSPECTING AUTHORITIES.
- REMAINING SURFACES THAT ARE DISTURBED OR IN ANY WAY MARRED OR DAMAGED BY DEMOLITION OPERATIONS OR INSTALLATION OF NEW MATERIALS, ARE TO BE PATCHED, REFINISHED OR REPLACED AS REQUIRED TO PRODUCE A FINISHED APPEARANCE. PATCHING AND REPAIRING IS TO BE MADE WITH NEW LIKE MATERIALS MATCHING THE EXISTING MATERIAL IN FORM AND FINISH.
- ANY WOOD COMING IN CONTACT WITH CONC. OR MASONRY IS TO BE PRESSURE TREATED AND ISOLATED WITH LAYER OF 6 MIL POLY.
- ALL NEW PARTITIONS ARE TO BE 1/2" (BOTH SIDES) ON 2X4 WD. STUDS. CONTRACTOR'S OPTION TO USE STEEL STUDS AS LONG AS ALL REQUIRED CLEARANCES ARE MAINTAINED.
- INSTALL NEW ADA COMPLIANT LEVER HARDWARE AT ALL DOORS THROUGHOUT.
- ALL DOORS ARE TO BE 3'-0" X 6'-8" FULLY ADA COMPLIANT DOORS.
- AT ALL STAIRWAY AND CORRIDOR DOORS PROVIDE INSURE THAT DOORS ARE FULLY WEATHER SEALED AND AIRTIGHT.
- NEW PARTITIONS ARE TO BE 2X4 STUD WITH BLOW IN CELLULOSE INSULATION (TO TOP). AT ALL EXIST PARTITIONS TO REMAIN, INSTALL BLOW IN CELLULOSE INSULATION FOR SOUND ATTENUATION. NEW PARTITIONS TO BE ATTACHED TO FLOOR FRAMING ABOVE.
- ALL CASEWORK/CABINERY WILL BE PROVIDED BY TENANT. INSURE 36" LONG X 36" HIGH ADA COMPLIANT COUNTER WHERE SHOWN ON PLAN.
- REMOVE ALL EXISTING CASEWORK EXCEPT THAT SHOWN IN BREAK ROOM.
- REMOVE ALL EXISTING FLOOR AND CEILING FINISHES.
- INSTALL NEW CARPET IN ALL OFFICES AND TRAINING ROOM. ALL OTHER AREAS TO RECEIVE VCT. COLORS TO BE SELECTED BY OWNER/TENANT.
- EXISTING DOORS TO REMAIN ARE TO BE REFINISHED. NEW DOORS ARE TO MATCH EXISTING DOORS WHERE POSSIBLE. PROVIDE SOLID CORE DOORS AT TRAINING ROOM.
- AT EXISTING RAMP, UPDATE FINISHES AND RAILINGS. RAILS ARE TO BE 1 1/4" DIA. PIPE WITH WALL RETURNS AT ALL ENDS.
- EXISTING TOILET ROOMS TO BE MODIFIED AS SHOWN TO MEET ADA REQUIREMENTS. PROVIDE CHANGING TABLE IN UNISEX PUBLIC TOILET. PROVIDE CODE ACCESS LOCK FOR STAFF TOILET.

GENERAL FINISH NOTES

- GROUND FLOOR COMMERCIAL SPACES**
- WALLS** - ALL NEW WALLS WILL BE GYPBD ON WOOD STUDS/FURRING WITH EITHER VINYL BASE OR 1X6 PAINTED FLAT WOOD BASE. PLASTER BOARD WALLS IN STAIRWELLS WILL BE REPAIRED AND PAINTED.
- CEILINGS** - NEW CEILINGS WILL BE LAY-IN, FLUSH, ACOUSTIC TILE CEILINGS TO MATCH EXISTING CEILINGS IN ALL AREAS. NOTE THAT ORIGINAL DAMAGED, PRESSED TIN CEILING, CURRENTLY CONCEALED ABOVE EXISTING LAY-IN CEILING WILL BE PRESERVED IN PLACE THROUGHOUT. LAY-IN CEILING WILL BE SLOPED UP AT FRONT STOREFRONT WALL TO MAKE FULL HEIGHT OF STOREFRONT VISIBLE ON THE INTERIOR (THIS IS CURRENTLY THE CASE INSIDE THE FRONT ENTRANCE); PROVIDE ACOUSTIC BATTS ABOVE LAY-IN CEILING AT ALL LOCATIONS.
- FLOORS** - OPEN PUBLIC AREAS AND BATHROOMS WILL BE VCT ON EXISTING CONCRETE SLAB; OFFICES AND TRAINING ROOM WILL BE DIRECT GLUED CARPET ON EXIST. CONCRETE SLAB; EXISTING STAIRS TO BE REFINISHED WOOD.
- SECOND FLOOR APARTMENTS**
- WALLS** - ALL NEW WALLS WILL BE GYPBD ON WOOD STUDS/FURRING WITH 1X6 PAINTED FLAT OR BEADED WOOD BASE. PLASTER BOARD WALLS IN STAIRWELLS WILL BE REPAIRED AND PAINTED. INSULATE ALL DEMISING WALLS, EXTERIOR WALL FURRINGS, AND TOILET WALLS WITH BLOW IN CELLULOSE INSULATION - INSTALL IN TWO APPLICATIONS TO INSURE INSULATION TO FULL HEIGHT OF WALL.
- CEILINGS** - NEW CEILINGS WILL BE GYPBD DIRECT ON ORIGINAL JOISTS. PROVIDE BLOW IN CELLULOSE INSULATION AT ALL CEILING LOCATIONS.
- FLOORS** - EXISTING T&G WOOD FLOORING WILL BE REFINISHED THROUGHOUT WITH DAMAGED AREAS BEING REPAIRED TO MATCH ORIGINAL FLOORING. BATHROOMS WILL HAVE A CEMENT BACKER BOARD OVERLAY AND CERAMIC TILE. TILE WILL NOT BE SIMULATED WOOD.
- DOORS** ARE TO BE PAINTED 2-PANEL SOLID WOOD DOORS.
- WINDOWS** ARE TO BE BRONZE ANODIZED ALUMINUM SLIDERS MATCHING FINISH ON CURRENT WINDOWS. NOTE THAT NO ORIGINAL WINDOWS REMAIN IN ANY ORIGINAL OPENINGS.

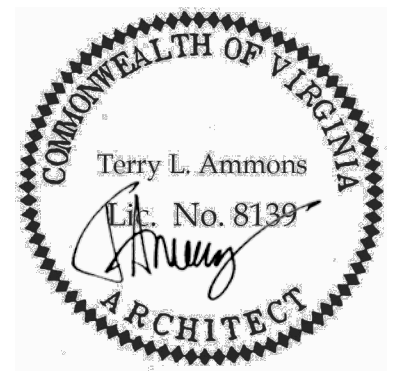


FIRST FLOOR PLAN 1
3/16" = 1'-0"

- NEW CEILING LIGHT FIXTURE AT SOFFIT
- NEW BRONZE ALUM. STOREFRONT SYSTEM (MATCH EXIST. DOOR/TRANSOM FINISH) INSTALLED IN ORIGINAL STOREFRONT OPENINGS WITH ORIGINAL SILLS IN PLACE. INSTALL PAINTED PANEL BULKHEAD AND TRIM AS NECESSARY TO CLOSE JOINTS AT PERIMETER.
- LINE OF SOFFIT SHOWN DASHED OVERHEAD



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 DATE
15 AUGUST, 2020
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sa1905
 SHEET TITLE
FLOOR PLAN / NOTES

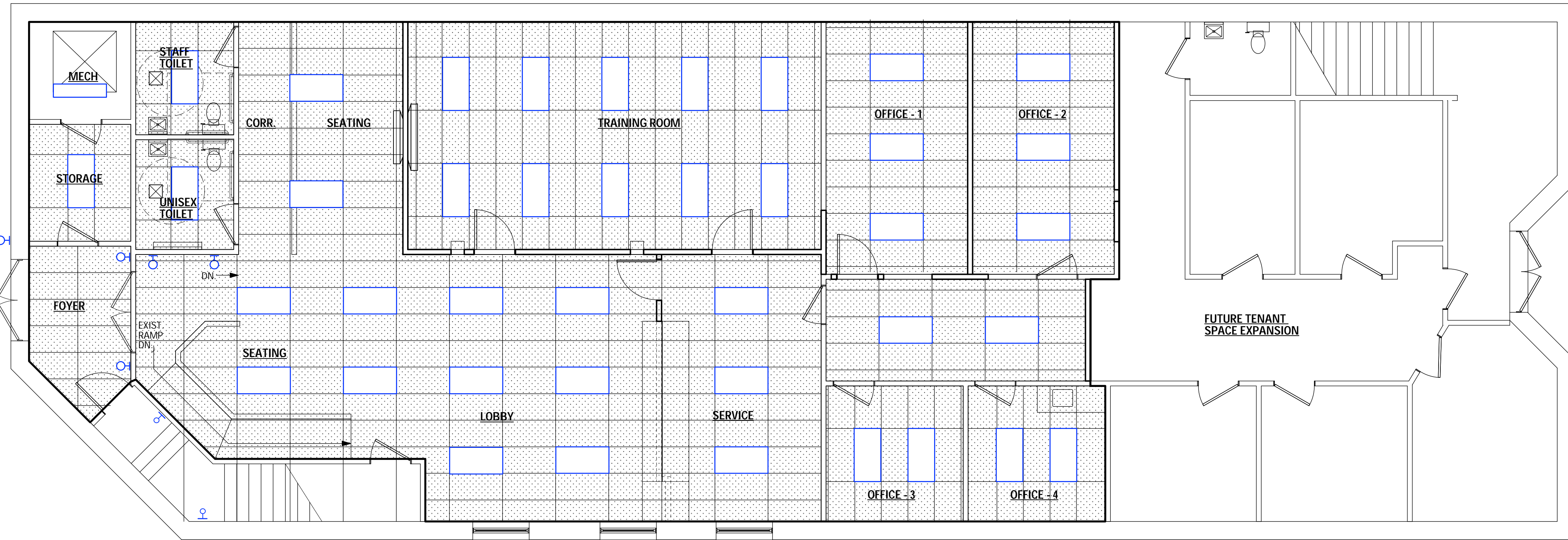
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FIRST FLOOR MEP PLAN 1

3/16" = 1'-0"



FIRST FLOOR RCP 1

3/16" = 1'-0"

EXIST. LAY IN CLG TILES AND GRID TO BE REMOVED AND REPLACED WITH NEW GRID AND LAY IN ACT CEILING. COORD. LOCATIONS OF DIFFUSERS AND SPRINKLER HEADS WITH GRID/TILE LAYOUT

NOTE: LIGHTING SHOWN FOR REFERENCE ONLY FINAL LIGHTING AND SUPPLY/RETURN DIFFUSERS AND SPRINKLER LOCATIONS BY OTHERS.

GENERAL RCP NOTES

- 1. REMOVE ALL EXISTING LAY IN CEILING TILES, GRID, AND HANGERS.
2. MEP CONTRACTORS TO COORDINATE UPGRADES/MODIFICATIONS TO EXISTING SYSTEMS AND DUCT/CONDUIT RUNS AFTER REMOVAL OF EXISTING DROPPED CLG.
3. MECHANICAL CONTRACTOR IS TO COORDINATE ANY MODIFICATIONS TO EXISTING DUCT DISTRIBUTION TO ACCOMMODATE NEW PARTITION LAYOUT AND LIGHTING LOCATIONS.
4. PROVIDE 2x4 AND 1x4 RECESSED T-8 FLUORESCENT FIXTURES AT ALL CEILING LOCATIONS - CONFIGURATION SHOWN FOR REFERENCE ONLY. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR FINAL FIXTURE LOCATIONS AND CONFIGURATION TO CODE.
5. PROVIDE EXHAUST FANS IN TOILET ROOMS SWITCHED WITH LIGHT AND EXHAUSTED TO THE EXTERIOR.
6. COORDINATE AV NEEDS IN TRAINING ROOM WITH TENANT.

ELECTRICAL GENERAL NOTES

- 1. ALL ELECTRICAL LOCATIONS SHOWN ON PLANS ARE FOR REFERENCE ONLY. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR SEEING THAT THE FINAL INSTALLATION MEETS ALL APPLICABLE CODES.
2. EXISTING ELECTRICAL SERVICE TO REMAIN. PANEL AND CIRCUITS TO BE MODIFIED FOR NEW PLAN LAYOUT. ELECTRICAL CONTRACTOR IS RESPONSIBLE FOR LAYOUTS REQUIRED FOR PERMITTING.
3. INSTALL EGRESS-EMERGENCY LIGHT FIXTURES AS REQUIRED BY CODE, HAVING TWO DIRECTIONAL LIGHTS.
4. INSTALL WIRES & CABLES ACCORDING TO THE NECA'S "STANDARD OF INSTALLATION."
5. THE ELECTRICAL CONTRACTOR SHALL INCLUDE ALL BACKBOARD MATERIAL, BLOCKING, & ELECTRICAL OUTLETS NECESSARY FOR SYSTEM(S) OPERATION.
6. THE GENERAL CONTRACTOR IS TO COORDINATE & INSTALL ALL BLOCKING NECESSARY TO PROPERLY SUPPORT ANY OWNER PROVIDED SYSTEM PANELS & EQUIPMENT. THESE MAY INCLUDE SECURITY, TV/SATELLITE, DATA, ETC.
7. SWITCHES & RECEPTACLES AT COUNTERS SHALL BE MOUNTED AT THE ADA APPROVED HEIGHT(S) OF 42" AFF. ALL OTHER RECEPTACLES & PHONE JACK BOXES IN FRAME WALLS TO BE MOUNTED AT THE ADA APPROVED HEIGHT(S) OF 18" AFF UON.
8. THE CONTRACTOR IS TO COORDINATE THE INSTALLATION OF ALL NECESSARY POWER, TV, & DATA LOCATIONS FOR OWNER SUPPLIED EQUIPMENT. ALL LOCATIONS ARE TO BE REVIEWED & SIGNED OFF ON BY THE OWNER PRIOR TO ROUGH-IN INSTALLATION.
9. ELECTRICAL SUBCONTRACTOR IS TO MARK ALL LOCATIONS FOR RECEPTACLES AND SWITCHES PRIOR TO INSTALLATION FOR REVIEW AND APPROVAL BY OWNER PRIOR TO INSTALLATION.

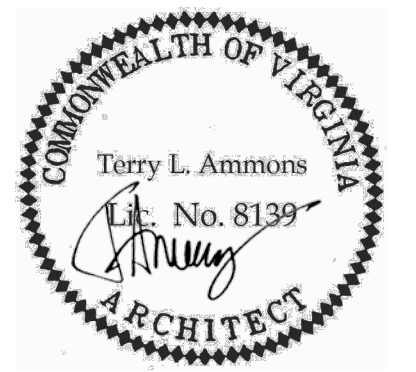
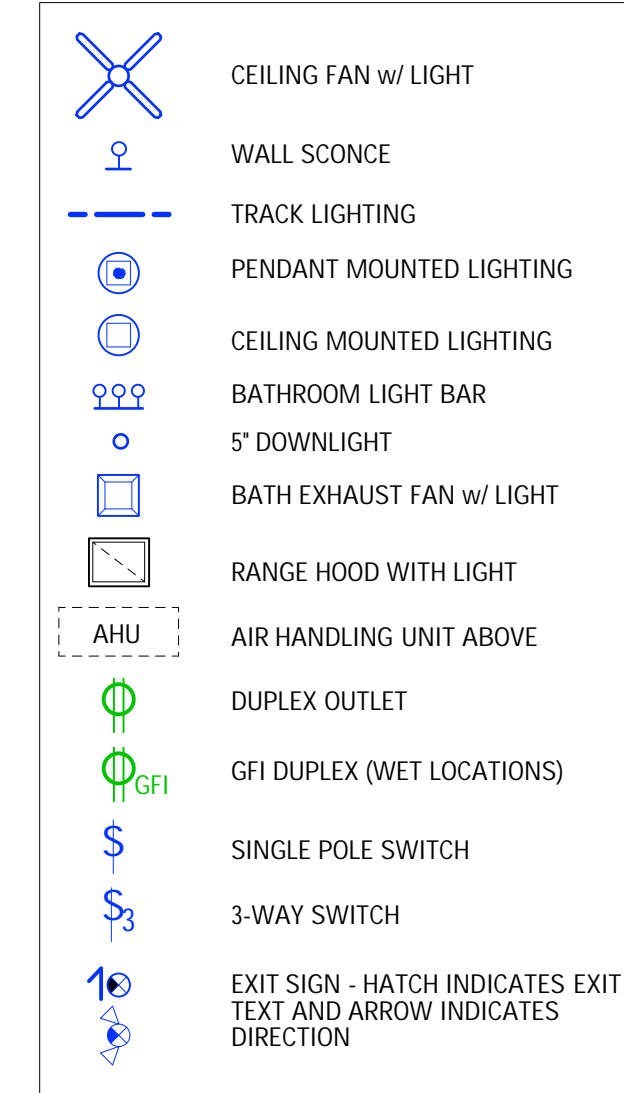
MEP GENERAL NOTES

- 1. ALL MEP WORK IS TO BE DESIGN-BUILD.
2. WORK SHALL CONFORM TO VIRGINIA CONSTRUCTION CODE, 2012 & IPC, IEC, AND IMC. OTHER THAN FIXTURE LOCATIONS SHOWN ON THE PLAN, THIS SET OF DOCUMENTS DOES NOT INCLUDE ENGINEERED MEP INFORMATION.
3. THE MEP INFORMATION PRESENTED IS FOR GENERAL INFORMATION PURPOSES ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MODIFICATIONS REQUIRED FOR THE PROPER EXECUTION OF THE WORK. IF THE BUILDING INSPECTION DEPARTMENT REQUIRES THAT THE MEP WORK BE DESIGNED & SEALED BY AN ENGINEER, THEN IT SHALL BE THE SUB-CONTRACTOR'S RESPONSIBILITY TO COORDINATE, OBTAIN, & SUBMIT THE REQUIRED INFORMATION.
4. INSTALL &/OR CONSTRUCT ALL PRODUCTS & MATERIALS IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS & INDUSTRY STANDARDS.
5. HVAC SYSTEMS SHALL BE DESIGNATED SO AS TO MAINTAIN A TEMPERATURE AT 2 +/- 3° F DURING THE COOLING CYCLE & 68 +/- 3° F DURING THE HEATING CYCLE. ALL "MAIN-RUN" DUCT WORK SHALL BE INSTALLED METAL IN ACCORDANCE WITH CODE, INDUSTRY STANDARDS, & WITH SMACNA "Architectural Sheet Metal Manual". DUCT-BOARD SHALL NOT BE PERMITTED. NOTE - ONLY WHERE DUCTS ARE CALLED FOR.
6. THE MECHANICAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL MECHANICAL RELATED ROOF WORK WITH THE ROOFING CONTRACTOR.
7. ALL BATHROOMS SHALL BE MECHANICALLY EXHAUSTED TO THE EXTERIOR. EXHAUST FANS ARE TO BE OPERATED BY SWITCH.
8. SUBMIT ALL PRODUCT DATA & DUCT/PIPING ROUTING DESIGN PLANS FOR APPROVAL BY THE OWNER/ARCHITECT PRIOR TO ANY SUB-CONTRACTOR INSTALLATION WORK.
9. INSTALL LOW VOLTAGE PROGRAMMABLE, MICROPROCESSOR-BASED, WALL MOUNTED THERMOSTAT. COORD LOCATION WITH OWNER PRIOR TO INSTALLATION. THERMOSTATS ARE TO HAVE 7-DAY PROGRAMMING WITH MINIMUM OF FOUR DAILY SETTINGS. CONTRACTOR IS TO OBTAIN OWNER APPROVAL OF THERMOSTAT PRIOR TO PURCHASE/INSTALLATION.
10. INSTALL & CONNECT ALL EQUIPMENT & ASSOCIATED FUEL & VENT FEATURES & SYSTEMS ACCORDING TO ALL APPLICABLE LOCAL & STATE CODES & REGULATIONS & MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO INSURE THAT THE FINISHED INSTALLATION WILL NOT VOID ANY WARRANTY CONDITIONS ON THE EQUIPMENT OR SYSTEMS.
11. VENTS, OUTSIDE-AIR PIPE CONNECTIONS, & DRAINS: INSTALL VENT TERMINAL DESIGNED TO PROTECT AGAINST BIRDS, INSECTS, & DIRT. PROVIDE ALL MANUFACTURER'S RECOMMENDED BOOTS & FLASHING AT ALL VENT PENETRATIONS.
12. CONNECT CONDENSATE DRAIN PANS USING PVC DRAINAGE PIPING. EXTEND TO NEAREST EQUIPMENT DRAIN (TYPICALLY WASHER/DRYER DRAIN). TERMINATE TO SUIT LOCAL CODE REQUIREMENTS, UNLESS STRICTER METHODS ARE INDICATED. COORDINATE FINAL LOCATION OF ALL CONDENSATE DRAINS WITH OWNER PRIOR TO INSTALLATION. EXTEND DRAIN LINES OUT FROM FACE OF EXTERIOR WALL TO AVOID DRIPPING ALONG BUILDING WALL.
13. COORDINATE THE TYPE & LOCATION OF ALL MECHANICAL GRILLS IN THE CORRIDORS & PUBLIC SPACES PRIOR TO SUBMITTING DESIGN FOR PERMIT. ALL GRILLS ARE TO BE PREFINISHED TO MATCH ADJACENT WALL COLOR.
14. COORDINATE THE LOCATION OF ALL ACCESS PANELS WITH THE OWNER/TENANT PRIOR TO INSTALLATION.

PLUMBING GENERAL NOTES

- 1. ALL WORK & MATERIALS SHALL COMPLY WITH ADA REQUIREMENTS WHERE APPLICABLE. PLUMBING CONTRACTOR IS RESPONSIBLE FOR LAYOUTS REQUIRED FOR PERMITTING.
2. IN ADA COMPLIANT UNITS, TOILET FIXTURE MUST HAVE A FINISH DIMENSION OF 1'-6" (18") FROM THE CENTER OF THE FIXTURE (BOWL) TO THE FINISH WALL SURFACE, AS REQUIRED BY ADA. THE FLUSH VALVE OR HANDLE MUST BE LOCATED ON THE OPEN (ACCESSIBLE) SIDE OF THE TOILET.
3. THE PLUMBING CONTRACTOR SHALL INSULATE ANY CRAWL SPACE OR ABOVE CEILING WATER (SUPPLY/RETURN) PIPING.
4. THE PLUMBING CONTRACTOR IS RESPONSIBLE FOR COORDINATING ALL PLUMBING RELATED ROOF WORK WITH THE ROOFING CONTRACTOR.
5. PROVIDE "LOW-BOY" 40-GALLON TANK-TYPE WATER HEATERS LOCATED IN THE MECHANICAL/STORAGE CLOSET.
6. REINFORCEMENT: PROVIDE BLOCKING AT WALL LOCATIONS FOR ASSOCIATED HANGERS OR BRACKETS.
7. INSTALL FIXTURES WITH FLANGES & GASKET SEALS.
8. INSTALL WATER-SUPPLY STOP VALVES IN ACCESSIBLE LOCATIONS CONCEALED BELOW EACH FIXTURE. USE LEVERED BALL-COCK TYPE SHUT-OFFS (TYP.) PROVIDE ISOLATION VALVES AND ACCESS PANELS (IF REQUIRED) FOR EACH BATHROOM AND KITCHEN.
9. INSTALL ESCUTCHEONS AT WALL, FLOOR, & CEILING PENETRATIONS IN EXPOSED, FINISHED LOCATIONS & WITHIN CABINETS & MILLWORK. USE DEEP-PATTERN ESCUTCHEONS WHERE REQUIRED TO CONCEAL PROTRUDING PIPE FITTINGS.
10. SEAL JOINTS BETWEEN FIXTURES & WALLS, FLOORS, & COUNTERS USING SANITARY-TYPE, ONE-PART, MILDEW-RESISTANT, SILICONE SEALANT.

CEILING PLAN LEGEND



REVISION

Table with 2 columns: Description, Date. Contains 3 empty rows for revisions.

RECORD ISSUE

HTC PART 2

DATE

15 AUGUST, 2020

PROJECT No.

sa1905

SHEET TITLE

REFLECTED CEILING PLANS

SHEET NO.

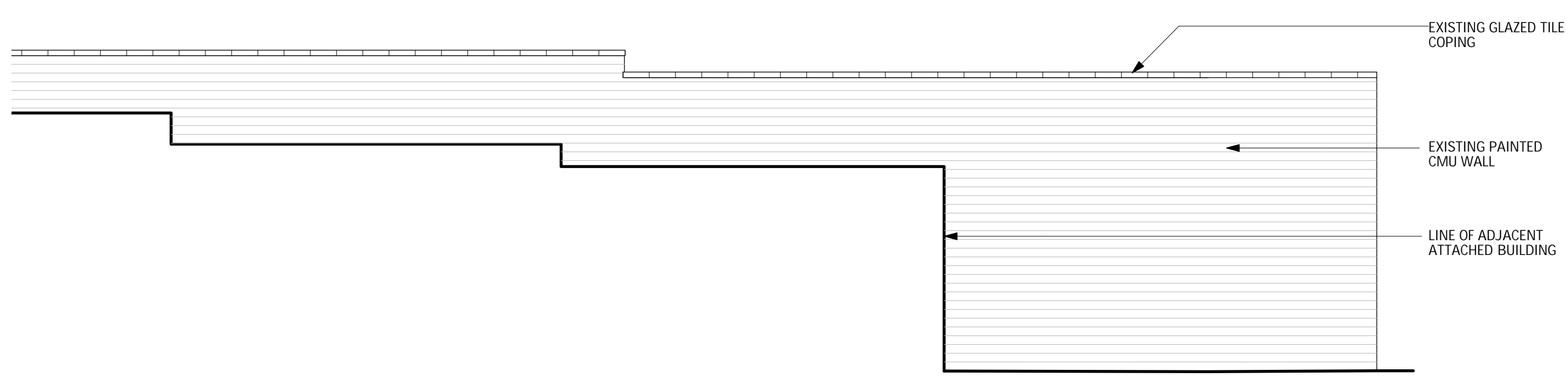
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106 N. MAIN ST.

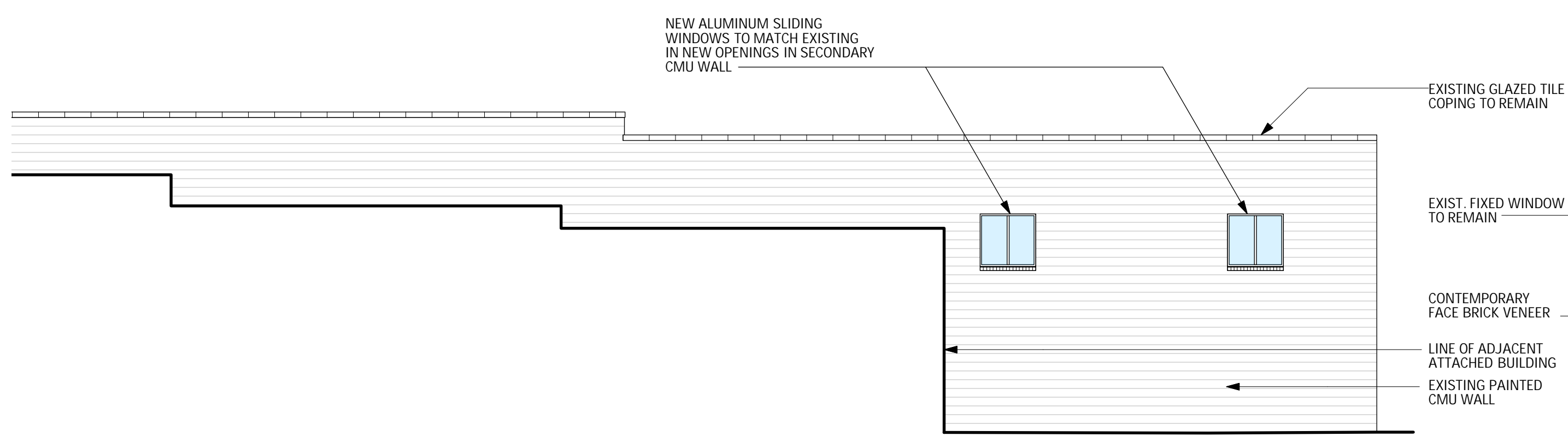
HOPEWELL, VA 23219

OWNER
MARK MUELLER
106 N. MAIN ST.
HOPEWELL, VA 23219

TENANT UPFIT 1ST FLOOR TENANT SPACE #1



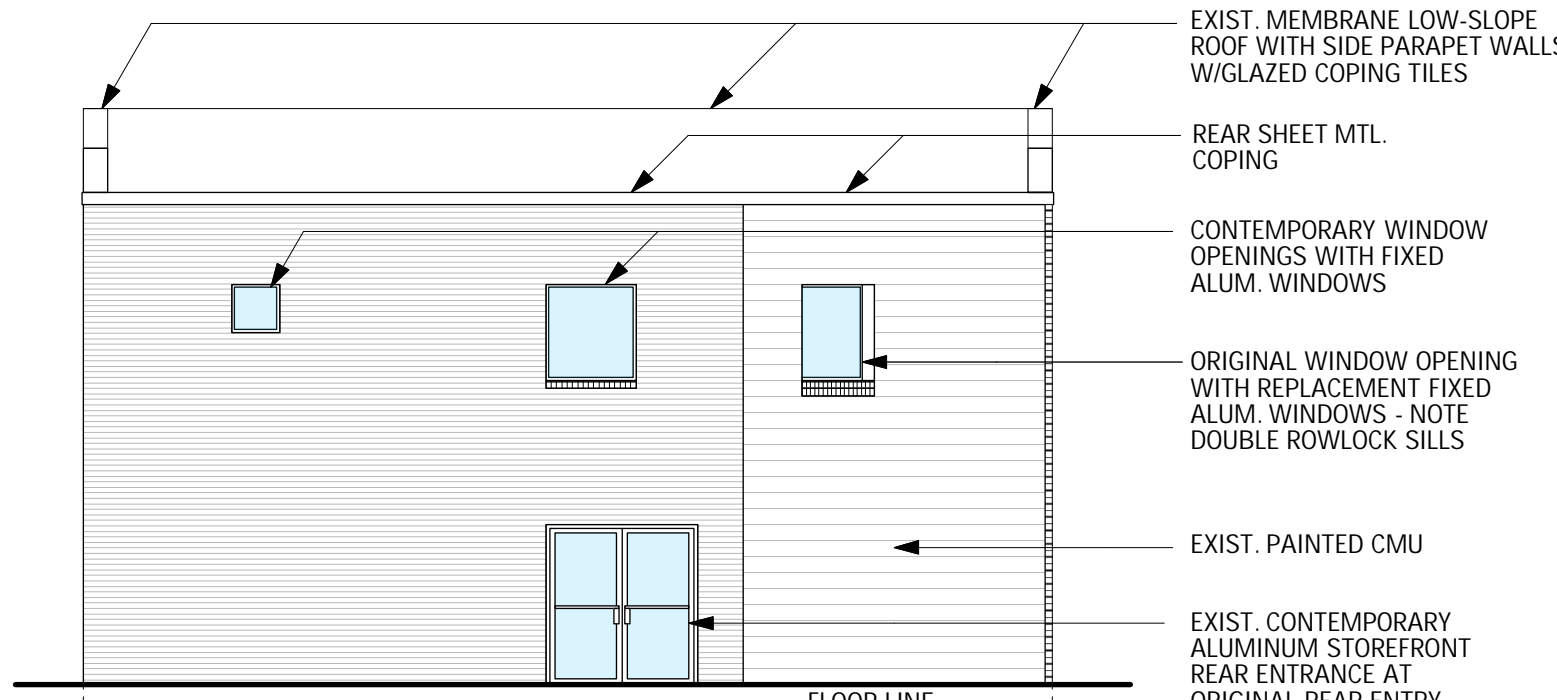
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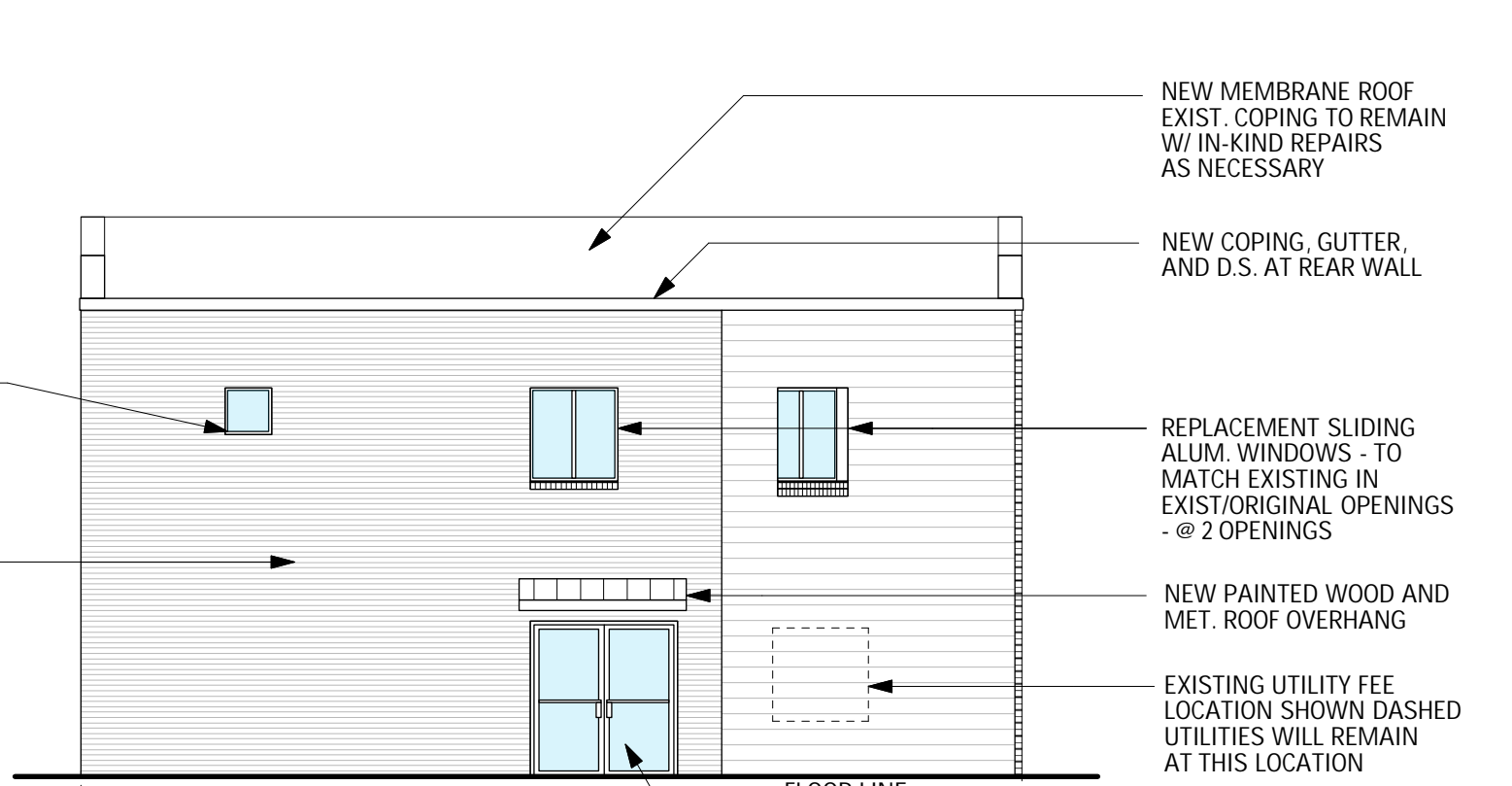
PROPOSED

NORTH ELEVATION

3/16" = 1'-0"



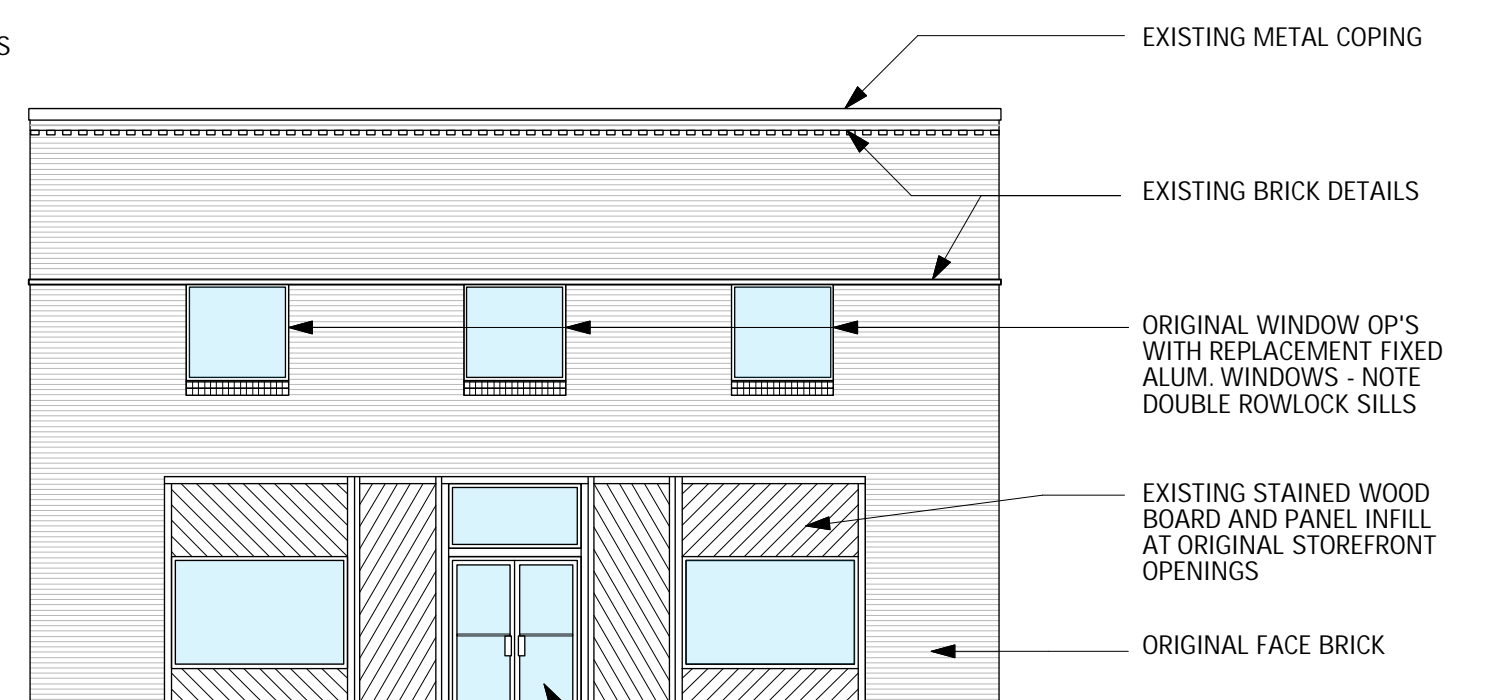
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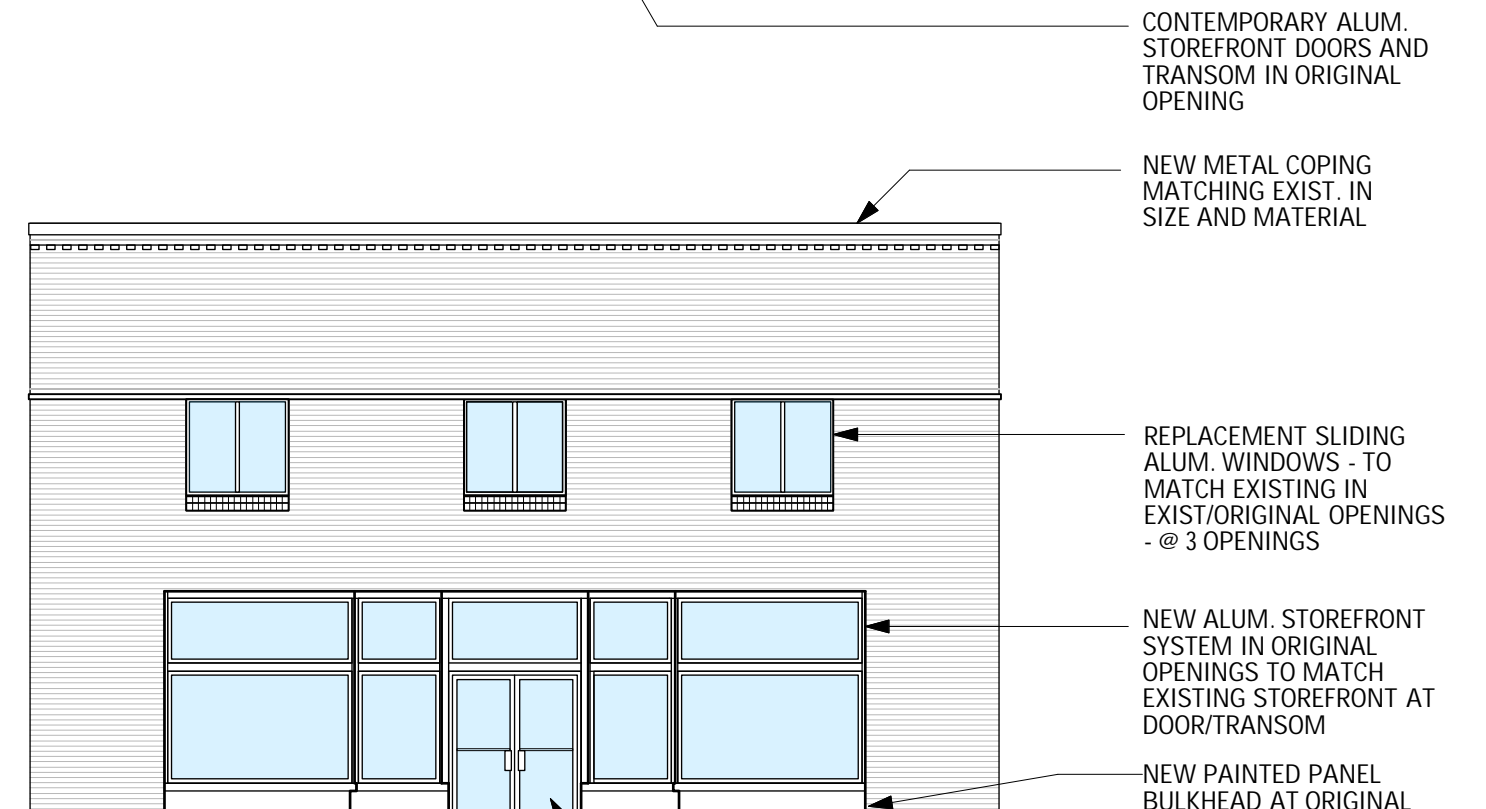
PROPOSED

WEST ELEVATION

3/16" = 1'-0"



EXISTING



PROPOSED

EAST ELEVATION

3/16" = 1'-0"

GENERAL ROOFING NOTES

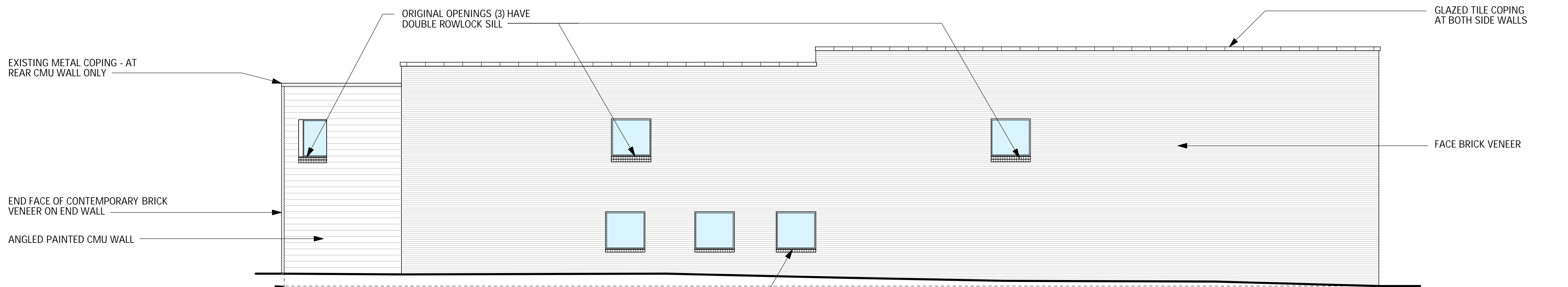
- REMOVE ALL EXISTING MEMBRANE ROOFING, EXTERIOR GUTTERS, FLASHING, VENTS AND MISCELLANEOUS PENETRATIONS IN PREPARATION FOR INSTALLATION OF NEW ROOFING.
- INSPECT DECKING FOR DAMAGE AND DETERIORATION. MAKE ALL NECESSARY REPAIRS TO ROOF RAFTERS AND SHEATHING PRIOR TO INSTALLATION OF ANY NEW ROOFING SYSTEMS. REPLACE ANY DAMAGED OR ROTTED DECKING WITH MATERIAL THAT MATCHES ADJACENT DECKING BOARDS PRIOR TO INSTALLATION OF NEW ROOFING. WHERE RAFTERS/DECKING ARE VISIBLE ON THE INTERIOR, VERIFY REPAIR/REPLACEMENT MATERIALS WITH THE ARCHITECT PRIOR TO PURCHASE AND INSTALLATION.
- ALL INSTALLATIONS SHALL BE PERFORMED IN COMPLIANCE WITH THE MANUFACTURER'S RECOMMENDATIONS & STANDARD DETAILS BY AN INSTALLATION CONTRACTOR THAT HAS BEEN APPROVED & CERTIFIED BY THE MANUFACTURER.
- ANY PRE-FINISHED STEEL TRIM SHALL BE 22 GA MIN. ALL PRE-FINISHED ALUMINUM TRIM SHALL BE .040 MIN AND SHALL COMPLY WITH THE RECOMMENDATIONS OF SMACNA'S ARCHITECTURAL SHEET METAL MANUAL AS THEY APPLY TO DESIGN, DIMENSIONS, METAL & OTHER CHARACTERISTICS OF THE ITEM INDICATED.
- FORM NON-EXPANSIVE BUT MOVEABLE JOINTS IN METAL TO ACCOMMODATE ELASTOMERIC SEALANT TO COMPLY WITH SMACNA STANDARDS.
- FABRICATE ANY NON-MOVING SEAMS IN SHEET METAL WITH FLAT-LOCK SEAMS. FORM SEAMS WITH EPOXY OR POLYURETHANE SEAM SEALER.
- SEPARATE NON-COMPATIBLE METALS OR CORROSIVE SUBSTRATES WITH A COATING OF ASPHALT MASTIC OR OTHER PERMANENT SEPARATION MATERIAL.
- ALLOW FOR THERMAL EXPANSION OF METAL TRIM PIECES.
- REVIEW LOCATION OF ALL ROOFTOP MOUNTED EQUIPMENT WITH THE OWNER/ARCHITECT PRIOR TO PREPARING FOR INSTALLATION. UNITS ARE TO BE LOCATED WITH CONSIDERATION FOR EFFICIENT REFRIGERANT RUNS AND MINIMAL VISIBILITY.
- EXTERIOR HVAC UNITS ARE TO BE INSTALLED ON EQUIPMENT CURB AND PROVIDED WITH MOUNTING STRAPS TO PREVENT MOVEMENT. ALL CURBS TO BE INSTALLED PER MFR'S RECOMMENDATIONS. AT ALL CURBS, ATTACHMENTS & PENETRATIONS ARE TO BE FULLY FLASHED & SEALED PER ROOF MANUFACTURER'S RECOMMENDATIONS & TO SATISFY ALL ROOFING WARRANTY REQUIREMENTS. ROOFING SUBCONTRACTOR IS TO COORDINATE ROOFING INSTALLATION WITH THE CONSTRUCTION OF AND FLASHING TO ROOF MOUNTED EQUIPMENT SUPPORTS AND CURBS TO INSURE A WATER AND WEATHERTITE FINISHED CONDITION.
- AT ALL PARAPETS, REMOVE LOOSE MORTAR AND RE-SET/SECURE ANY LOOSE COPING TILES.
- CONTRACTOR IS TO SUBMIT SAMPLES OF ALL ROOFING AND FLASHING MATERIALS AND ACCESSORIES FOR APPROVAL BY THE ARCHITECT, OWNER PRIOR TO PURCHASE OR INSTALLATION.
- CONTRACTOR IS TO PROVIDE OWNER WITH WARRANTY PAPERS FOR ALL ROOFING WORK ONCE WORK IS COMPLETE AND INSPECTED BY MANUFACTURERS REPRESENTATIVES (AS REQUIRED)

NEW ROOFING:

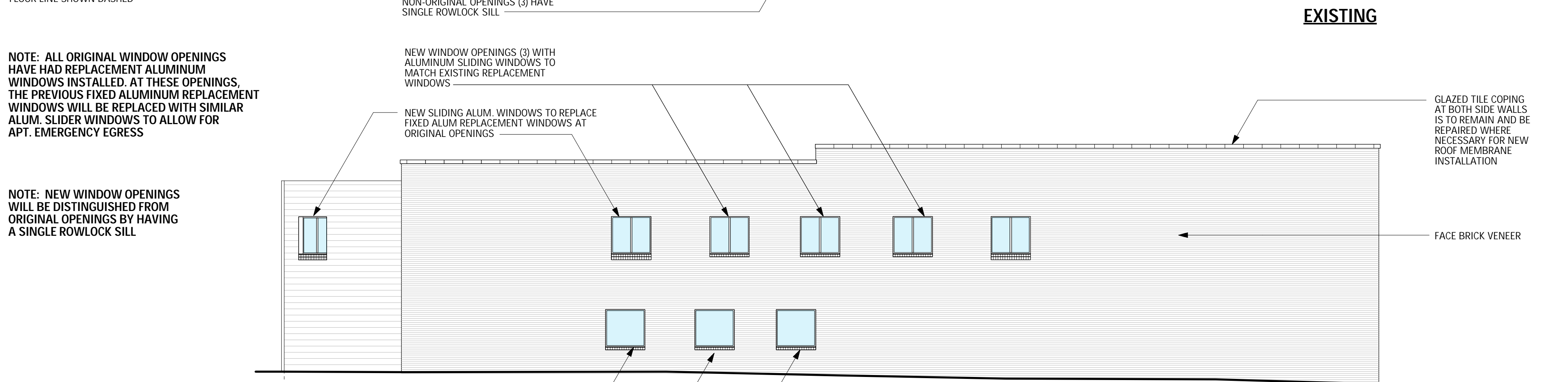
NEW ROOFING IS TO BE ALL NEW TPO - PVC MEMBRANE ROOFING, FULLY ADHERED ON MECHANICALLY FASTENED 3/4" BASE SHEET. PROVIDE ALL FLASHING, ATTACHMENTS, DRIPS, TERMINATIONS, AND TRIM PER MANUFACTURER'S RECOMMENDATIONS. MEMBRANE IS TO WRAP UP INSIDE FACE OF PARAPET WALLS A MINIMUM 8" WITH TERMINATION BARS AND COUNTER FLASHING (BLACK). WRAP OVER WEST ROOF EDGE AND CONCEAL MEMBRANE WITH PREFIN. METAL COPING (4" EXPOSURE).

GUTTERS AND DOWNSPOUTS:

INSTALL NEW 6" PRE-FINISHED ALUMINUM GUTTERS AND 4" DOWNSPOUTS AT WEST WALL. ATTACH GUTTER WITH FASCIA BRACKETS AT A MIN OF ONE PER 4 LIN. FEET. ATTACH DOWNSPOUTS TO WALL WITH STAND OFF BRACKETS (MIN. 6" O.C.). PROVIDE CLOSURES AT EACH END OF GUTTER. ALL JOINTS AND MECHANICAL FASTENER LOCATIONS IN GUTTERS AND DOWNSPOUTS ARE TO BE SEALED WITH CLEAR POLYURETHANE SEALANT. PROVIDE SPLASHBLOCKS AT ALL DOWNSPOUT LOCATIONS THAT ARE NOT PIPED.



EXISTING



PROPOSED

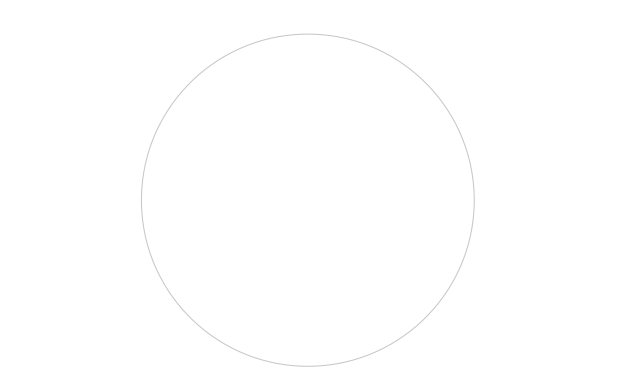
SOUTH ELEVATION

3/16" = 1'-0"

1



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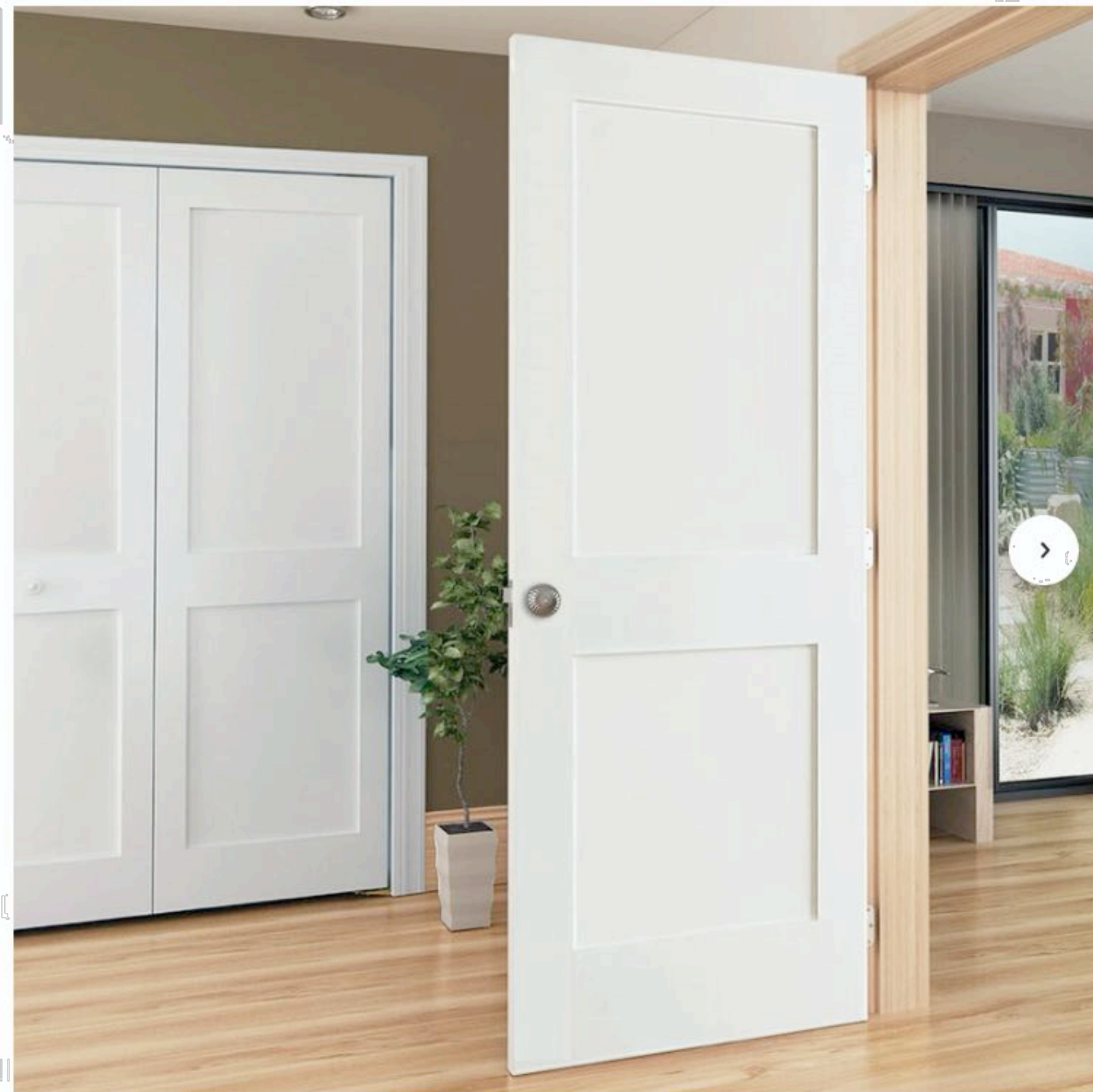
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Paneled Solid Wood Painted Shaker Standard Door

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1

What We Offer

Protection Plan
Coverage from \$13.99. [What's Covered](#)

Product Overview

Description

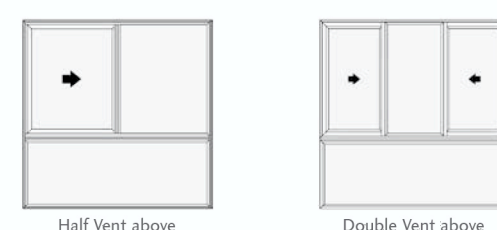
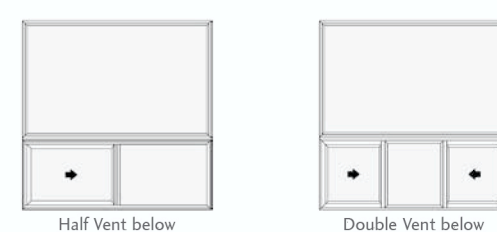
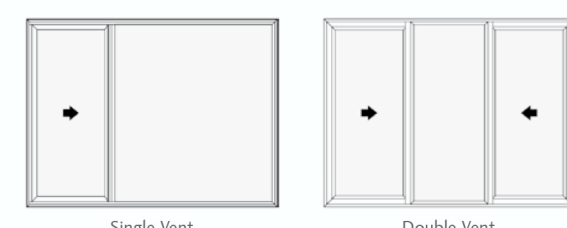
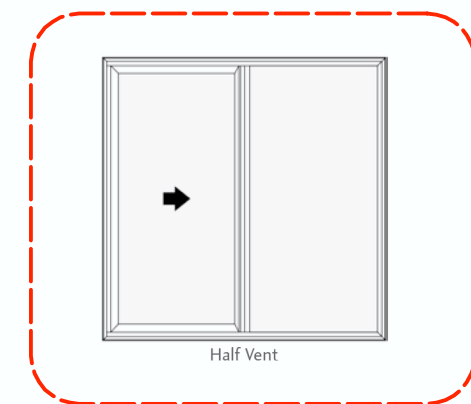
NOTE: ALL INTERIOR APARTMENT DOORS ARE TO BE SIMILAR PAINTED SOLID WOOD DOORS WITH LEVER HARDWARE - SCHLAGE "JUPITER" OR EQUAL



Standard Aluminum Series Windows & Patio Doors
Architectural Manual

Horizontal Sliding Window

Configurations



Minimum/Maximum Sizes

- HALF VENT**
 - Min 2'1" Max 6'6"
- DOUBLE VENT**
 - Min 4'1" Max 10'6"
- HALF VENT (BELOW/ABOVE)**
 - Min 2'2" Max 6'7"
- DOUBLE VENT (BELOW/ABOVE)**
 - Min 4'2" Max 8'7"

Available Frame Styles

- 1" Setback
- 1-3/8" Setback
- Standard Z-bar
- No Fin (Block Frame)
- H-Bar (Slope Sill)

NOTE: For engineering approval contact your Milgard representative for any configuration over 40 square feet. Each Milgard Manufacturing plant reserves the right to alter or change sizes and configurations according to location capabilities. Ask your Milgard rep about specialty applications. Windows over 40 square feet shipped open for field glazing. Varies by location.

Not all frame styles available at all Milgard locations. Contact your Milgard Representative for more information.

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Horizontal Sliding Window — 25



APARTMENT BATHROOM TILE PATTERN - DAL TILE



Standard Aluminum Series Windows & Patio Doors
Architectural Manual

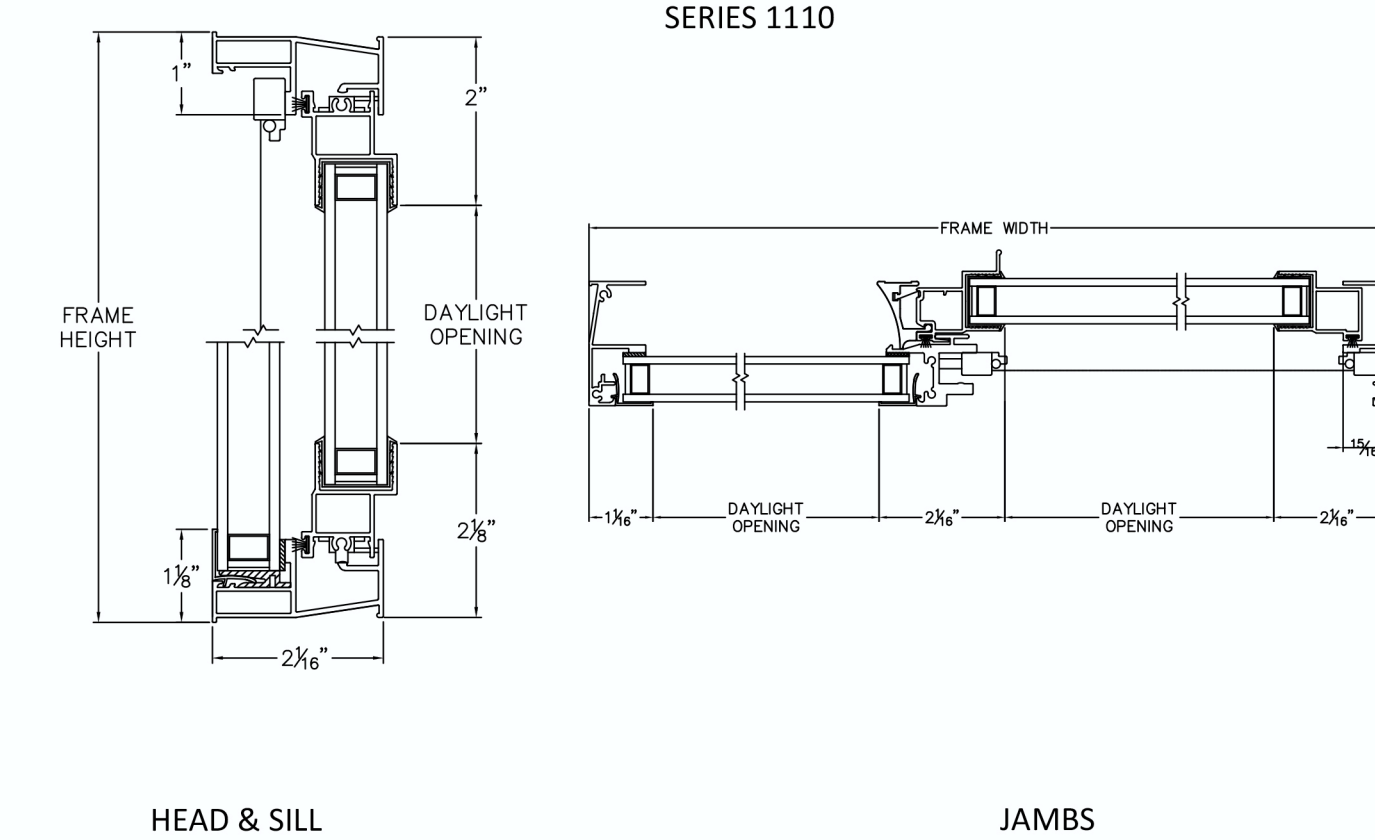
Standard Aluminum

Horizontal Sliding Window

Block Frame

CAD File Scale	View	File Name	Units
NTS	Horizontal & Vertical	1110 HV	Inch

More Technical Documents can be found at milgard.com/professionals
Due to continual research and development, details may be changed at any time. © 2013 Milgard Mfg.



Revit, SketchUp, .PDF and .DWG files can be accessed at milgard.com/professionals or clicking here:
Standard Aluminum Architectural Library

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Horizontal Sliding Window — 29

TYPICAL ALUMINUM SLIDING WINDOWS TO MATCH M&M MILGARD OR EQUAL WITH BRONZE/BROWN FINISH

106 N. MAIN ST.

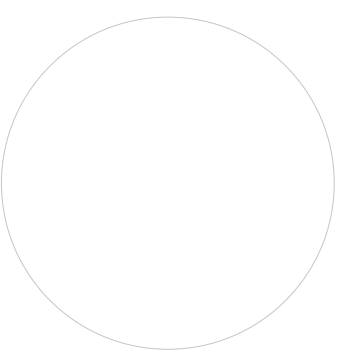
HOPEWELL, VA 23219

OWNER
MARK MUELLER
106 N. MAIN ST.
HOPEWELL, VA 23219

TENANT UPFIT 1ST FLOOR TENANT SPACE #1



235 N. Market Street
Petersburg, VA 23803
P: 804.722.1667
F: 804.722.1669
www.studioammons.com



REVISION

RECORD ISSUE

HTC PART 2

DATE

15 AUGUST, 2020

PROJECT No.

sa1905

SHEET TITLE

DOORS / WINDOWS

SHEET NO.

A 3.1

WS-4



900 Industrial Drive
Owner/Applicant: Virginia American Water Company
Modification to Development Standards

Staff Report prepared for the Hopewell City Council Work Session

September 15, 2020

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. MEETINGS & WORK SESSIONS:

Planning Commission	Public Hearing	March 5, 2020	Recommended Approval
City Council	Work Session	September 15, 2020	N/A

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Requested Zoning:	N/A
Existing Zoning:	M-2, Intensive Industrial District
Acreage:	.211 acres or 9,191 square feet
Owner:	Virginia American Water Company
Legal Description:	PLANT SITE-RANDOLPH RD 21.931 ACRES SUBDIVISION: INDUSTRIAL AREA
Election Ward:	Ward 2
Land Use Plan Recommendation:	Heavy Industrial
Strategic Plan Goal:	N/A
Map Location(s):	Sub Parcel #: 048-0200bal
Zoning of Surrounding Property:	North: M-2 South: B-3 /M-4 East: M-2 West: B-3/R-4

III. EXECUTIVE SUMMARY:

A request received from Virginia American Water/Reynolds Construction for a Modification to the Development Standards at Sub-Parcel #048-0200 to park more than five (5) cars on a graveled area.

IV. APPLICABLE CODE SECTIONS:

The provisions of the Zoning Ordinance that are germane to this request for a Modification to the Development Standards are:

G. MODIFICATIONS TO DEVELOPMENT STANDARDS AND REQUIREMENTS

1. *Any aggrieved party may appeal the determination of the Director of Development or City Engineer related to the standards contained within this Article, except for those development standards or requirements, which must be modified by the granting of a variance, special exception, conditional use permit or rezoning. Such an appeal shall be taken within thirty (30) days after the decision appealed from by filing with the Director of Development a notice of appeal specifying the grounds thereof, and paying the applicable fee established for said appeal in Article XXII-G of this ordinance. The Director of Development shall forthwith transmit to the Planning Commission for its review and recommendation to City Council all the papers constituting the record upon which the action appealed from was taken.*

2. *An appeal shall stay all proceedings, to include but limited to site plan, building permit or record plat approval, in furtherance of the action appealed from, unless the Director of Development certifies to the Planning Commission that, by reason of facts stated in the certificate, a stay would in his opinion cause imminent peril to life and property, which case proceedings shall not be stayed otherwise than by a restraining order granted by a court of record, on application and on notice to the Director of Development and for good cause shown.*

3. *The Planning Commission shall fix a reasonable time for hearing of the application and shall, within ninety (90) days after the first meeting of the Planning Commission after such referral, report to the City Council it's recommendation on the matter, unless the applicant requests or consents to action beyond such time or unless the applicant withdraws the request.*

4. *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.*

5. *The City Council may grant modifications, with or without conditions, to development standards or requirements specific to this Article. No modification to a development standard or requirement shall be authorized by the City Council unless it considers and determines substantial compliance with the Comprehensive Plan. The City Council shall not grant a modification to any development standard or requirement if:*
 - a. *The granting of the modification will constitute the granting of a variance, special exception, conditional use or a rezoning.*

 - b. *Ordinary financial considerations are the principal reason for the requested modification.*

 - c. *The modification amends a property-specific condition imposed by the City Council or the Board of Zoning Appeals, unless such condition specifically grants such modification authority to the City Council.*

 - d. *The applicant created the condition or situation generating the need for the modification and the applicant has not exhausted all other practicable solutions to the problem, including, but not limited to, the acquisition of additional property, the elimination or redesign of structures, or the reduction of the development density.*

6. *Any person or persons jointly or severely aggrieved by the final decision of the City Council shall file a written appeal with the Circuit Court for review by filing a petition at law, setting forth the alleged illegality of the action of the governing body, provided such petition is filed within thirty (30) days after the final decision is rendered by the governing body. The filing of the said petition shall stay the decision of the governing body pending the outcome of the appeal to the court. The court may reverse or modify the decision of the governing body, in whole or in part, if it finds upon review that the decision of the governing body is contrary to law or that its decision is arbitrary and constitutes an abuse of discretion, or it may affirm the decision of the governing body. Adjacent property owners' appeals shall be limited to conditions which*

directly affect the property owners and include access, utility locations, buffers, conditions of zoning, architectural treatment and land use transactions. The court shall fix a reasonable time for hearing the appeal.

Article XVIII. Development Standards, Section E. Off Street Parking Requirements

Section E-6: Parking Area Surfaces.

- a. Surfacing of Parking Area: Off street parking areas for five (5) or more cars, or loading or service areas, shall be graded and surfaced with a stable material, that will not track onto pavement, such as asphalt, concrete or an acceptable alternate that will provide equivalent protection against potholes, erosion, and dust. Construction shall be to recognized and adopted standards and engineering guidelines as determined by the Director of Public Works and City Engineer. This requirement shall also apply to interior travel lanes, and lanes for drive- in windows and driveways.
- b. Parking areas that are not provided with the type of surface specified in subsection (a) of this Section shall be graded and surfaced with crushed stone, gravel, crushed shell or other suitable material to provide a surface that is stable, and will help to reduce dust and erosion, and will reduce the impervious character of the surface. The perimeter of such parking areas shall be defined by bricks, stones, or other similar devices as approved by the Director of Development and City Engineer.
- c. Parking areas and spaces in areas surfaced in accordance with subsection (a) of this section shall be appropriately delineated with painted lines or plastic striping or other safety markings which shall provide a permanent delineation between spaces.
- d. Parking areas shall be properly maintained in all respects. Parking area surfaces shall be kept in good repair and condition allowing the impeded movement of vehicles, and parking space lines or markings shall be kept clearly visible and distinct.
- e. In heavy vehicular use areas (e.g. maintenance, garbage collection, deliveries, etc.), reinforced surfaces shall be used in the vehicle movement areas to prevent surface or structural failure, damage of parking, and movement areas.

V. SUBJECT PROPERTY:

The subject property is located in Ward 2 on Randolph Road at the entrance of the Virginia American Water Company located in the northwest quadrant of the intersection with Winston Churchill Drive and Industrial Street. The property is approximately 9,000 square feet and zoned M-2, Intensive Industrial District.

VI. OWNER’S POSITION:

Excerpt from Application

VAW was informed parking outside of the construction gate is in violation of a city ordinance and is only permitted for a max of (5) five vehicles. Currently there are 3 contractors on site with more to follow as construction progresses. Additional parking is required to accommodate personnel. As the plant is active in operation parking is limited within the fenced area. Gravel has been spread in an area west of the intersection



Aerial Map, 2017 Hopewell GIS

of Hwy 10 and Hwy 156 on American Water property to accommodate the current and increased personnel. Please confirm parking in this area is acceptable for a period of time up to 1 year.



900 Industrial Drive
Owner/Applicant: Virginia American Water Company
Modification to Development Standards

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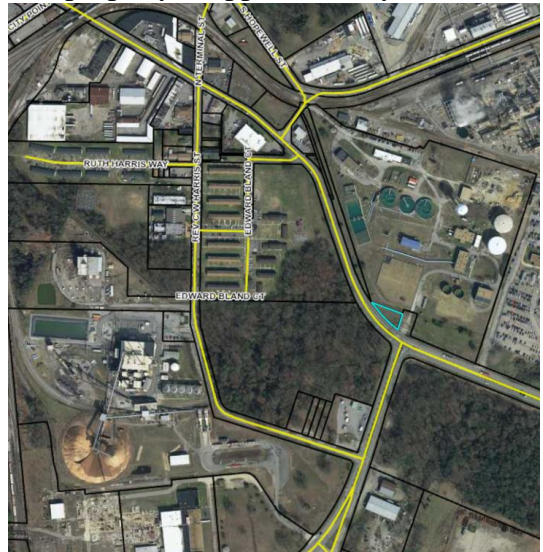
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September 15, 2020

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REGULAR MEETING

CONSENT AGENDA

MINUTES

MINUTES OF THE JUNE 23, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, June 9, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine 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
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:33 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:33 p.m., Mayor Gore requested a roll call, as follows:

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

CLOSED MEETING

At 5:34 p.m., Councilor Randolph moved to go into closed meeting pursuant to Va. Code Sections 2.23711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for appointment to the School Board; (A)(3) to discuss/consider the acquisition of real property for a public purpose; (A)(6) to discuss the investment of public funds where competition and bargaining is involved and discussion in open meeting would adversely affect the City’s bargaining position and financial interest; (A)(8) for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice of such counsel; and to the extent the such matters will be aided thereby: (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

- | | | |
|--------------------|---|-------------|
| Mayor Gore | - | yes |
| Councilor Denton | - | yes |
| Councilor Pelham | - | yes |
| Vice Mayor Bennett | - | -- (absent) |
| Councilor Randolph | - | yes |

Councilor Holloway	-	yes
Councilor Partin	-	-- (excused from Closed Session)

Motion passed 5-0

**Councilor Partin was excused from participating in the Closed Session at 5:37 p.m. He submitted a Transactional Disclosure form. He will not partake in anything that pertains to the School Board appointment due to his sister, Allison Partin being a candidate.*

RECONVENE OPEN MEETING

At 7:49 p.m. Councilor Partin moved that Council come out of Closed Session. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

CERTIFICATION

Immediately thereafter, 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:

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

Councilor Randolph moved to approve the purchase & development agreement and authorize the City Manager to execute it and execute all documents necessary to effectuate its terms and conditions. Her motion was seconded by Councilor Denton. Upon roll call, the vote resulted:

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

Motion passed 5-2

REGULAR MEETING

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

At 7:53 p.m. Mayor Gore called the meeting to order, and thanked all for attending. The prayer was led by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mayor Gore.

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the regular agenda to move up R-2 the ordinance increasing courthouse security fees after the Public Hearing and prior to the Unfinished Business due to the fact that it is a time sensitive subject. The motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 7-0

At 8:00 p.m., Councilor Randolph moved to extend the meeting to 9:30 p.m. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

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: May 26, 2020 and June 9, 2020

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report: As of June 11, 2020

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

SUGGESTED MOTION: To amend/adopt consent agenda

Councilor Denton moved to adopt the Consent Agenda. Her motion was seconded by Councilor Pelham. Mayor Gore added to pull C-7 and add it to the agenda as R-7. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PUBLIC HEARINGS

PH-1 Appointment of School Board members- Pursuant to Va. Code § 22.1-29.1 (*public hearing before appointment of school board members*), a public hearing is required to receive public comments regarding the nominees for appointment to the School Board prior to Council making the appointment. There are two positions which will expire June 30, 2020, and which will need to be filled. The applicants for these positions are: Dr. Deborah Marks, Ruth Johnson, Linda Hyslop, Allison Partin, Susan Temple, Shannon Foskey and Dreama Collins-Williamson and Heather Bennett. Public hearing was open for comments or additional nominations at 8:07 p.m. The Clerk advised the Mayor that there were no comments or additional nominations received. City Manager Altman and City Attorney Robinson has no comments as well. At 8:08 p.m., Mayor Gore closed the Public Hearing.

Councilor Denton moved to close nominations for School Board nominees. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 6-0

**Councilor Partin was excused from participating in the Public Hearing. He submitted a Transactional Disclosure form. He will not partake in anything that pertains to the School Board appointment due to his sister, Allison Partin being a candidate.*

R-2 Consent Agenda – Approve Ordinance Increasing Court Security Fee from \$10 to \$20- The City Manager addresses Council advising them the Ordinance they received in the agenda packet

was requested by the Circuit Court Clerk. There was discussion by Council. Councilor Denton moved that Council approve the ordinance increasing the courthouse security fee from \$10 to \$20. Her motion was seconded by Councilor Partin. There was discussion by Council. Councilor Denton requested to add Sec. 53.1-120 to her motion. Upon the roll call, the vote resulted:

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

Motion passed 6-1

UNFINISHED BUSINESS

UB-1 I.T. Policies- The motion from the May 26th meeting and June 9th meeting, “to give City Manager full authority to adopt, amend or change the policy as needed.” Was made by Vice Mayor Bennett and seconded by Councilor Partin. There was additional discussion by Council. Councilor Pelham requested to make a substitute motion to extract section 4.4 with the City Manager coming back with acceptable wording to hold all employees accountable for lost or stolen property. The substitute motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

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

Motion passed 5-2

Councilor Pelham’s motion was to accept the I.T. policy and to extract section 4.4 and have the City Manager come back with rewording of that section. The motion was seconded by Mayor Gore. Upon roll call, the vote resulted:

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

Motion fails 4-3

The original motion made by Vice Mayor Bennett was to give City Manager full authority to adopt, amend or change the policy as needed. Seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 4-3

UB-2 FY 2020-2021 Operating and Capital Budget Resolution- Councilor Denton moved to postpone the budget resolution until June 25, 2020 to allow Council to conclude the items that they did not complete at the Special Meeting on June 18th, 2020. The motion was seconded by Vice Mayor Bennett. There was discussion by Council. Councilor Randolph called for the vote to limit discussion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Randolph requested to make a motion. Mayor Gore asked the Clerk for a roll call for Councilor Randolph to be able to make a motion. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Randolph moved to appropriate the following budget changes only to the outside agencies request: Richard Bland 2,500, PARC 15,000 Historic Hopewell 10,000 Downtown Partnership 35,000 The Beacon Theater 170,000 Councilor Randolph stated Gateway would change because they gave us half off so it would change to 22,310,000. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

Mayor Gore	-	no
Councilor Denton	-	yes
Councilor Pelham	-	no
Vice Mayor Bennett	-	yes

Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes

Motion passed 4-3

Councilor Randolph moved to change the funding for the EDA from 38,000 to 20,000. Her motion was seconded by Councilor Denton. There was discussion by Council. Upon the roll call, the vote resulted:

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

Motion passed 4-3

Councilor Pelham moved to add \$30,000 in the Legacy grant program. Her motion was seconded by Mayor Gore

At 9:28 p.m., Councilor Pelham moved to extend the meeting to discuss R-3 and R-4. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion failed 4-3

ADJOURN

Councilor Denton made a motion to adjourn the meeting.

Per the motion, the meeting adjourned at 9:30 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Assistant City Clerk

MINUTES OF THE JULY 14, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, July 14, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine 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
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:33 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:33 p.m., Mayor Gore requested a roll call, as follows:

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

CLOSED MEETING

At 5:35 p.m., Councilor Denton moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the appointment, assignment, and performance of specific appointees and employees and consideration/discussion of prospective candidates for employment and appointment; (A)(3) and (A)(6) to discuss the investment of public funds for the acquisition of real property for the General Registrar/Voter Registration where bargaining is involved, and discussion in open meeting would adversely affect the City’s bargaining position and financial interest; and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Randolph seconded the motion. Upon the roll call, the vote resulted:

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

Mayor Gore - yes

Motion passed 7-0

RECONVENE OPEN MEETING

At 7:10 p.m. Councilor Pelham moved that Council come out of Closed Session. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 6-0

CERTIFICATION

Immediately thereafter, 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:

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

Motion passed 6-0

Councilor Denton moved to approve the commercial lease for the Registrar’s Office relative to the paragraph dealing with liquidated damages and the provision and to authorize the City Manager or his designee to execute upon City Manager’s final acceptance. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 6-0

WORK SESSION

At 7:16 p.m., Councilor Pelham moved to adopt the Work Session agenda. The motion was seconded by Mayor Gore. There was discussion among Council. Upon the roll call, the vote resulted:

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

Motion passed 4-2

WS - 1 Office on Youth and Youth Services Commission- Councilor Pelham requested to place this item on the agenda. Councilor Pelham and Mayor Gore apologized to guests who have been waiting on the line. Councilor Pelham stated that this was a conversation leading up to a Special Meeting that has been scheduled for August 13th. Councilor Pelham requested to have a motion to rescind back on the agenda. She would like to have that motion reconsidered in regards to the Office on Youth. Pelham stated that Gerald Napper, Director of Office on Youth has made great changes since becoming Director. Mr. Gerald Napper, Director of Office on Youth, thanked Council for allowing him to provide comments in regards to the Office on Youth. Mr. Napper discussed the emotions and events that have taken place since the Office on Youth vote. He stated that since becoming the Coordinator he has put a lot of new things in place to better the Office on Youth. Mr. Napper continued to discuss the present and future status of the Office on Youth.

Councilor Randolph moved to end the Work Session so that the Regular Meeting can start. Her motion was seconded by Councilor Denton. There was discussion by Council. Councilor Pelham stated that it was unfair for Council to not allow the Office on Youth to finish the Work Session. Upon the roll call, the vote resulted:

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

Motion passed 4-3

REGULAR MEETING

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

At 8:08 p.m. Mayor Gore called the meeting to order, and requested a roll call.

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

The prayer was led by Charles Dane, Assistant City Manager, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Denton.

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the regular agenda by having the information the City Manager sent Council as R-1 then DeCarlo case as R-2 and R-6 becomes R-3, R-5 to become R-4 and R-2 to become R-5 and then continue on. The motion was seconded by Vice Mayor Bennett. Councilor Pelham requested to add to the motion that the meeting be extended past 8:30. Councilor Denton agreed to extend the meeting to 9:30 and Vice Mayor Bennett agreed as well. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

C-3 Routine Approval of Work Sessions:

C-4 Personnel Change Report & Financial Report:

1. Personnel Report
2. Financial Report

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

- C-7 Public Hearing Announcement:**
- C-8 Information for Council Review:**
- C-9 Resolutions/Proclamations/Presentations:**

SUGGESTED MOTION: To amend/adopt consent agenda

Councilor Pelham moved to adopt the Consent Agenda and to pull out C-4 and move to R-6 for discussion. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Public Hearings

PH-1 Amendment of the Hopewell Public School’s Fiscal Year 2020 Operating Budget- The Hopewell Public School’s received additional state, federal and grant funding for the FY 2020 operating budget in the amount of \$699,985. HPS is requesting the budget and appropriation of these funds. Mayor Gore opened the Public Hearing at 8:21 p.m. after confirming there were no public comments, the Public Hearing was closed at 8:22 p.m.

Councilor Partin moved for the City of Hopewell to receive and accept the additional state and federal grant funding in the amount of \$699,985 and appropriate that money to Hopewell Public Schools Operating Budget. His motion was seconded by Councilor Denton. There was discussion by Council. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-2 Amend Fiscal Year 2020-2021 School Board Operating Budget- Amendment of the FY 2020-2021 Hopewell Public Schools operating budget by \$1,136,069 increasing local support to \$13,451,263. Mayor Gore opened the Public Hearing at 8:33 p.m. after confirming there were no public comments, the Public Hearing was closed at 8:33 p.m.

Councilor Partin moved to adopt the resolution amending the fiscal year 2020-2021 Hopewell Schools operating budget in the amount of adding \$1,136,069 to their annual operating budget. His motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 7-0

PH-3 Amendment of FY 19-20 City of Hopewell Operating Budget - CARES Act Funding- Resolution amending the Fiscal Year 2020 City of Hopewell Operating Budget by budgeting and appropriating \$2,026,790 of one-time federal grant funds made available to the City through the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020. After a presentation by March Altman, City Manager, Mayor Gore opened the Public Hearing at 9:12 p.m. after confirmation of no public comments, Mayor Gore closed the Public Hearing at 9:12 p.m.

Councilor Partin moved

PH-4 Community Development Block Grant FY 20-21 Public Hearing- After a presentation by Tevya Griffin, Director, Department of Development, Mayor Gore opened the Public Hearing at 9:28 p.m. after confirmation of no public comments, Mayor Gore closed the Public Hearing at 9:29 p.m.

Councilor Pelham moved to accept the grant as presented. The motion was seconded by Mayor Gore. Councilor Pelham requested to add the grant amounts \$210,670 and for fiscal year 2019 to add \$178,243. Mrs. Griffin also asked to add the approval of the block grant and to authorize the City Manager to submit the plan. Councilor Pelham and Mayor Gore agreed. Upon the roll call, the vote resulted:

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

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

Motion passed 7-0

PH-5 Community Development Block Grant- Coronavirus Funding (CDBG-CV) Public Hearing- After Mrs. Griffin presented to Council, Mayor Gore opened the Public Hearing at 9:42 p.m., after confirmation of no public comments, Mayor Gore closed the public hearing at 9:42 p.m.

Councilor Pelham moved to approve the CDBG COVID-19 Block Grant in the amount of \$123,919 and provide Council with the building block software and support Commonwealth Catholic charities. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

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

Motion passed 6-1

REGULAR BUSINESS

R-1 FY22 VDOT SMART Scale Resolution- March Altman, City Manager presented the proposed ordinance and requested for Council to approve ordinance on behalf of the Engineering Department. Johnnie Butler, City Engineer, discussed what projects would be completed upon approval of the resolution. Councilor Pelham moved to close the meeting after the current discussion. The motion was seconded by Mayor Gore. Upon roll call the vote resulted:

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

Motion failed 4-3

Councilor Denton made a motion to extend the meeting until Council finishes R-4. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 6-1

Councilor Denton moved to give approval to do the FY22 SMART Scale project resolution to include the SMART Scale resolution letter. Her motion was seconded by Councilor Pelham. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-2 DeCarlo case- Mayor Gore discussed the Angel DeCarlo case and she asked if Council can submit a letter to the Commonwealth Attorney. Mr. Altman suggests sending a letter to the Prosecutor’s office and the Attorney General’s office. Councilor Randolph moved for the City Manager and City Attorney to draft a letter to send to the Attorney General Mark herring and the prosecutor’s office to be approved and signed by all of Council. Her motion was seconded by Vice Mayor Bennett. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-3 Office on Youth Ordinance & Resolution- Councilor Denton moved to approve the resolution and ordinance that has been given in Council’s packet. Councilor Partin moved to make a substitute motion to charge the City Manager, Director of Recreation & Parks, the Youth Coordinator, Superintendent and the School Board chair to develop a plan for youth programs and how the funding will be spent and what a new Youth Advisory Board would look like and report back to Council at the first meeting in September. His motion was seconded by Mayor Gore. Councilor Randolph wanted it stated on record that she objected that there was not sufficient time given for a second on the original motion. Councilor Pelham requested that the Mayor be

added to the motion, Councilor Partin declined. Gore, Bennett, Pelham and Holloway confirmed they can attend the special meeting scheduled for August 13th. Denton and Randolph could not confirm if they will be able to attend. Upon the roll call, the vote resulted:

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

Motion passed 4-3

Councilor Pelham moved to lay on the table the ordinance and resolution until staff meets and/or brings back information to Council at the first September meeting. The motion was seconded by Mayor Gore. There was discussion by Council. Councilor Partin moved to call for the vote to end discussion, Upon the roll call, the vote resulted:

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

Motion passed 7-0

Upon the roll call for Councilor Pelham’s motion, the vote resulted:

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

Motion passed 4-3

Councilor Randolph made a motion to adjourn. Motion failed due to lack of a second.

R-4 Hopewell Small Business Recovery Program- Charles Dane, Assistant City Manager, presented to Council and provided details to what this program entails. There was discussion by Council. Councilor Pelham moved to approve the Small Business Recovery program to include all businesses and home businesses that have a business license on file. The motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Denton	-	yes
------------------	---	-----

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

Motion passed 7-0

ADJOURN

Based on the previous motion made by Councilor Denton, the meeting adjourned at 11:23 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

MINUTES OF THE AUGUST 18, 2020 CITY COUNCIL REGULAR MEETING

A regular meeting of the Hopewell City Council was held Tuesday, August 18, 2020, at 5:30 p.m. The meeting was scheduled to be held by electronic communication only, pursuant to Va. Code § 2.2-3708(A)(3).

- PRESENT:** Jasmine 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
 Sandra R. Robinson, City Attorney
 Camisha M. Brown, Assistant City Clerk

ROLL CALL

Mayor Gore opened the meeting at 5:32 p.m. Due to the Novel Coronavirus (COVID-19), the meeting was held via Zoom Video Communications. Council was allowed to either call in on the telephone, or were able to video in using a smart phone, computer, laptop, or tablet. Citizens were able to watch the meeting live via YouTube. Mayor Gore waited a couple of minutes for everyone to get logged in or to call in. At 5:32 p.m., Mayor Gore requested a roll call, as follows:

- | | | |
|--------------------|---|---------------------------------|
| Mayor Gore | - | present |
| Vice Mayor Bennett | - | present |
| Councilor Randolph | - | absent (would be arriving late) |
| Councilor Holloway | - | absent |
| Councilor Partin | - | present |
| Councilor Denton | - | present |
| Councilor Pelham | - | present |

CLOSED MEETING

At 5:33 p.m., Councilor Denton moved to go into closed meeting pursuant to Va. Code Sections 2.2-3711 (A)(1) to discuss and consider personnel matters, including the consideration, interview, and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions); and to the extent such discussions will be aided thereby, (A)(4) for the protection of the privacy of individuals in personal matters not related to public business. Councilor Partin seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 5-0

RECONVENE OPEN MEETING

At 6:59 p.m., Councilor Partin moved that Council come out of Closed Session. His motion was seconded by Councilor Holloway. Upon the roll call, the vote resulted:

- Councilor Pelham - -- (not present during roll call)
- Vice Mayor Bennett - yes
- Councilor Randolph - -- (absent)
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Motion passed 5-0

CERTIFICATION

Immediately thereafter, 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:

- Councilor Pelham - -- (not present during roll call)
- Vice Mayor Bennett - yes
- Councilor Randolph - -- (absent)
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Councilor Denton moved to recess until 7:30 p.m. Her motion was seconded by Councilor Partin. Upon roll call, the vote resulted:

- Councilor Pelham - -- (not present during roll call)
- Vice Mayor Bennett - yes
- Councilor Randolph - -- (absent)
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - yes
- Councilor Denton - yes

Motion passed 5-0

REGULAR MEETING

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

At 7:38 p.m., Mayor Gore called the meeting to order and requested roll call as follows:

- Mayor Gore - present
- Vice Mayor Bennett - present (was on call but did not answer)

Councilor Randolph	-	absent (would be arriving late)
Councilor Holloway	-	present
Councilor Partin	-	present
Councilor Denton	-	present
Councilor Pelham	-	present

The prayer was led by Herbert Bragg, Director, Intergovernmental & Public Affairs, followed by the Pledge of Allegiance to the Flag of the United States of America, led by Councilor Pelham.

AMEND/ADOPT AGENDA

Councilor Denton moved to amend the regular agenda to move Reports of City Manager CARES Act Coronavirus Relief Fund to R-1, make R-2 the sink hole emergency repair at Broadway Baptist Church, R-3 Colonial Corner demolition, R-4 the 2020 National Endowment for the Arts Grant, move R-9 to R-5, and R-6 to move R-3 through R-27 with the exception of R-9 to the IR section. The motion was seconded by Vice Mayor Bennett.

Councilor Pelham moved to make a substitute motion. Her motion was seconded by Mayor Gore. Upon the roll call, the vote resulted:

Councilor Pelham	-	yes
Vice Mayor Bennett	-	no
Councilor Randolph	-	no (joined meeting at 7:40 p.m.)
Councilor Holloway	-	yes
Councilor Partin	-	no
Mayor Gore	-	yes
Councilor Denton	-	no

Motion failed 4-3

After Council discussion, Vice Mayor Bennett called for the vote to limit discussion. Her motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Council voted on the original motion made by Councilor Denton.

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

Motion passed 6-2

Consent Agenda

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

C-1 Minutes:

C-2 Pending List:

C-3 Routine Approval of Work Sessions: September 15th, 2020- Development

C-4 Personnel Change Report & Financial Report: August 6, 2020

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

- 1. FY20 Department of Justice JAG Grant

C-7 Public Hearing Announcement:

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations:

SUGGESTED MOTION: To amend/adopt consent agenda

Councilor Denton moved to adopt the Consent Agenda. Her motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Randolph moved to extend the meeting past 8:30 to 9:30 p.m. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 5-2

R-1 CARES Act Coronavirus Relief Funds- March Altman, City Manager present to Council and requested to accept the funds for the CARES Act. Councilor Denton moved for City Council to approve the receipt of \$1,965,568 in CARES Coronavirus Relief Funds from the Commonwealth of Virginia. Her motion was seconded by Councilor Partin. Upon the roll call, the vote resulted:

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

Motion passed 7-0

R-2 Emergency Sink Hole Repair at Broadway Baptist Church- Mr. Altman discussed due to the excessive rain we've had, there is an extreme need to repair a growing sink hole located at Broadway Baptist Church. Joe Batitata, Stormwater, discussed what action needed to be done. After discussion by Council, Councilor Partin moved to approve the resolution approving the emergency procurement of the storm drain/ sink hole repair as prepared by the City Attorney and to schedule a Work Session for a meeting in September to discuss storm water issues and possible funding opportunities and solutions. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 7-0

Councilor Partin moved to extend the meeting until Council completes R-5. The motion was seconded by Councilor Randolph. Upon the roll call, the vote resulted:

Councilor Pelham	-	-- (not present on call)
Vice Mayor Bennett	-	no
Councilor Randolph	-	yes
Councilor Holloway	-	no
Councilor Partin	-	yes
Mayor Gore	-	yes
Councilor Denton	-	yes

Motion passed 4-2

R-3 Colonial Corner demolition- Mr. Altman discussed the options on how to proceed with the demolition of Colonial Corner. Tevya Griffin, Director, Department of Development, discussed with the Council the steps

her department has done to take care of issues with this property. After discussion by Council, Councilor Partin moved that City Council have the City Manager identify the money to burn Colonial Corner and have the Fire Chief identify a date for burning and bring this information back to Council no later than the first October City Council meeting. The motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

- Councilor Pelham - yes
- Vice Mayor Bennett - yes
- Councilor Randolph - yes
- Councilor Holloway - yes
- Councilor Partin - yes
- Mayor Gore - -- (stepped away from meeting at 9:26)
- Councilor Denton - yes

Motion passed 6-0

R-4 2020 Endowment for the Arts Grant- Stacey English, Economic Development, presented to Council information needed in order to gain approval to obtain this grant. There was discussion by Council. Councilor Partin moved to approve the City of Hopewell to apply for a 2020 National Endowment for the Arts Grant with the understanding that no financial commitment from the City is required or will be given. His motion was seconded by Mayor Gore. Upon roll call, the vote resulted:

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

Motion passed 7-0

R-5 Healthy Hopewell- Mayor Gore discussed with Council a donation of sanitizer from Evonik. Mayor Gore was requesting permission from Council to accept the donation of sanitizer for Ward 4. She advised Council she has forwarded all information in regards to PPE donations. There was discussion by Council. Councilor Partin moved that the City of Hopewell accept the 200 bottles of sanitizer from Evonik and for it to be used where the greatest need is. The motion was seconded by Councilor Pelham which she later withdrew then the motion was seconded by Councilor Denton. Upon the roll call, the vote resulted:

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

Motion passed 4-3

ADJOURN

Per the motion the previous motion, the meeting adjourned at 10:02 p.m.

Jasmine E. Gore, Mayor

Camisha M. Brown, Interim City Clerk

DRAFT

**PERSONNEL
CHANGE
REPORT**

DATE: September 2, 2020
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
QUINONES, LILYBELL	GENERAL DISTRICT COURT	ADMIN ASSISTANT	08/12/2020
DUDLEY, DAPHENE	TREASURER	PT GEN CLK	08/14/2020
FORREN, MEGAN	POLICE	ANIM CONTROL OFF	08/18/2020
LOCKWOOD, KURT	COMMONWEALTH ATTORNEY	ASST COMM ATTY I	08/24/2020
BURGESS, DIKEATA	SHERIFF	SHERIFF DEPUTY FT	08/26/2020

SUSPENSIONS: 0

(Other information excluded under Va. Code § 2.2-3705.1(1) as personnel information concerning identifiable individuals)

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
TAYLOR, BOBBY	PUBLIC WORKS	PW MAINT SPEC	08/01/2020
GEGENHEIMER, ELIZABETH	SHERIFF	PT SHERIFF DISP	08/01/2020
LEWIS, DANA	SOCIAL SERVICES	BEN PROG SPC II	08/05/2020
PEGRAM, NEIL	WATER RENEWAL	ELEC & INST TECH SENIOR	08/11/2020
CHILTON, DIANA	FIRE	REVENUE RECOV TECH	08/14/2020
REID, MOSES	PUBLIC WORKS	PW MAINT SPEC	08/25/2020
PEREZ DIGGS, KEILEE	RECREATION	PT CUST SVC AGNT	08/31/2020

CC: March Altman, City Manager
Charles Dane, Assistant City Manager
Debbie Pershing, Administrative Services Manager
Vanessa Williams, Accounting Tech
Michael Terry, Finance Director
Dipo Muritala, Assistant Finance Director

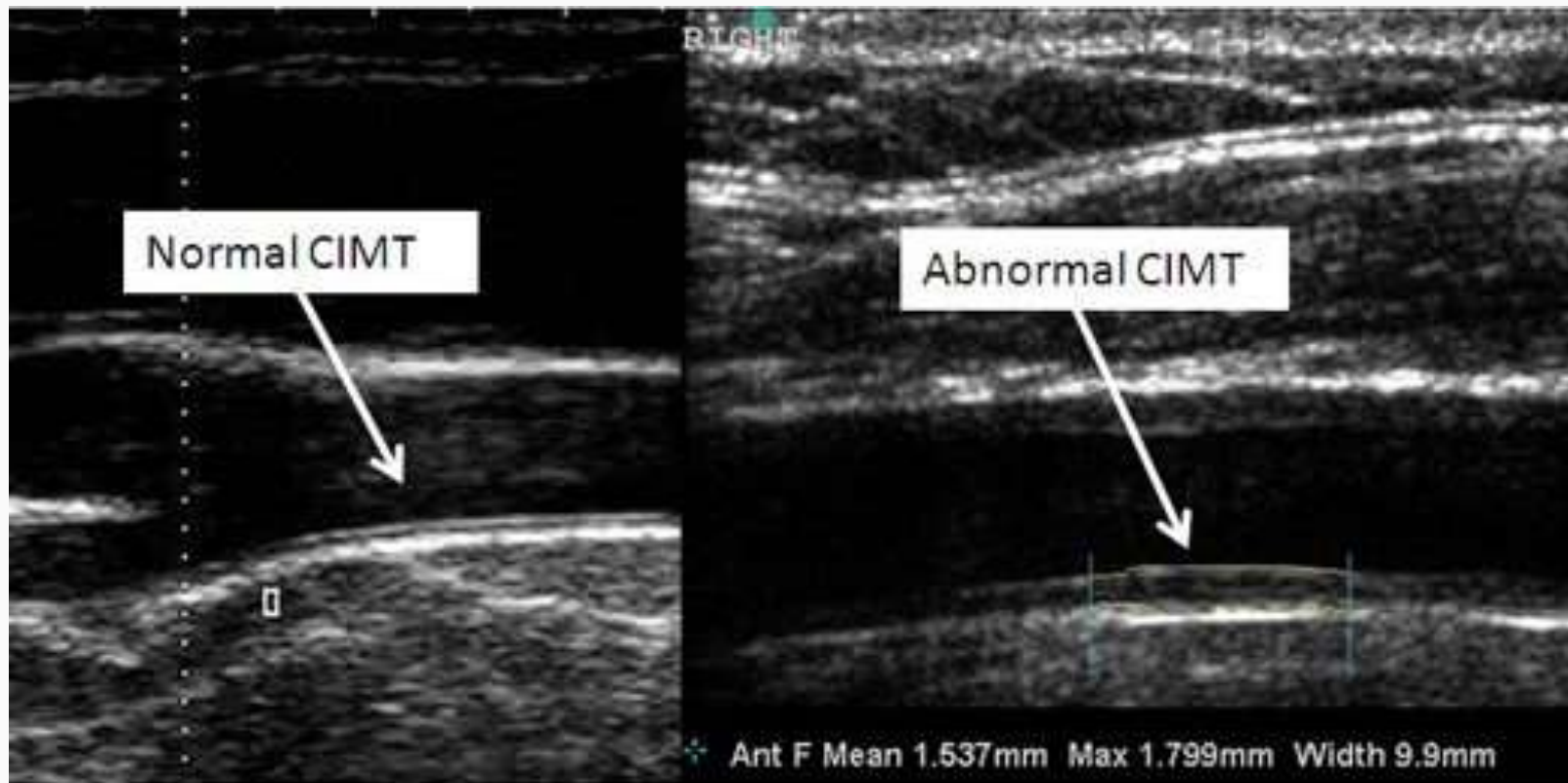
Concetta Manker, IT Director
Jay Rezin, IT
Arlethia Dearing, Customer Service Mgr.
Kim Hunter, Payroll

**RESOLUTIONS/
PROCLAMATIONS/
PRESENTATIONS**

Kepona to Blue Zone

Cliff Morris MD
Morris Cardiovascular & Risk Reduction Center







HOPEWELL THEN AND NOW



BLUE ZONES
LONGEVITY HOTSPOTS

BLUE ZONE LIFE LESSONS

- MOVE NATURALLY
- RIGHT TRIBE
- RIGHT OUTLOOK
- EAT WISELY

LOMA LINDA
CALIFORNIA

NICOYA
COSTA RICA

SARDINIA
ITALY

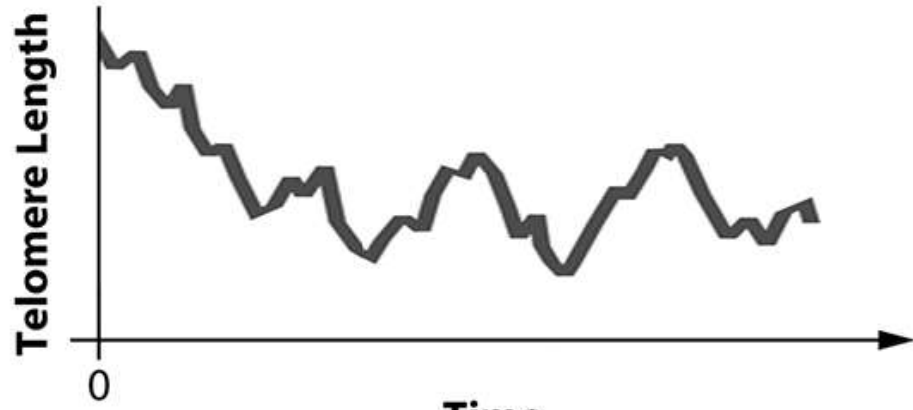
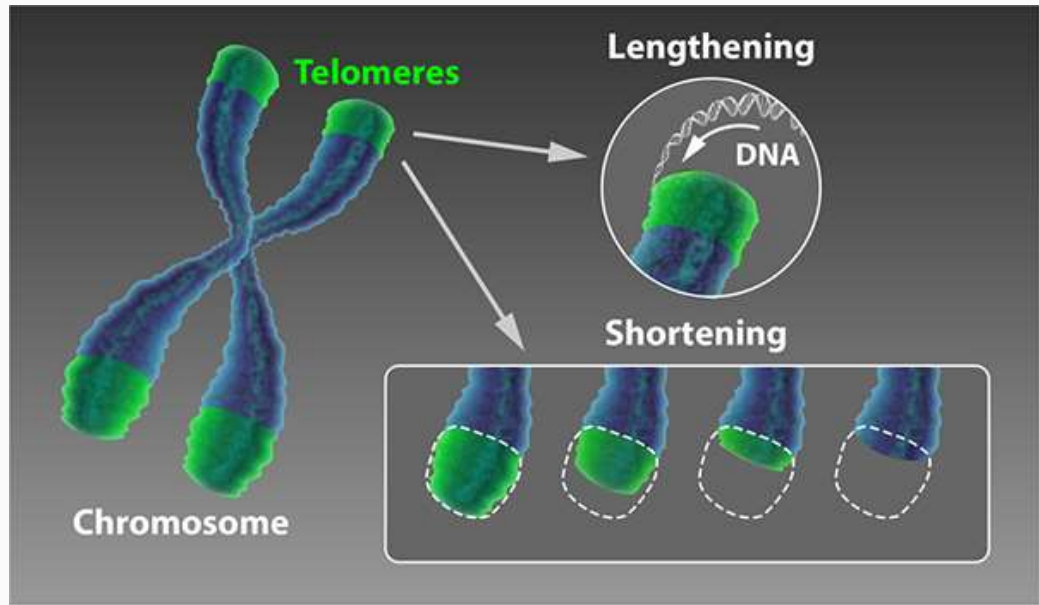
ICARIA
GREECE

OKINAWA
JAPAN

Cool Your Jets



Elizabeth Blackburn
Molecular biologist



- **Double digit drop in obesity**
- **Measurable drops in employee absenteeism**
- **Increase in life expectancy**

Could it be.....

Hopewell's
time is now?



RESOLUTION NO. R2020 - _____

**A RESOLUTION DESIGNATING CITY ATTORNEY STAFF AS
FOIA OFFICER**

WHEREAS, Chap. IV, §2 of the Hopewell City Charter and §§ 15.2-1100 and 1102 of the Code of Virginia vest all of the powers the City of Hopewell in, and to be exercised by, its City Council unless that power has otherwise been expressly delegated to another; and

WHEREAS, the City is a public body, as such is defined in Virginia Code §2.2-3700, *et seq.*, commonly known and referred to as the Virginia Freedom of Information Act (“FOIA”); and

WHEREAS, subject to §2.2-3704.2 of the FOIA, a public body is required to designate and publicly identify one or more of its officials or employees to serve as the public body’s Freedom of Information Act (“FOIA”) officers; and

WHEREAS on May 12, 2020, the City Council voted to transfer the responsibility of administering all of the City’s FOIA requests from the City Clerk to the Office of the City Attorney; now therefore

BE IT RESOLVED by the Hopewell City Council this ___ day of September, 2020 the following:

1. That the Hopewell City Attorney is hereby designated as the City’s Chief FOIA Officer, and the Legal Assistant/Paralegal to the City Attorney is hereby designated as the City’s FOIA Officer (collectively hereafter, “the FOIA Officers”). Notwithstanding the division of labor and duties between the FOIA Officers, the Chief FOIA Officer shall at all times be responsible for the City’s compliance with the provisions of the FOIA statute.
2. The FOIA Officer shall be named and identified as the point of contact to members of the public in requesting public records of the City.
3. The FOIA Officer may also serve as the point of contact for the members of the public requesting public records of the Hopewell Circuit Court Clerk, Commissioner of the Revenue, Commonwealth’s Attorney, Sheriff, and Treasurer. Nothing contained in this provision shall be construed to constitute an act by which the City assumes legal responsibility or liability for the substance or timeliness of a response to a request made for the public records of the Circuit Court Clerk, Commissioner of the Revenue, Commonwealth’s Attorney, Sheriff, and Treasurer.
4. The Chief FOIA Officer shall have the authority to determine what information related to FOIA that shall be made available to the public through posting at the City’s place of business or on its official website, as long as such determination is at all times in compliance with the FOIA. The Chief FOIA Officer may delegate this authority. Notwithstanding the foregoing, the City shall, at minimum, post the name of the FOIA Officer and include the relevant information for the public to contact the FOIA Officer directly.

5. In the event of an extended and overlapping absence of the City Attorney and the Legal Assistant/Paralegal, the Chief FOIA Officer shall be authorized to temporarily designate another to serve as the Acting FOIA Officer. Such temporary designation shall automatically expire upon the return of either the City Attorney or the Legal Assistant/Paralegal. No designation made hereunder shall continue for more than 30 days without the express consent of the City Council.

6. The FOIA Officers shall be authorized to exempt from disclosure any public record which is not mandated to be disclosed. To the extent that the use of an exemption is not clear based on the language of the statute and the applicability of its provisions must be interpreted in the context of other applicable law, the exemption shall be determined by or with the written consent of the Chief FOIA Officer. The consent of the Chief FOIA Officer may be documented electronically or as deemed sufficient in the discretion of the Chief FOIA Officer.

7. The Chief FOIA Officer shall be authorized to amend the City’s FOIA policy, if any, to correct scrivener’s errors and to ensure its continued compliance with the FOIA statute and any amendments thereto. The Chief FOIA shall make an annual report to the City Council by no later than July 1. The annual report shall include a summary report of any amendment s/he made to the FOIA policy which was necessitated by amendments made to the FOIA statute by the General Assembly. The annual report may also include any additional information deemed relevant to report the performance of the FOIA Officers in implementing provisions of the FOIA and/or the City’s FOIA policy during the reporting period. Nothing contained herein shall operate to prevent or discourage the Chief FOIA Officer from making reports or recommendations to the City Council on a more frequent basis than annually.

8. Any resolutions or policy, or part(s) thereof, in conflict with the provisions of the Resolution are (to the extent of such conflict) hereby repealed.

9. This resolution, or any portion thereof, may be amended, rescinded or repealed by the City Council at any time.

Witness this signature and seal

Mayor Jasmine Gore, Ward 4

VOTING AYE:

VOTING NAY:

ABSTAINING:

ABSENT:

ATTEST:

Camisha Brown, Interim City Clerk

DRAFT

REGULAR BUSINESS

**REPORTS
OF
CITY
MANAGER**

R-1



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

VDOT Highway Safety Improvement Program Agreements – 3 Projects (Two locations)

ISSUE: The City of Hopewell was selected to receive a total of \$1,145,000 from the VDOT Highway Safety Improvement Program (HSIP) for three (3) individual safety improvement projects at two (2) separate locations within the City:

Project Number: 0156-116-202 / UPC Number: 110840 Route 156 Improvements at Berry St (Vehicular Improvements)

Project Number: U000-116-203 / UPC Number: 110842 S Mesa Drive Improve Pedestrian Accommodations at Atlantic St (Hopewell High School)

Project Number: 0156-116-201 / UPC Number: 110846 Route 156 Improvements at Berry St (Pedestrian Improvements)

In order to accept the funding the City must complete the following actions:

1. Endorse each project by Council resolution and agree to enter into the standard project administration agreement for federal-aid projects with VDOT. There is one agreement for each of the three (3) projects.
2. Grant the City Manager signature authority to sign each of the three (3) standard project administration agreements for federal-aid projects. Such agreement shall be reviewed and approved by the City Attorney prior to the City Manager’s signing.

There is no local match required for this project and all eligible expenses will be reimbursed to the City as detailed in the agreement.

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 |

RECOMMENDATION: Staff recommends approval.

TIMING: City Council action is required on September 15, 2020. The project endorsement and signature authority resolution must accompany the signed agreement.

BACKGROUND: The HSIP is a core Federal-aid program with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads, including non-state-owned public roads. HSIP is a data-driven, strategic approach program for infrastructure improvements for all highway travel modes.

These projects were endorsed by City Council during the application phase on November 9, 2016.

ENCLOSED DOCUMENTS:

- VDOT Project Administration Agreements and Appendix A documents (3 each)
- City Council application endorsement from November 9, 2016
- Hopewell High School and Five Forks Conceptual Diagrams
- Draft Council Resolution Document

STAFF:

Johnnie Butler, City Engineer
Austin Anderson, Construction Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

INSTALL PEDESTRIAN CROSSWALK MARKINGS AT THE INTERSECTION OF HIGH AVENUE AND FREEMAN STREET

INSTALL STREET LIGHTING POLE ON CORNER TO ILLUMINATE PROPOSED PEDESTRIAN CROSSING

INSTALL RAISED MEDIAN ISLAND TO PROVIDE ADDITIONAL PEDESTRIAN PROTECTION AND PEDESTRIAN BUTTONS AND HEADS ON ALL FOUR (4) CORNERS

INSTALL CURB AND GUTTER TO CLOSE BERRY STREET. CONNECT EXISTING SIDEWALK BEHIND CURB.

SCALE 1"=50'
0 50 100

NAD 83

**STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects**

Project Number	UPC	Local Government
0156-116-202	110840	CITY OF HOPEWELL

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the LOCALITY. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the LOCALITY expends over \$750,000 annually in federal funding, such certification shall include a copy of

the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

Title Date

Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy Date
Commonwealth of Virginia
Department of Transportation

Signature of Witness Date

Attachments
Appendix A (110840)

STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects

Project Number	UPC	Local Government
0156-116-202	110840	CITY OF HOPEWELL

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the LOCALITY. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the LOCALITY expends over \$750,000 annually in federal funding, such certification shall include a copy of

the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
- l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
- m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.

2. The DEPARTMENT shall:

- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
- b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
- c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
- e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.


THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

OFFICE OF THE CITY ATTORNEY
APPROVED AS TO FORM
DATE: 9-08-2020
SIGNATURE: 

Title Date

Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy Date
Commonwealth of Virginia
Department of Transportation

Signature of Witness Date

Attachments
Appendix A (110840)

**STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects**

Project Number	UPC	Local Government
0156-116-201	110846	CITY OF HOPEWELL

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the LOCALITY. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the LOCALITY expends over \$750,000 annually in federal funding, such certification shall include a copy of

the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

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THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

Title

Signature of Witness

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy

Date

Commonwealth of Virginia

Department of Transportation

Signature of Witness

Date

Attachments

Appendix A (110846)

Appendix A

Project Number: 0156-116-201 UPC: 110846 CFDA # 20.205 Locality: City of Hopewell

Project Location ZIP+4: 23860-6127	Locality DUNS # 010060101	Locality Address (incl ZIP+4): 300 East Main Street Hopewell, VA 23860-1609
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Project Narrative

Work Description:	RTE 156 - INTERSECTION IMPROVEMENTS - IMPROVE PEDESTRIAN SAFETY BY CLOSING ACCESS TO ARLINGTON BLVD FROM BERRY ST, CHANGING SIGNAL PHASING TO PROTECTED LEFT TURN ONLY AND INSTALLING CROSSWALKS AT BERRY ST. PROJECT WILL ALSO INSTALL CROSS WALKS AND LIGHTING AT FREEMAN ST.
From:	BERRY ST
To:	FREEMAN ST
Locality Project Manager Contact info: Johnny Butler (804) 541-2319 jbutler@hopewellva.gov	
Department Project Coordinator Contact Info: James Shepherd (804) 609-5305 james.Shepherd@vdot.virginia.gov	

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$37,550	\$47,500	\$402,550	\$487,600
Estimated VDOT Project Expenses	\$12,450	\$2,500	\$12,450	\$27,400
Estimated Total Project Costs	\$50,000	\$50,000	\$415,000	\$515,000

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$50,000	HSIP	0%	\$0	\$50,000	
Total PE	\$50,000			\$0	\$50,000	\$37,550
Right of Way & Utilities	\$50,000	HSIP	0%	\$0	\$50,000	
Total RW	\$50,000			\$0	\$50,000	\$47,500
Construction	\$415,000	HSIP	0%	\$0	\$415,000	
Total CN	\$415,000			\$0	\$415,000	\$402,550
Total Estimated Cost	\$515,000			\$0	\$515,000	\$487,600

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$515,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$487,600

Project Financing

HSIP	HSIP - State Match				Aggregate Allocations
\$463,500	\$51,500				\$515,000

Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 9/7/2021.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$515,000
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This Project is funded with federal-aid Highway Safety Improvement Program (HSIP) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official Date

Authorized VDOT Official Date

Typed or printed name of person signing

Revised: February 1, 2019

Typed or printed name of person signing

**STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects**

Project Number	UPC	Local Government
0156-116-201	110846	CITY OF HOPEWELL

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the LOCALITY. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the LOCALITY expends over \$750,000 annually in federal funding, such certification shall include a copy of

the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.
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6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

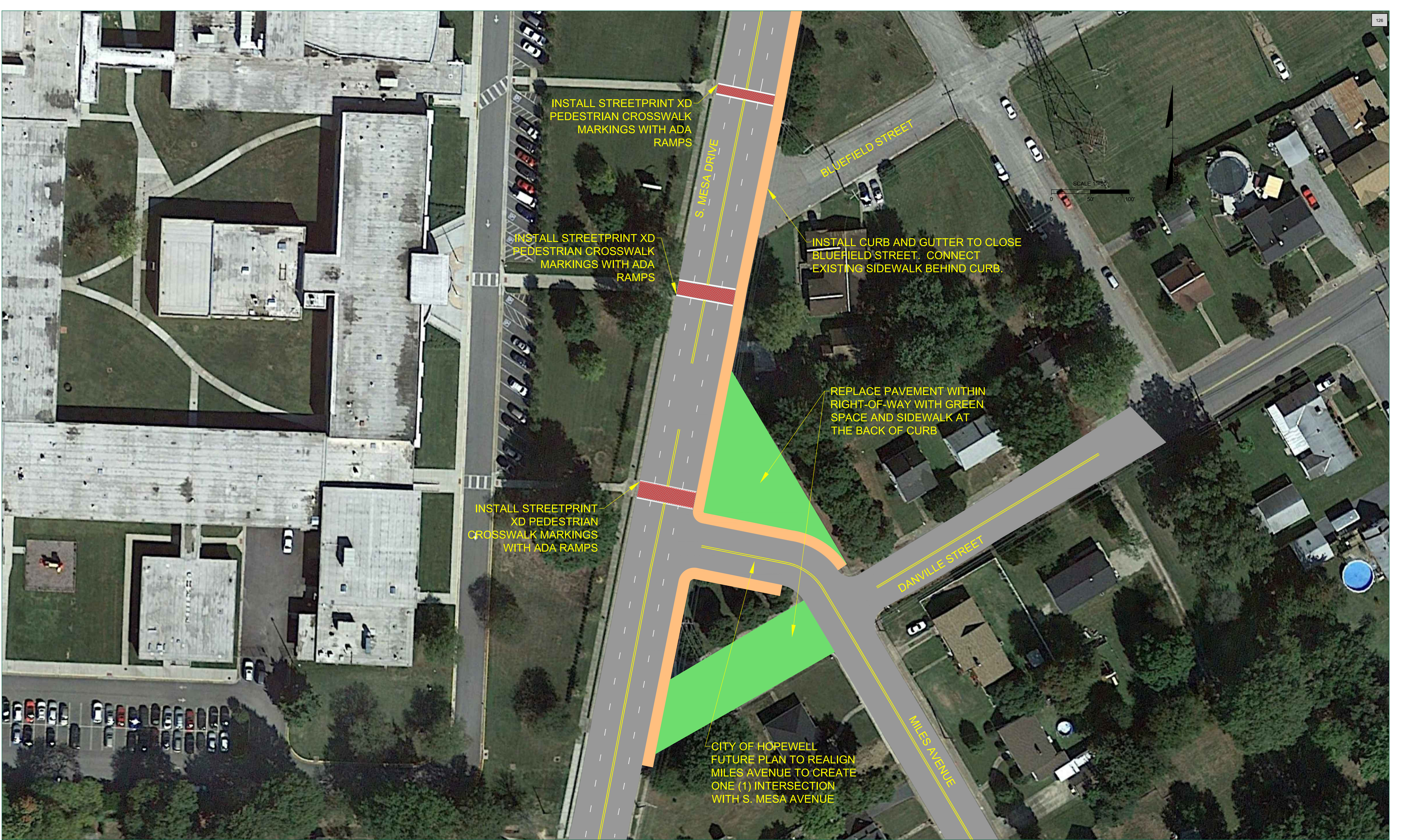
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10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

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THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.



INSTALL STREETPRINT XD PEDESTRIAN CROSSWALK MARKINGS WITH ADA RAMPS

INSTALL STREETPRINT XD PEDESTRIAN CROSSWALK MARKINGS WITH ADA RAMPS

INSTALL CURB AND GUTTER TO CLOSE BLUEFIELD STREET. CONNECT EXISTING SIDEWALK BEHIND CURB.

REPLACE PAVEMENT WITHIN RIGHT-OF-WAY WITH GREEN SPACE AND SIDEWALK AT THE BACK OF CURB

INSTALL STREETPRINT XD PEDESTRIAN CROSSWALK MARKINGS WITH ADA RAMPS

CITY OF HOPEWELL FUTURE PLAN TO REALIGN MILES AVENUE TO CREATE ONE (1) INTERSECTION WITH S. MESA AVENUE

SCALE 1"=80'
0 50 100'

**STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects**

Project Number	UPC	Local Government
U000-116-203	110842	CITY OF HOPEWELL

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties. Each Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards or supplementary standards approved by the DEPARTMENT
 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

- c. Receive prior written authorization from the DEPARTMENT to proceed with preliminary engineering, right-of-way acquisition and utility relocation, and construction phases of each Project.
- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
- f. No more frequently than monthly, submit invoices with supporting documentation to the DEPARTMENT in the form prescribed by the DEPARTMENT. The supporting documentation shall include copies of related vendor invoices paid by the LOCALITY and an up-to-date project summary and schedule tracking payment requests and adjustments. A request for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the LOCALITY. For federally funded projects and pursuant to 2 CFR 200.338, Remedies for Noncompliance, violations of the provision may result in the imposition of sanctions including but not limited to possible denial or delay of payment of all or a part of the costs associated with the activity or action not in compliance.
- g. Reimburse the DEPARTMENT all Project expenses incurred by the DEPARTMENT if, due to action or inaction solely by the LOCALITY, federally funded Project expenditures incurred are not reimbursed by the Federal Highway Administration (FHWA), or reimbursements are required to be returned to the FHWA, or in the event the reimbursement provisions of Section 33.2-214 or Section 33.2-331 of the Code of Virginia, 1950, as amended, or other applicable provisions of federal, state, or local law or regulations require such reimbursement.
- h. On Projects that the LOCALITY is providing the required match to state or federal funds, pay the DEPARTMENT the LOCALITY's match for eligible Project expenses incurred by the DEPARTMENT in the performance of activities set forth in paragraph 2.a.
- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the LOCALITY expends over \$750,000 annually in federal funding, such certification shall include a copy of

the LOCALITY's single program audit in accordance with 2 CFR 200.501, Audit Requirements.

- k. If legal services other than that provided by staff counsel are required in connection with condemnation proceedings associated with the acquisition of Right-of-Way, the LOCALITY will consult the DEPARTMENT to obtain an attorney from the list of outside counsel approved by the Office of the Attorney General. Costs associated with outside counsel services shall be reimbursable expenses of the project.
 - l. For Projects on facilities not maintained by the DEPARTMENT, provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the DEPARTMENT.
 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its costs exceed the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.

10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

Title Date

Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

Chief of Policy Date
Commonwealth of Virginia
Department of Transportation

Signature of Witness Date

Attachments
Appendix A (110842)

Appendix A

Project Number: U000-116-203 UPC: 110842 CFDA # 20.205 Locality: City of Hopewell

Project Location ZIP+4: 23860-4138	Locality DUNS # 010060101	Locality Address (incl ZIP+4): 300 East Main Street Hopewell, VA 23860-1609
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Project Narrative

Work Description:	SOUTH MESA DR - IMPROVE PEDESTRIAN ACCOMMODATIONS - IMPROVE PEDESTRIAN SAFETY AT HOPEWELL HIGH SCHOOL BY INSTALLING CURB TO CLOSE ACCESS TO ATLANTIC ST AND INSTALLING STREETPRINT XD CROSSWALKS ON SOUTH MESA DR.		
From:	0.02 MI S ATLANTIC ST		
To:	0.02 MI N ATLANTIC ST		
Locality Project Manager Contact info:	Johnny Butler (804) 541-2319	jbutler@hopewellva.gov	
Department Project Coordinator Contact Info:	James Shepherd (804) 609-5305	james.Shepherd@vdot.virginia.gov	

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$43,430	\$17,500	\$212,430	\$273,360
Estimated VDOT Project Expenses	\$6,570	\$2,500	\$6,570	\$15,640
Estimated Total Project Costs	\$50,000	\$20,000	\$219,000	\$289,000

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$50,000	HSIP	0%	\$0	\$50,000	
Total PE	\$50,000			\$0	\$50,000	\$43,430
Right of Way & Utilities	\$20,000	HSIP	0%	\$0	\$20,000	
Total RW	\$20,000			\$0	\$20,000	\$17,500
Construction	\$219,000	HSIP	0%	\$0	\$219,000	
Total CN	\$219,000			\$0	\$219,000	\$212,430
Total Estimated Cost	\$289,000			\$0	\$289,000	\$273,360

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$289,000

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$273,360

Project Financing

HSIP	HSIP - State Match				Aggregate Allocations
\$260,100	\$28,900				\$289,000

Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 9/7/2021.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$289,000
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- This Project is funded with federal-aid Highway Safety Improvement Program (HSIP) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official

Date

Authorized VDOT Official

Date

Typed or printed name of person signing

Revised: February 1, 2019

Typed or printed name of person signing

STANDARD PROJECT ADMINISTRATION AGREEMENT
Federal-aid Projects

Project Number	UPC	Local Government
U000-116-203	110842	CITY OF HOPEWELL

THIS AGREEMENT, made and executed in triplicate this ____ day of _____, 20__, by and between the City of Hopewell, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance each Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of each Project described in Appendix A in an expeditious manner; and;

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state, and local law and regulations.

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 - b. Meet all funding obligation and expenditure timeline requirements in accordance with all applicable federal and state laws and regulations, and Commonwealth Transportation Board and DEPARTMENT policies and as identified in Appendix A to this Agreement. Noncompliance with this requirement can result in deallocation of the funding, rescinding of state funding match, termination of this Agreement, or DEPARTMENT denial of future requests to administer projects by the LOCALITY.

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- d. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
- e. Maintain accurate and complete records of each Project's development and documentation of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for no less than three (3) years following acceptance of the final voucher on each Project.
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- i. Administer the Project in accordance with all applicable federal, state, or local laws and regulations. Failure to fulfill legal obligations associated with the project may result in forfeiture of federal or state-aid reimbursements
- j. Provide certification by a LOCALITY official that all LOCALITY administered Project activities have been performed in accordance with all federal, state, and local laws and regulations. If the LOCALITY expends over \$750,000 annually in federal funding, such certification shall include a copy of

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 - m. Ensure compliance with the provisions of Title VI of the Civil Rights Act of 1964, regulations of the United States Department of Transportation (USDOT), Presidential Executive Orders and the Code of Virginia relative to nondiscrimination; and as a sub-recipient of federal funds, adopt and operate under the DEPARTMENT's FHWA-approved Disadvantaged Business Enterprise (DBE) Program Plan in accordance with 49 CFR Part 26.
2. The DEPARTMENT shall:
- a. Perform any actions and provide any decisions and approvals which are the responsibility of the DEPARTMENT, as required by federal and state laws and regulations or as otherwise agreed to, in writing, between the parties and provide necessary coordination with the FHWA as determined to be necessary by the DEPARTMENT.
 - b. Upon receipt of the LOCALITY's invoices pursuant to paragraph 1.f., reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the DEPARTMENT within 30 days of an acceptable submission by the LOCALITY.
 - c. If appropriate, submit invoices to the LOCALITY for the LOCALITY's share of eligible project expenses incurred by the DEPARTMENT in the performance of activities pursuant to paragraph 2.a.
 - d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with federal and state laws and regulations.
 - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.

3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
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6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.

9. This Agreement may be terminated by either party upon 30 days advance written notice. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraphs 1.f, 1.g., and 2.b, subject to the limitations established in this Agreement and Appendix A. Upon termination, the DEPARTMENT shall retain ownership of plans, specifications, and right of way, unless all state and federal funds provided for the Project have been reimbursed to the DEPARTMENT by the LOCALITY, in which case the LOCALITY will have ownership of the plans, specifications, and right of way, unless otherwise mutually agreed upon in writing.
10. Prior to any action pursuant to paragraphs 1.b or 1.g of this Agreement, the DEPARTMENT shall provide notice to the LOCALITY with a specific description of the breach of agreement provisions. Upon receipt of a notice of breach, the LOCALITY will be provided the opportunity to cure such breach or to provide a plan to cure to the satisfaction to the DEPARTMENT. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach to the satisfaction of the DEPARTMENT, then upon receipt by the LOCALITY of a written notice from the DEPARTMENT stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the DEPARTMENT may exercise any remedies it may have under this Agreement.

THE LOCALITY and DEPARTMENT acknowledge and agree that this Agreement has been prepared jointly by the parties and shall be construed simply and in accordance with its fair meaning and not strictly for or against any party.

THIS AGREEMENT, when properly executed, shall be binding upon both parties, their successors, and assigns.

THIS AGREEMENT may be modified in writing by mutual agreement of both parties.

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

CITY OF HOPEWELL, VIRGINIA:

Typed or printed name of signatory

OFFICE OF THE CITY ATTORNEY
APPROVED AS TO FORM
DATE: 9-08-2020
SIGNATURE: _____

_____ Title Date

_____ Signature of Witness Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this Agreement.

COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:

_____ Chief of Policy Date

Commonwealth of Virginia
Department of Transportation

_____ Signature of Witness Date

Attachments

Appendix A (110842)

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

National Fish & Wildlife Grant Award & Contract Modification

ISSUE:**1) Budget & appropriate National Fish & Wildlife Foundation grant awards:**

- \$500,000 Small Watershed Grant for design, construction, and construction administration of the City Point Road, Liberty Ave, and Princess Anne Outfall Gully Stabilization Projects (OGSPs); and
- \$34,100 Planning and Technical Assistance Grant for the development of an OGSP Design & Regional Pollutant Reduction Calculator in partnership with Ecosystem Services LLC

2) **Modify existing City contract 14-19 with Ecosystem Services, LLC** to include Construction Administration of HHS-Mathis Park Stream Restoration and the three Outfall Gully Stabilization Projects for \$61,003.

3) **Execute a new contract with Ecosystem Services, LLC** to develop an OGSP Design & Regional Pollutant Reduction Calculator for \$34,100.

RECOMMENDATION: Staff recommend that council budget and appropriate the two (2) NFWF grant awards of \$500,000 and \$34,100, approve the modification to increase existing City Contract 14-19 with Ecosystem Services by \$61,003 for Construction Administration services, and execute a new contract with Ecosystem Services, LLC for \$34,100 for the development of an OGSP Design & Regional Pollutant Reduction Calculator.

TIMING: Staff recommends council approval at the scheduled meeting on September 15, 2020.

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			

BACKGROUND: The original City Contract (14-19) with Ecosystem Services, LLC for the design of the Hopewell High School-Mathis Park Stream Restoration and the City Point Road Outfall Stabilization Projects was procured through the traditional bid process. A contract modification was approved by Council at the January 28, 2020 Council Meeting (CAF R-4) to add design services for 2 additional outfall stabilization projects: ST009 and ST010, Liberty Ave and Princess Anne Rd OGSPs, respectively. Design is complete on all four projects. The Small Watershed Grant, combined with previously awarded grants, means that 93% of the total design and construction of these 4 projects is funded independent of the Stormwater Program Budget.

The NFWF Planning and Technical Assistance Grant represents a collaboration between the Stormwater Program and Ecosystem Services, LLC to provide our neighboring jurisdictions with an assessment and design tool that will help in prioritize outfall stabilization projects needed for both infrastructure protection and Chesapeake Bay restoration efforts. The Crater Planning District Commission has agreed to host training workshops for neighboring municipalities. Future workshops with other municipalities VDEQ, and EPA Chesapeake Bay Program are being considered.

ENCLOSED DOCUMENTS:

- Location maps for all four projects

STAFF: Joseph Battiata, P.E. Stormwater Program Manager

FOR IN MEETING USE ONLY

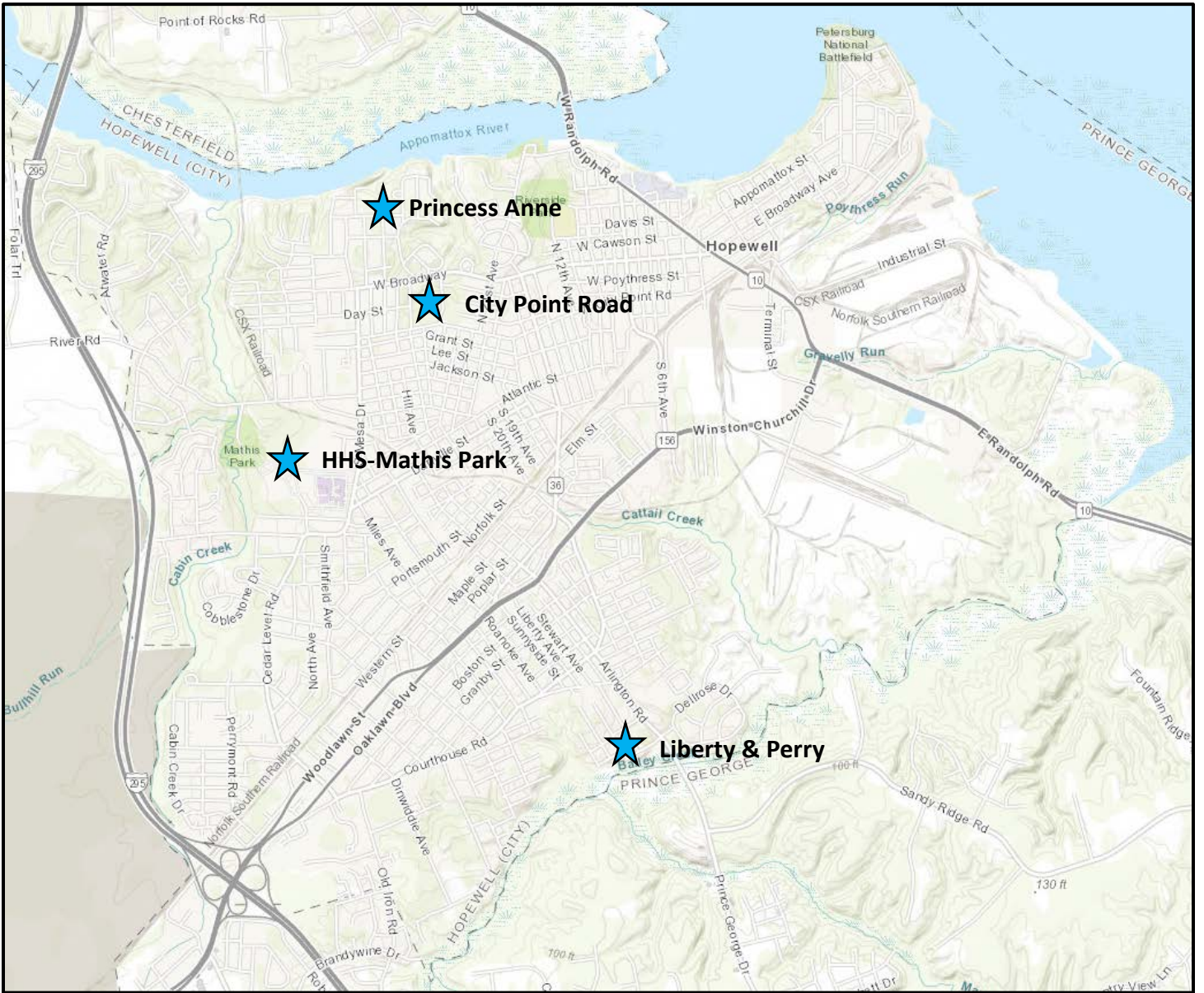
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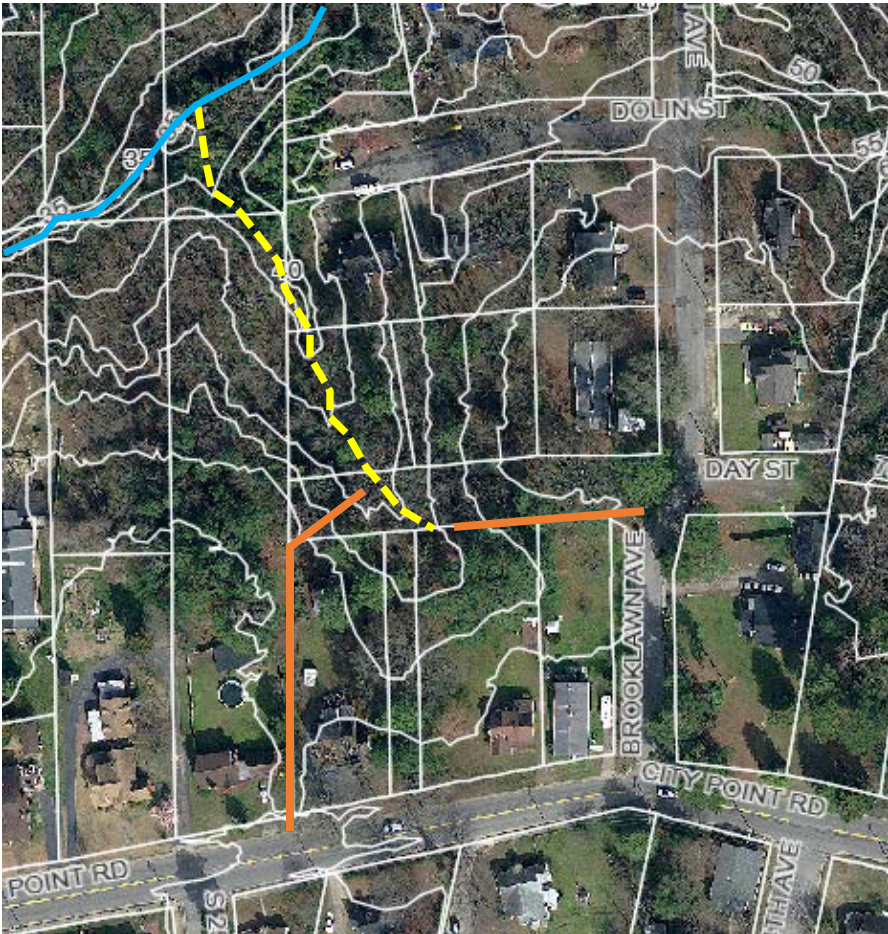
Roll Call

SUMMARY:

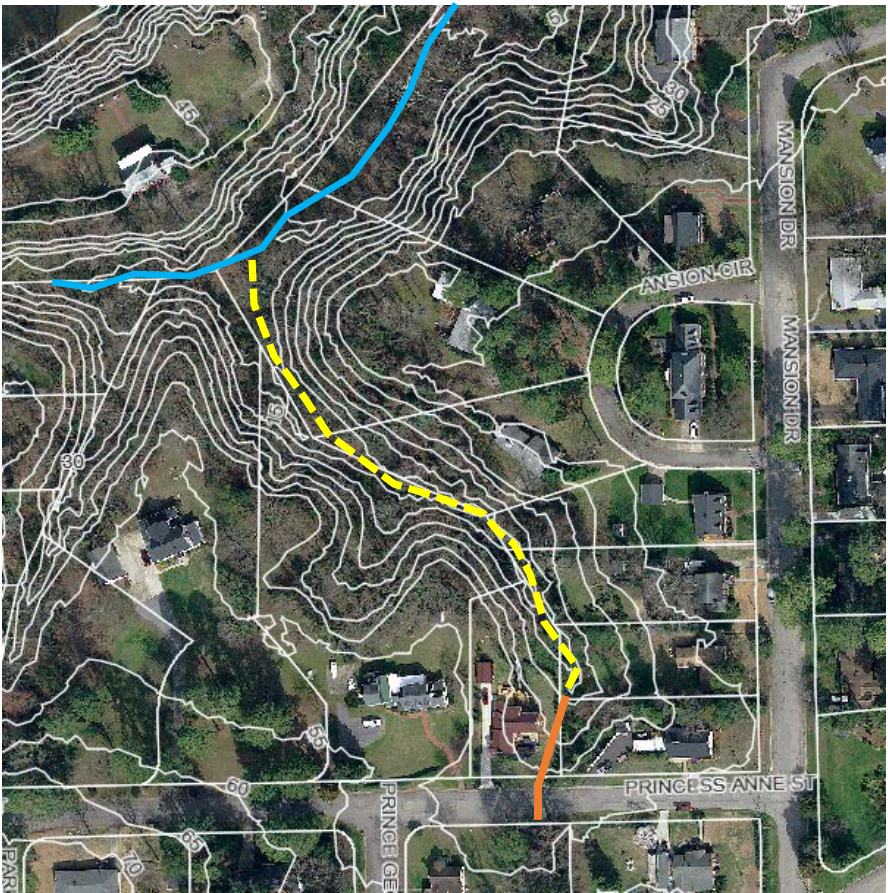
Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
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<input type="checkbox"/>	<input type="checkbox"/>	Mayor Jasmine Gore, Ward #4			

LOCATION MAPS

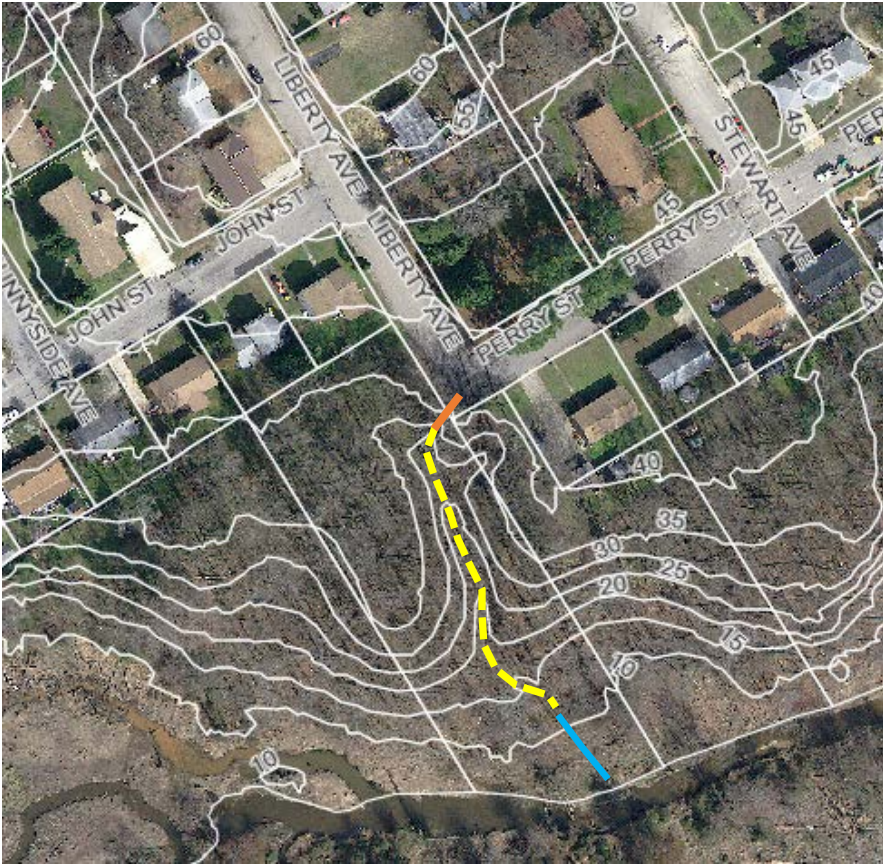




City Point Road Outfall Gully Stabilization Project



Princess Anne St. Outfall Gully Stabilization Project



**Liberty Ave & Perry St.
Outfall Gully Stabilization
Project**



**Hopewell High School-
Mathis Park Stream
Restoration Project**



Chesapeake Bay Stewardship Fund

NFWF CONTACTS

Jake Reilly
Program Director,
jake.reilly@nfwf.org
202-595-2610

Stephanie Heidbreder
Program Manager,
stephanie.heidbreder@nfwf.org
202-595-2442

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Program Coordinator,
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- U.S. Environmental Protection Agency
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- Altria
- Chesapeake Bay Program

To learn more, visit:
<https://bit.ly/chesapeakebizplan>

ABOUT NFWF

Chartered by Congress in 1984, the National Fish and Wildlife Foundation (NFWF) protects and restores the nation's fish, wildlife, plants and habitats. Working with federal, corporate and individual partners, NFWF has funded more than 5,000 organizations and generated a total conservation impact of \$6.1 billion.

Learn more at www.nfwf.org

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Canvasbacks over the Chesapeake Bay

OVERVIEW

The National Fish and Wildlife Foundation (NFWF), in partnership with the U.S. Environmental Protection Agency and the Chesapeake Bay Program, recently announced the 2020 round of funding for Chesapeake Bay Stewardship Fund projects. Fifty-six restoration and water quality improvement grants totaling \$18.06 million were awarded, leveraging \$18.9 million in match from the grantees to generate a total conservation impact of \$36.97 million.

The Chesapeake Bay Stewardship Fund is dedicated to protecting and restoring the bay by helping local communities clean up and restore their polluted rivers and streams. The fund also advances cost-effective and creative solutions with financial and technical assistance to local communities, farmers, and private landowners. NFWF manages the Stewardship Fund in partnership with government agencies and private corporations and in close coordination with the federal-state Chesapeake Bay Program partnership. Major funding is provided by the U.S. Environmental Protection Agency through the Chesapeake Bay Program Office.

Since 1999, the Stewardship Fund has worked with the public and private sectors to deliver on-the-ground conservation successes benefiting the communities, farms, habitats, and wildlife of the Chesapeake Bay region. NFWF administers the fund's two competitive grant programs, the Innovative Nutrient and Sediment Reduction Grant Program and the Small Watershed Grants Program. NFWF also makes targeted investments that support networking and information-sharing among restoration partners on emerging technologies, successful restoration approaches, and new partnership opportunities. These programs directly engage agricultural producers, homeowners, churches, businesses and others in on-the-ground restoration actions that improve the quality of life in communities throughout the watershed, while ultimately improving the health of the Chesapeake Bay.

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INNOVATIVE NUTRIENT AND SEDIMENT REDUCTION GRANTS
Accelerating Riparian Forest Buffer Implementation in Priority Pennsylvania Counties

Grantee: Chesapeake Bay Foundation
Grant Amount: \$975,926
Matching Funds: \$977,882
Total Project: \$1,953,809
Build relationships between private and public partners of conservation districts in Pennsylvania’s Final Phase 3 Watershed Implementation Plan to accelerate implementation, maintenance resources, and innovative financial incentives of riparian forested buffers in Pennsylvania. Project will provide technical assistance to local contractors and implement 360 acres of buffers, resulting in an annual load reduction of 42,071 pounds nitrogen, 635 pounds phosphorus, and 1,656,578 pounds of sediment.

Planting the Trees for the Future Initiative (MD)

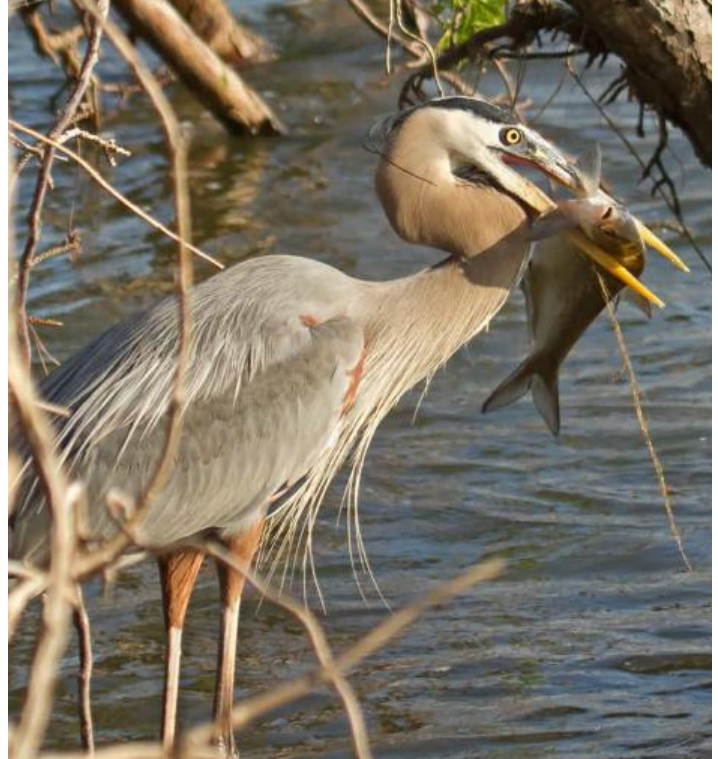
Grantee: Howard County, Maryland
Grant Amount: \$999,202
Matching Funds: \$1,315,670
Total Project: \$2,314,872
Expand local collaborations on environmental restoration, the rate and scale of reforestation and other natural filters, strategic land conservation, and environmental job opportunities in Central Maryland. Project will triple the average annual number of trees planted across the pilot area by the end of the three-year period, with a target rate of 100,000 trees per year across the Greater Baltimore Wilderness Coalition territory including Howard County, Baltimore County, and Baltimore City.

Accelerating Sediment Reductions Through Collaborative Technical Assistance in Virginia Headwaters

Grantee: Trout Unlimited
Grant Amount: \$949,142
Matching Funds: \$1,010,485
Total Project: \$1,959,627
Expand technical assistance capacity among the collaborative partners in the headwaters of the Chesapeake Bay in Virginia to improve water quality and habitat for native eastern brook trout. Project will install 15 miles of exclusion fencing, establish 80 acres of new riparian forest buffer, exclude livestock from and protect 151 acres, and restore and stabilize 14 miles of streambanks and 1.5 miles of eroding streambanks.

Strengthening the Conservation Community Foundation in the Upper Susquehanna Watershed (NY, PA)

Grantee: Tioga County Soil and Water Conservation District of New York
Grant Amount: \$1,000,000
Matching Funds: \$1,060,000
Total Project: \$2,060,000
Focus on providing training to new and existing staff to further provide a framework for the Upper Susquehanna Coalition to evaluate available programs for future sustainability. Project will implement 114 acres of riparian buffer; 400 acres of



A great blue heron eats a shad in the James River, Virginia.

prescribed grazing, 3,800 acres of stream corridor restoration and 39 acres of wetland restoration that is estimated to generate nutrient reductions of 4,155 pounds of nitrogen, 689 pounds of phosphorus and 456,130 pounds of sediment annually.

Water Quality Improvements in the James River through a Living Shoreline Collaborative (VA)

Grantee: James River Association
Grant Amount: \$1,000,000
Matching Funds: \$1,000,000
Total Project: \$2,000,000
Combat erosion and adapt to changing shorelines through accelerated living shorelines implementation. Project will develop and deliver a living shoreline training program to increase technical capacity, formalize an existing partnership in the lower James River, increase the capacity of partners, and bring in partners from outside of the watershed to expand the network of knowledge to build on existing efforts.

Accelerating Implementation of Farmer Adoption of Nutrient Stewardship Practices (DE, MD, PA, VA)

Grantee: The Mid-Atlantic 4R Nutrient Stewardship Association
Grant Amount: \$990,000
Matching Funds: \$1,084,000
Total Project: \$2,074,000
Bring together stakeholders involved in nutrient management and those who have environmental concerns about excess nutrients to work together to develop locally relevant solutions. Project will identify barriers to nutrient

(continued)

management adoption, design a communications strategy, engage 300 farms to implement nutrient management, increase implementation of split application of nitrogen and pilot a model for a Pennsylvania Manure Transport Exchange.

Precision Conservation Partnership Implementing a Regional Restoration Plan in Central Pennsylvania

Grantee: Chesapeake Conservancy

Grant Amount: \$1,000,000
Matching Funds: \$1,118,147
Total Project: \$2,118,147

Implement a regional restoration plan in central Pennsylvania, build upon a Precision Conservation Partnership, and increase and strengthen local capacity and partnerships. Project will result in full-farm restoration on 25 farms, enhanced coordination of outreach and technical assistance, improved messaging to accelerate landowner recruitment, and knowledge transfer in the region, and prioritize restoration projects to rapidly de-list 46 miles of impaired streams.

SMALL WATERSHED GRANTS - IMPLEMENTATION

Implementing Green Stormwater Infrastructure in West Baltimore (MD)

Grantee: Blue Water Baltimore

Grant Amount: \$500,000
Matching Funds: \$499,649
Total Project: \$999,649

Implement green stormwater infrastructure projects and expand outreach and planning services to new target neighborhoods in West Baltimore to reduce nitrogen, phosphorus, and sediment pollution, develop regional scale partnerships, and increase citizen engagement. Project will expand, develop, and build upon previous success in East Baltimore to support neighborhoods in West Baltimore facing stormwater challenges in the Dead Run-Gwynns Falls watershed.

Expanding Tree Canopy in Charles County, Maryland

Grantee: Alliance for the Chesapeake Bay

Grant Amount: \$297,289
Matching Funds: \$250,000
Total Project: \$547,289

Improve local water quality and habitat in Charles County, Maryland. Project will create an Urban Tree Canopy Plan with local organizations and government agencies, train 40 Chesapeake Tree Stewards, expand the urban tree canopy by planting 75 native trees in the Town of La Plata, and reforest 55 acres of land with native trees throughout Charles County.

Increasing Wetland Habitat and Creating Tidal Salt Marshes to Support American Black Duck (MD)

Grantee: Harry R. Hughes Center for Agro-Ecology

Grant Amount: \$469,888
Matching Funds: \$161,874
Total Project: \$631,762

Evaluate native perennial grass species for their ability to establish viable stands along the margins of farm fields affected



Dairy farm in Pennsylvania

by saltwater intrusion and increase wetland habitat to support wintering American black duck. Project will create complete maps of areas in Somerset and Dorchester counties Maryland to identify priority areas at risk of saltwater intrusion and areas for tidal wetland habitat creation, and also implement wetland restoration projects on 32 acres of farmland.

Hopewell Stormwater Green Infrastructure (VA)

Grantee: City of Hopewell, Virginia

Grant Amount: \$500,000
Matching Funds: \$166,500
Total Project: \$666,500

Implement a stormwater green infrastructure project, including the stabilization of three storm drain outfall channels that convey stormwater down the highly erodible escarpment between the developed areas of the city and the James and Appomattox river floodplains. Project will provide a significant reduction in stormwater pollutant load to the Appomattox River, specifically two outfalls located in the Ashton Creek-Appomattox River Priority Subwatershed.

Accelerating Farm Stewardship Forested Buffers and Best Management Practices Implementation (PA)

Grantee: Stroud Water Research Center

Grant Amount: \$499,920
Matching Funds: \$802,381
Total Project: \$1,302,301

Build on Farm Stewardship Program success and add new emphases on implementing agricultural best management practices while bringing along much-needed forested buffers.

(continued)

Project will accelerate the rate of best management practices implementation, incentivize the inclusion of forested buffers that earn vouchers to pay for planning and implementation, and focus efforts in existing or emerging clusters of conservation so that research can help document the recovery of stream health.

Rappahannock-Rapidan Urban Green Stormwater Infrastructure Implementation (VA)

Grantee: Rappahannock-Rapidan Regional Commission
 Grant Amount:\$301,227
 Matching Funds:\$345,568
 Total Project:\$646,795

Install three urban stormwater green infrastructure projects at or adjacent to two schools in Fauquier County, and use to conduct outreach and education in the school district. Improve participation in the Virginia Conservation Assistance Program in Fauquier County by providing program outreach and cost-share matching funds for a minimum of five BMP projects, and develop a GIS-based prioritization to guide future implementation in the Rappahannock-Rapidan Region.

Healthy Streams Farm Stewardship: Chesapeake Loggerch Initiative (MD, PA)

Grantee: Alliance for the Chesapeake Bay
 Grant Amount:\$487,837
 Matching Funds:\$469,000
 Total Project:\$956,837

Develop and pilot a conservation incentive program that accelerates the adoption and establishment of riparian forest buffers by agricultural producers in the Susquehanna Basin of York County, Pennsylvania and Cecil and Harford counties in Maryland. Project will multiply the amount of implementation of agricultural best management practices, restore 160 acres of riparian forest habitat, and improve the in-stream habitat and passage specifically for the threatened Chesapeake loggerch.

Support for a Successful Transition to Rotational Grazing (PA)

Grantee: Capital Resource Conservation and Development Area Council
 Grant Amount:\$406,224
 Matching Funds:\$275,000
 Total Project:\$681,224

Support the transition of up to 1,000 acres of crop land and unmanaged pasture to a rotational grazing system, including cost-share for grazing infrastructure and technical assistance to ensure the successful implementation of the funded grazing projects. Project will complement work being conducted in the Chesapeake Bay Watershed to promote rotational grazing and soil health, including the Mountains to Bay Grazing Alliance and the Pennsylvania Soil Health Coalition.

Glenmont Forest Green Streets Water Quality Restoration (MD)

Grantee: Montgomery County Department of Environmental Protection
 Grant Amount:\$500,000
 Matching Funds:\$1,656,995
 Total Project:\$2,156,995

Construct a community-wide green street project in Silver Spring, Maryland with 67 rain gardens, bioretention gardens, and tree box filters to improve water quality. Project will work in collaboration with Rock Creek Conservancy, and the green infrastructure implemented will educate and engage the community while reducing 133 pounds of nitrogen, 20 pounds of phosphorous, and 35 tons of sediment pollution annually to Rock Creek, the Potomac River, and the Chesapeake Bay.

Glen Stream Restoration (VA)

Grantee: Lewis Ginter Botanical Garden
 Grant Amount:\$94,154
 Matching Funds:\$389,825
 Total Project:\$483,979

Improve 550 feet of stream, reducing erosion and maximizing site porosity by implementing intentional use of vegetation which will increase plant, soil and water interaction, leveraging natural ability to absorb the particulate matter and excess nutrients that flow from the manmade landscape. Project will restore natural drainage patterns and water table levels, and the project will offer educational experiences for more than 450,000 visitors a year.

Turkey Hill Clean Water Partnership: Continued Momentum for Market-Driven Conservation Action (PA)

Grantee: Alliance for the Chesapeake Bay
 Grant Amount:\$500,000
 Matching Funds:\$500,000
 Total Project:\$1,000,000

Work collectively with Turkey Hill Dairy, the Alliance for the Chesapeake Bay and the Maryland and Virginia Milk Producers Cooperative Association to support the farmers that supply milk to Turkey Hill Dairy by installing conservation practices. Project will accelerate implementation and build momentum for the Turkey Hill Clean Water Partnership.

Restoring the Octoraro Reservoir: Continued Plain Sect Conservation Action (PA)

Grantee: Alliance for the Chesapeake Bay
 Grant Amount:\$500,000
 Matching Funds:\$502,500
 Total Project:\$1,002,500

Achieve pollutant reductions in subwatersheds contributing to drinking water supplies in the Octoraro Creek Watershed through outreach and agricultural best management practices installation on Plain Sect farms. Project will prioritize farms and agricultural best management practices based on their nitrogen reduction potential, with implementation efforts being led by the Alliance for the Chesapeake Bay.

(continued)



Canada geese in the Chesapeake Bay

Strengthening Stronghold Brook Trout Patches through Stream Restoration and Habitat Improvement (PA)

Grantee: Trout Unlimited
 Grant Amount:\$274,298
 Matching Funds:\$167,632
 Total Project:\$441,930

Complete 10 high priority habitat restoration projects and 20 new technical assistance projects located within eastern brook trout stronghold patches in three geographic focus areas in the Chesapeake Bay watershed of Pennsylvania. Project will select focal geographies considering existing partnerships, ownership, access, and presence of both stronghold and persistent eastern brook trout patches.

Bringing the Lynnhaven River Oyster Population to Restored Status (VA)

Grantee: Chesapeake Bay Foundation
 Grant Amount:\$490,372
 Matching Funds:\$165,302
 Total Project:\$655,674

Deliver a comprehensive oyster restoration project in the Lynnhaven River that will enhance the population of native eastern oysters and engage the watershed community on oyster restoration projects. Project will establish 7 acres of new oyster reef and place 15 million baby oysters within the river, which are estimated to remove 335 pounds of nitrogen and 67 pounds of phosphorus from the Lynnhaven River.

Collaborative Conservation and Brook Trout Restoration in the Cacapon Watershed (WV)

Grantee: Cacapon & Lost Rivers Land Trust
 Grant Amount:\$350,630
 Matching Funds:\$350,630
 Total Project:\$701,260

Conserve high-quality riparian corridors through conservation easements and improve brook trout habitat. Project will convene the Cacapon Watershed Collaborative

to identify shared goals of watershed partners and build capacity for increased land protection and ecologically sustainable land management, and behavior change research will be conducted to learn effective strategies for engaging landowners in stewardship.

Greening Southside Richmond (VA)

Grantee: Chesapeake Bay Foundation
 Grant Amount:\$227,467
 Matching Funds:\$82,080
 Total Project:\$309,547

Improve water quality in Little Westham, Almond, Proctors, and Falling creeks located in Southside Richmond, Virginia by reducing impervious surfaces and managed turf, planting 250 trees on municipal property, and installing green infrastructure projects to retain and treat polluted runoff. Project will work with Richmond’s Office of Sustainability to identify areas where green infrastructure projects are most needed to reduce heat stress and improve health outcomes for communities.

Delmarva Working and Natural Lands Conservation and Restoration (MD)

Grantee: Lower Shore Land Trust
 Grant Amount:\$194,636
 Matching Funds:\$428,609
 Total Project:\$623,245

Develop a Delmarva Rural Lands Working Group and Tri-County Forest Conservation Program to assess, prioritize, and implement restoration and conservation projects in the Chesapeake Bay portion of the lower Delmarva Peninsula in Maryland. Project will lead to healthy riparian forests, improved water quality, and restored wetland habitat, benefiting American black duck, and other terrestrial and aquatic living resources.

Restoring, Enhancing, and Expanding Brook Trout Patch Strongholds in Thorn Creek (WV)

Grantee: Trout Unlimited
Grant Amount:\$476,470
Matching Funds:\$473,272
Total Project:\$949,742

Restore riparian buffers, in-stream habitat, eroding stream banks and aquatic organism passage within the Thorn Creek watershed and the Upper South Branch of the Potomac to the benefit of water quality, local agricultural producers, and brook trout strongholds. Project will result in the completion of restoration efforts to enhance a brook trout stronghold, the expansion of such efforts into the Upper South Branch of the Potomac, and the documentation of additional un-assessed brook trout patches.

Wylie Brook Aquatic Passage Connectivity Project (NY)

Grantee: Trout Unlimited
Grant Amount:\$171,118
Matching Funds:\$143,000
Total Project:\$314,118

Replace three undersized culverts that are a barrier for brook trout, which will reconnect more than 7 miles of habitat for brook trout in the watershed. Project will build a partnership between Trout Unlimited, the U.S. Fish and Wildlife Service, the state Department of Environmental Conservation and the local township of Coventry, New York, and enhance the eastern brook trout population stronghold.

Implementation of Agricultural Best Management Practices in Salisbury Township (PA)

Grantee: Lancaster Farmland Trust
Grant Amount:\$494,347
Matching Funds:\$186,900
Total Project:\$681,247

Reduce nitrogen, phosphorus, and sediment pollution flowing from Salisbury Township farms to the Chesapeake Bay, specifically in the Pequea Creek Watershed. Project will expand on an existing, innovative initiative in Salisbury Township to drive the agricultural community toward environmental compliance and sustainability and result in best management practices implemented on five farms in the Pequea Creek Watershed, and contribute to the completion of two whole-stream restoration efforts.

Enhancing Community Partnerships for Restoration of the Anacostia River Corridor (DC)

Grantee: Department of Energy and Environment
Grant Amount:\$500,000
Matching Funds:\$500,000
Total Project:\$1,000,000

Restore freshwater tidal habitat in the Anacostia River. Project will lead to the creation of one comprehensive restoration plan and restoration of 10 acres of tidal wetland for American black duck and water quality improvements.



Tidal flat on the Chesapeake Bay

Demonstrating Sustainable Farm Operations at the Augusta County Correctional Center (VA)

Grantee: Headwaters Soil and Water Conservation District
Grant Amount:\$238,024
Matching Funds:\$351,600
Total Project:\$589,624

Install 5 miles of stream fencing, improve 350 acres of livestock pasture management, and establish 35 acres of riparian grass buffers and 16 acres of riparian forest buffers on an agriculture operation at the Augusta County Correctional Center. Project will improve sustainability of the farm operation and advance measurable progress toward the Little Calf pasture River local Total Maximum Daily Load for sediment and Virginia’s Phase III Watershed Implementation Plan.

Establishing an Poultry Litter Matching Service for a Cleaner Bay and Healthy Farms (DE, MD, PA)

Grantee: Delmarva Poultry Industry
Grant Amount:\$49,890
Matching Funds:\$10,018
Total Project:\$59,908

Develop an online poultry litter matching tool to connect producers with excess litter to improve crop growth and soil health. Project will support the implementation of Maryland’s Phosphorus Management Tool (PMT) and Phase 3 Watershed Implementation Plans across Delmarva, thereby helping to meet regional water quality and healthy watershed goals.

(continued)

Restoration of the Eastern Oyster in the Eastern Branch of the Lynnhaven River (VA)

Grantee: Lynnhaven River Now
Grant Amount:\$500,000
Matching Funds:\$564,220
Total Project:\$1,064,220
Restore oyster reefs in the Eastern Branch of the Lynnhaven River in Virginia Beach, Virginia. Project will remove approximately 1,626 pounds of nitrogen a year through denitrification and 2,541 pounds of nitrogen storage in the shells and bodies of oysters and reef fauna, an additional 60 acres reef habitat target in the Lynnhaven, resulting in removal of 32,520 pounds of nitrogen a year through denitrification and 50,820 pounds of nitrogen storage.



Brook trout

Restoring Two Key Tributaries in the Elizabeth River (VA)

Grantee: The Elizabeth River Project
Grant Amount:\$499,168
Matching Funds:\$500,000
Total Project:\$999,168
Work with Norfolk, three universities and citizens and businesses to restore urban water quality, oysters and wetlands in two key tributaries to the Elizabeth River. Project will achieve a sub-watershed management plan for Knitting Mill Creek and construction of catalyst projects including a living shoreline, oyster reef, rain gardens and other green infrastructure to be open to the public at a new Resilience Learning Park.

Fleets Branch Stream Restoration (VA)

Grantee: City of Petersburg
Grant Amount:\$500,000
Matching Funds:\$950,000
Total Project:\$1,450,000
Implement a shovel-ready, cost effective stream restoration project. Project will complete phase 2 of a 2,027-linear-foot restoration of Fleets Branch that has already been designed, the first half of which is presently under construction.

SMALL WATERSHED PLANNING AND TECHNICAL ASSISTANCE GRANTS

Analyzing Impacts of Poultry Litter on Water Quality on Eastern Shore Freshwater Streams (VA)

Grantee: College of William and Mary, Virginia Institute of Marine Science
Grant Amount:\$49,310
Matching Funds: N/A
Total Project:\$49,310
Investigate and expand freshwater stream assessments on the Eastern Shore of Virginia, specifically Chesapeake Bay drainages in Accomack and Northampton counties. Project will examine freshwater stream nutrient levels to identify water quality impairments from poultry operations via stormwater runoff using estimates of land cover in the drainage areas including variables such as the presence and distance of poultry operations, agricultural fields, residential housing, forest, and swamps.

Municipal Urban Forestry Needs Analysis and Pilot Projects for Prince George’s County (MD)

Grantee: The Neighborhood Design Center
Grant Amount:\$49,301
Matching Funds:\$15,000
Total Project:\$64,301
Conduct an urban forestry needs analysis for municipalities in Prince George’s County. Project will survey urban forest managers to assess their current urban forest status and identify opportunities to provide planning and technical assistance for managing public trees, and will also assist the Town of Forest Heights and the City of New Carrollton to assess and manage their public trees.

Retrofitting Businesses and Industrial Properties (VA)

Grantee: Hampton Roads Planning District Commission
Grant Amount:\$50,000
Matching Funds: N/A
Total Project:\$50,000
Identify large-scale private industrial and business sites willing to improve water quality and provide flood protection with green infrastructure and implementation of BMPs. Project will identify 10-12 business or industries that will implement BMPs in the private sector; develop a list of design concepts, budgets, and funding solutions for future implementation; and identify barriers and provide incentives for reporting nutrient credits for the Bay total maximum daily load.

Old Love Point Park Stream and Park Restoration (MD)

Grantee: Shorerivers
Grant Amount:\$50,000
Matching Funds:\$20,000
Total Project:\$70,000
Produce a comprehensive stream restoration design that incorporates new stormwater practices within the park, wetland areas adjacent to the stream restoration, and a stream restoration design that will complement both the new stormwater and wetland areas. Project will design approximately 1,500 linear feet of stream restoration, 2 to 3 acres of wetlands/floodplains, and two to three bioretentions.

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Improving the Delivery of Outreach and Technical Assistance for Implementation in York County (PA)

Grantee: York County Planning Commission
 Grant Amount: \$50,000
 Matching Funds: N/A
 Total Project: \$50,000
 Complete groundwork for a successful messaging campaign, a coalition with broader and more diverse representation, and reported implementation of water quality best management practices. Project will develop a Countywide Action Plan messaging strategy to effectively educate the community, expand the capacity of the York County Coalition for Clean Waters, a key partner in Countywide Action Plan implementation efforts, and embark on a long-term clean water messaging campaign.

Little Chiques Park Stream Bank Restoration and Green Infrastructure Master Plan (PA)

Grantee: Mount Joy Borough
 Grant Amount: \$50,000
 Matching Funds: \$65,000
 Total Project: \$115,000
 Design and permit an approximately 5,000-linear-foot stream segment of Little Chiques Creek, located within the bounds of Little Chiques Park situated in Mount Joy, Pennsylvania. Project will plan to improve drainage patterns within the park as they impact the stream corridor and cause uncontrolled flooding within the park, and will improve public access to the creek for fishing and other recreation purposes.

Identifying, Prioritizing, and Incentivizing Marsh Management Actions in the Chesapeake Bay (MD, VA)

Grantee: The Nature Conservancy
 Grant Amount: \$49,699
 Matching Funds: N/A
 Total Project: \$49,699
 Develop a marsh management action decision support tool and resilience credit targeting parameters, plus streamline and enhance the effectiveness of marsh management actions and make funding opportunities more accessible for tidal marsh conservation practitioners throughout the Chesapeake Bay. Project will evaluate the climatic and human pressures that are degrading tidal marsh habitats within a holistic context that weighs inputs, actions, and outcomes to determine best management practices.

Modelling an Approach to Greening Gray Infrastructure (MD)

Grantee: National Wildlife Federation
 Grant Amount: \$50,000
 Matching Funds: \$38,101
 Total Project: \$88,101
 Conduct studies of offshore breakwaters in the Choptank River and complete engineered designs incorporating original structures with oyster castles and oyster spat on identified sites, including Bill Burton Fishing Piers State Park and Horne Bay along Horn Point Laboratory’s campus. Project will develop oyster retrofit designs that will create complex



American black duck

fish and shellfish habitat and provide enhanced, measurable nutrient and sediment reduction benefits when implemented.

Bradford County Accelerated Watershed Implementation Plan Development (PA)

Grantee: Bradford County Conservation District
 Grant Amount: \$49,986
 Matching Funds: \$5,000
 Total Project: \$54,986
 Accelerate planning of Bradford County’s Watershed Implementation Plan in three phases of operation: stream rehabilitation, agricultural management, and stream crossing replacement. Project will address resource gaps in project implementation utilizing Bradford County’s database of planning needs resulting from landowner and/or municipal assistance requests.

Development of Stormwater Management Strategies in the Nanticoke River Watershed (DE)

Grantee: Nanticoke Watershed Alliance
 Grant Amount: \$49,978
 Matching Funds: N/A
 Total Project: \$49,978
 Develop a stormwater management strategy for regulated and unregulated communities to meet Delaware’s Chesapeake Bay Phase III Watershed Implementation Plan goals in the Nanticoke River watershed. Project will begin implementation of the top three priorities: maximize existing water quality opportunities and investments; reinvigorate water quality project convening and coordination; and improve ditch management for water quality benefits.

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Wyoming Valley Chesapeake Bay Tributary Field Assessments and Monitoring (PA)

Grantee: Eastern Pennsylvania Coalition for Abandoned Mine Reclamation
Grant Amount: \$50,000
Matching Funds: \$18,000
Total Project: \$68,000

Conduct field assessments and monitoring of various streamside conditions and structural impediments to aquatic organism passage at culverts throughout the targeted supporting municipalities with a focus on Sugar Notch Run, Solomon, Warrior, Nanticoke, and Newport creeks, along the Susquehanna River in the Wyoming Valley, Luzerne County. Project will communicate and recommend to partners, projects for future improvements and best management practices.

Greater Baybrook Green Infrastructure Master Plan (MD)

Grantee: Greater Baybrook Alliance
Grant Amount: \$49,788
Matching Funds: \$75,000
Total Project: \$124,788

Develop a green infrastructure master plan that will create a network of green hubs and corridors and related programming and jobs. Project will build upon a green infrastructure concept plan, conducted by the American Planning Association, for the Brooklyn community and is identified as a high priority in the 2016 Greater Baybrook Vision and Action Plan, the communities' master plan.

Monitoring Water Quality and Health of the Wicomico River (MD)

Grantee: Wicomico Environmental Trust
Grant Amount: \$50,000
Matching Funds: \$235,000
Total Project: \$285,000

Recruit volunteers to monitor the waters of the Wicomico River and its tributaries on Maryland's Lower Eastern Shore to collect and develop objective, scientifically credible water quality data. Project will train volunteers to collect water samples and record site conditions, assess samples water clarity, total nitrogen and phosphorus, chlorophyll a, and bacteria, and conduct scientific analysis by trained scientists before results are delivered to the public.

Preserving Open Space and Protecting Vulnerable Habitat (VA)

Grantee: Capital Region Land Conservancy
Grant Amount: \$50,000
Matching Funds: \$27,000
Total Project: \$77,000

Develop a strategy for the city of Richmond to identify and protect additional lands that improve the health and function of tributaries, improve habitat and establish wildlife corridors, while also creating public access. Project will



Great egret on an oyster bed

include significant community outreach and engagement to improve public participation in the location and design of habitat restoration, and outcomes will include one implementation plan that includes prioritization of 10 parcels.

Roberts Field Restoration (MD)

Grantee: Carroll County Government - Bureau of Resource Management
Grant Amount: \$50,000
Matching Funds: \$121,342
Total Project: \$171,342

Engineer drawings to retrofit the Roberts Field existing wet pond stormwater management facility with a drainage area of 47 acres, 21 of which are impervious, to an innovative wet pond and submerged gravel wetland facility and create 900 linear feet of restored stream. Project will lead to improved water quality, provide additional natural habitat, reduce thermal impacts, and maintain the community amenity at the headwaters for Piney Run, a Use Class III cold water trout stream.

River Herring Habitat Assessment for Oxon Run and Lower Beaverdam Creek (DC, MD)

Grantee: Metropolitan Washington Council of Governments
Grant Amount: \$49,805
Matching Funds: \$12,601
Total Project: \$62,406

Evaluate river herring habitats upstream and downstream of the fish blockages and propose structures to provide passage for these blockages, monitor for the strength of river herring, and provide a brief study informational plan. The project will restore river herring access and use of high quality migratory stream habitat and provide capacity and planning

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information for Prince George's County Department of the Environments and District of Columbia Department of Energy and Environment.

Little Beaver Creek Stream and Riparian Buffer Restoration (PA)

Grantee: Alliance for the Chesapeake Bay

Grant Amount: \$49,998

Matching Funds: N/A

Total Project: \$49,998

Conduct initial feasibility analysis and planning efforts on the highly eroded streambanks of 1,275 foot segment of Little Beaver Creek, which runs through farm property owned in Strasburg Township, Lancaster County, Pennsylvania.

Project will result in a report which will outline project scope, permitting requirements, and estimated project costs which will address streambank erosion.

Maryland State Fairgrounds Green Infrastructure Planning and Design

Grantee: Center for Watershed Protection

Grant Amount: \$49,476

Matching Funds: N/A

Total Project: \$49,476

Provide technical and coordination assistance to the Maryland State Fair and its many partners to advance high-profile green infrastructure projects and facilitate improved Fairgrounds operations. Project will include a project site survey, geotechnical investigation, stormwater engineering design, project implementation planning and coordination, and capacity building for local residents.

Bedford County Watershed Action Plan Development (PA)

Grantee: Bedford County Conservation District

Grant Amount: \$47,000

Matching Funds: \$6,400

Total Project: \$53,400

Conduct sub-watershed assessments of Spicer Brook, Cumberland Valley Run, Beaverdam Creek and their related tributaries in Lebanon County to determine excessive sources of nutrients and sediment and provide recommendations for restoration or improvements with the goal of identifying best management practices for implementation. Project will deliver Watershed Action Plans that will identify priority restoration sites and the associated concept master plans for those sites.

Hickory Ridge Walkable Watershed Concept Plan Development for the Patuxent River Watershed (MD)

Grantee: Community Ecology Institute

Grant Amount: \$49,949

Matching Funds: \$23,500

Total Project: \$73,449

Address stormwater management that brings key stakeholders and members of the community together with planners to develop a shared vision and set of

priorities. Project will be a community-based concept plan that includes a network of stormwater management opportunity sites that focus on Patuxent River and Chesapeake Bay watershed restoration goals to address flooding and stormwater runoff, nutrient and sediment reduction, improving water quality, and improving access to community amenities.

Expanding Growing Native Tree Initiative (MD, VA)

Grantee: The Potomac Conservancy

Grant Amount: \$47,518

Matching Funds: N/A

Total Project: \$47,518

Expand the Growing Native program by building a regional coalition of stakeholders to connect disparate native tree planting efforts in the Potomac Watershed and build a network of volunteers increasing the number of native seeds collected and market existing native tree planting opportunities. Project will convene the coalition, build a website that will consolidate community engagement opportunities, and expand seed collection drop off sites, nursery sites, and community-led seed events.

Leggett's Creek Greenway Project (PA)

Grantee: Lackawanna River Conservation Association

Grant Amount: \$50,000

Matching Funds: \$35,258

Total Project: \$85,258

Address environmental issues caused by past anthracite coal mining activities and commercial and residential development within this sub-watershed which has resulted in a compromised ecosystem lacking in biodiversity. Project will mitigate erosion and sediment loading through the installation of bank stabilization measures, and storm water runoff management, and monitoring and management program will be established to ensure sustained project efficiency.

Outfall and Gully Stabilization Project Design and Regional Pollutant Reduction Calculator (VA)

Grantee: City of Hopewell, Virginia

Grant Amount: \$34,100

Matching Funds: N/A

Total Project: \$34,100

Restore three severely eroding stormwater outfalls in the City of Hopewell, Virginia and develop standard design guidance and a pollutant reduction calculator to assist regional adoption of the newly approved Chesapeake Bay Program's Guidance for crediting Outfall and Gully Stabilization Projects. Project will improve the water quality of local impaired waters and the Appomattox River and create a planning tool for evaluating and design that will be distributed to regional partners.

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Small Business Recovery Program – Second Round

ISSUE: As a result of the second round of Coronavirus Relief funding distributed to the City of Hopewell, the Economic Development office would like to initiate a second round of 2020 Small Business Recovery Program funding for our small businesses.

RECOMMENDATION: Approve a second round of funding for the Small Business Recovery Program in the amount of \$500,000.

TIMING: Immediate.

BACKGROUND: On July 14, 2020, City Council appropriated \$500,000 for a Small Business Recovery Program out of the Coronavirus Relief funding received by the City of Hopewell. Since then, the City of Hopewell has received a second round of Coronavirus Relief funding. The Economic Development office is proposing that City Council appropriate another \$500,000 of funding to fund a second round of the Small Business Recovery Program.

This second round of funding would include more businesses by: increasing the maximum employee counts to 50 instead of 25, and include businesses who have been established and operational on or before March 17, 2020 instead of January 1, 2020. This round of funding would also increase the grant amounts awarded to each business.

Specific details on grant funding amounts and other information regarding the second round of funding can be found in the attached memo.

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			

ENCLOSED DOCUMENTS:

- Small Business Recovery Program – Second Round Memo
- Small Business Recovery Program – Second Round Grant Application

STAFF:

- Charles Dane, Assistant City Manager
- Stacey English, Economic Development Specialist.

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |



Intergovernmental Memorandum

To: City Council Members

From: Economic Development Office

Date: September 8, 2020

Re: Small Business Recovery Program – Second Round

As a result of the second round of Coronavirus Relief funding distributed to the City of Hopewell, the Economic Development office would like to initiate a second round of 2020 Small Business Recovery Program funding. The first round of the Small Business Recovery Program was approved by council on July 14, 2020; and was launched on July 23, 2020. This second round of funding would be similar to the first round, with some minor changes that include:

- The maximum grant amount increases to \$10,000 instead of \$3,000.
- The maximum amount of employees increases to 50, instead of 25.
- Business must have been established and operational in Hopewell on or before March 17, 2020 (which we are earmarking as the start of the COVID-19 interruptions), instead of January 1, 2020.
- The grant amounts will increase to:
 - Businesses with 1-10 employees: up to \$5,000 instead of \$1,500 or \$3,000.
 - Businesses with 11-50 employees: up to \$10,000, instead of \$3,000.

Businesses who have already applied for and been approved for the first round of funding need not apply again. The city of Hopewell will automatically process a check for the difference of their qualified amount of grant funding and send to the business. For example, a business who initially received a grant payment for \$1,500 will receive another check for \$3,500 to equal the new \$5,000 amount. These businesses will be notified by September 25, 2020 regarding their additional grant funding.

The application will open on Monday, September 21st and close on Friday, December 4th. This will allow city staff to have time to process all of the grant payments, and have the funds disbursed before December 31, 2020.

The Economic Development office plans to distribute the application via social media, email, the city's website, the City Manager's weekly update, the Hopewell Happenings newsletter, a media release and a USPS mailing of the application to businesses with a registered business license.

Previously, City Council allocated \$500,000 to the Small Business Recovery Grant Program. We anticipate another allocation because of the second round of Coronavirus Relief funding that the City of Hopewell recently received. We expect the total program's budget to increase to between \$800,000 and \$1,000,000. It is our hope that by expanding the eligibility criteria we can reach more businesses.

As of September 4th, the City has disbursed \$81,000 to 38 businesses under this program. With the increase in funding, we will distribute \$139,000 to the businesses who have already applied. This will mean that the program will have spent \$220,000 of the allocated funding, leaving \$780,000 for new applicants (if the additional \$500,000 is allocated).

- Not a publicly traded company.
- Business must have a physical presence within the City of Hopewell.

Grant Evaluation:

- Grants will be awarded to the majority business owner only.
- Grants will be awarded based on timely, complete applications. Applications will be numbered and tracked as they come in.
- Total grant funds available for each award will not exceed \$10,000.
- Grant amounts vary by size of business, based on number of employees (documented by payroll statements and federal employment records):
 - Businesses with 1-10 employees: up to \$5,000
 - Businesses with 11-50 employees: up to \$10,000
- ***Businesses who have already applied for and been approved for the first round of funding need not apply again. The city of Hopewell will automatically process a check for the difference of grant funding and send to the business. For example, a business who initially received a grant payment for \$1,500 will receive another check for \$3,500 to equal the new \$5,000 amount. Businesses will be notified by September 25, 2020 regarding their additional grant funding.***
- Funds must be used for operational capital to assist the business in sustaining operations such as payroll, utilities, inventory, rent, and business mortgage.
- Grant recipients will be determined eligible by the City Manager's Office, the Treasurer's office and the Commissioner of the Revenue's office. Grants will be issued by the City of Hopewell.
- Grant funds will be made payable to the business name as listed on IRS Form W-9.
- All applications and materials submitted will be public records and subject to the Freedom of Information Act (FOIA). Documents identified as propriety (i.e. tax returns, social security numbers, financial documents, etc) are exempt under FOIA.
- Application for the grant constitutes an unconditional agreement to and acceptance of the Terms and Conditions. The Applicant is responsible for ensuring his or her familiarity with the Terms and Conditions.
- By submitting an application, the Applicant certifies that it is not under any agreement or restriction that prohibits or restricts its ability to disclose or submit the materials included in the application or otherwise to apply for a grant.
- Applicants acknowledge and agree that the Applicant's business name can be used by the City in the promotion of the grant program and may be displayed publicly showcasing selected businesses.

Grant Submittal:

- Please fill out the online form completely, OR
- Please email grant applications to Stacey English, at senglish@hopewellva.gov AND Debbie Pershing, at dpershing@hopewellva.gov, OR
- Grant applications can also be dropped off at City Hall. Please call (804) 541-2243 and ask for Stacey English or Debbie Pershing to arrange drop-off.

Grant Application:

Application Checklist (Please include the following documentation):

- Copy of the payroll statement nearest March 17, 2020.
- Copy of most recent payroll statement.
- Copy of Hopewell Business License.
- Copy of the business's IRS Form W-9.

Business Information

Legal Business Name as listed on IRS Form W-9: _____

DBA: _____

Business Address: _____

Business Phone: _____

Years of Operation in Hopewell: _____

Business Email: _____

Website: _____

Federal Tax ID# (EIN): _____

Description of Business: _____

Ownership Information: Complete this section for the majority business owner.

Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Application Questionnaire: Program eligibility is limited to those businesses that meet the following qualifications:

1. Has the business established & operational in Hopewell since March 17, 2020? _____
2. Total number of employees prior to March 17, 2020: _____
3. Total number of employees currently: _____
4. Total number of employees you plan to keep moving forward: _____
5. Total number of employees either laid-off or furloughed as a result of COVID-19: _____

Statement Narrative: Please attach your answers to these questions if you need more space.

- Identify how you plan to continue employment of all or certain employees and the type of positions being retained in comparison to pre COVID-19 disruption.

- Detail how you plan to use the grant funds to continue business operations

Application Understanding: Each applicant must initial the following statements to indicate that they understand and agree to the following conditions and certifications:

- I certify and attest that I am the majority owner of this business. _____
- I acknowledge that this completed and signed application is only an application for the City of Hopewell COVID-19 Small Business Recovery Program expressed herein. _____
- This application, even if favorably received does not constitute a commitment on the part of the EDA to extend grant funds. _____
- I agree to notify the EDA immediately in writing if any of the information contained in this application materially changes in any respect. _____
- I agree to hold harmless and indemnify the EDA, its board members, and associated City employees against any claims, charges, suits, damages or other similar liability and to further waive any claims against the EDA, its board members, and associated City employees whether now existing or arising in the future regarding any damages, losses, liability, costs or expenses (including reasonable attorney fees) incurred and arising from this application. _____
- I understand that by submitting this application the EDA is under no obligation to approve and/or extend an assistance grant. _____
- I understand that a false certification or false statement on this application will subject the signatory and applicant to repayment of the grants funds and other penalties under the law. _____

Grant Application:

Application Checklist (Please include the following documentation):

- Copy of the payroll statement nearest March 17, 2020.
- Copy of most recent payroll statement.
- Copy of Hopewell Business License.
- Copy of the business's IRS Form W-9.

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DBA: _____

Business Address: _____

Business Phone: _____

Years of Operation in Hopewell: _____

Business Email: _____

Website: _____

Federal Tax ID# (EIN): _____

Description of Business: _____

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Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

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3. Total number of employees currently: _____
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- I agree to notify the EDA immediately in writing if any of the information contained in this application materially changes in any respect. _____
- I agree to hold harmless and indemnify the EDA, its board members, and associated City employees against any claims, charges, suits, damages or other similar liability and to further waive any claims against the EDA, its board members, and associated City employees whether now existing or arising in the future regarding any damages, losses, liability, costs or expenses (including reasonable attorney fees) incurred and arising from this application. _____
- I understand that by submitting this application the EDA is under no obligation to approve and/or extend an assistance grant. _____
- I understand that a false certification or false statement on this application will subject the signatory and applicant to repayment of the grants funds and other penalties under the law. _____

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.		
6 City, state, and ZIP code		
7 List account number(s) here (optional)		
Requestor's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: HOPEWELL CARES: Rent/Mortgage and Utility Assistance Program

ISSUE: The City of Hopewell is launching a new program to assist low- and moderate-income Renters/Homeowners who have experienced financial hardship due to COVID -19. In partnership with Commonwealth Catholic Charities, this program will provide eligible households with short-term (no more than three months) assistance towards rent or mortgage and utility arrears since April 1, 2020. Assistance is provided up to one time for housing costs and one time for utility costs, and payments are made directly to the landlord, mortgage lender, and/or utility company.

RECOMMENDATION: At the City Council meeting on September 15, 2020, Staff request that Council review parameters, ask questions to provide clarity, and approve program to launch.

TIMING: City Council action is requested on September 15, 2020.

BACKGROUND: At the July 14, 2020 City Council meeting, funding was approved for the Rent/Mortgage and Utility Program, and the Homeless Emergency Housing Program. Catholic Commonwealth Charities, the Hopewell Department of Social Services, and the Department of Development have collaborated to create two programs that will benefit Hopewell residents experiencing financial hardship, and housing loss during the COVID-19 pandemic.

FISCAL IMPACT: Prevent homelessness and promote suitable living conditions for Hopewell residents.

STAFF: Tevya W. Griffin, Director of Development
Chris Ward, Senior Planner

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 | | | |

ATTACHMENTS: Program documentation

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 |



City of Hopewell is launching a new program to assist low-and moderate-income Renters /Homeowners who have experienced financial hardship due to COVID -19. In partnership with Commonwealth Catholic Charities, this program will provide eligible households with short-term (no more than three months) assistance towards rent or mortgage and utility arrears since April 1, 2020. Assistance is provided up to one time for housing costs and one time for utility costs, and payments are made directly to the landlord, mortgage lender, and/or utility company.

Eligibility Requirements for Assistance Program:

A household’s gross annual income **cannot exceed 80% of the Area Median Income (AMI)**, adjusted for family sizes, as established by the U.S. Department of Housing and Urban Development (HUD), at the time of application (See chart below).

# of Persons in Household	1	2	3	4	5	6	7	8
80% of AMI	\$50,050	\$57,200	\$64,350	\$71,500	\$77,250	\$82,950	\$88,700	\$94,400

Monthly Gross Income Breakdown

# of Persons in Household	1	2	3	4	5	6	7	8
80% of AMI	\$4,170	\$4,766	\$5,363	\$5,958	\$6,437	\$6,913	\$7,392	\$7,867

Applicant must have lease, mortgage, or utility bill in their name. Applicants who do not have a written lease agreement will not be approved for assistance. In addition, the assistance is provided to a household. Multiple individuals within a household cannot be assisted.

The applicant’s inability to pay their rent/mortgage or utilities must be due to the impact of COVID-19 that resulted in loss of job or significant reduction in work hours, or unemployment that occurred after March 1, 2020.

The property must be in Hopewell and be the applicant’s primary residence.

If unemployed, the applicant must have applied for, or be in the process of applying for unemployment benefits and must be able to provide supporting documentation.

Assistance is available for:

- Up to 3 months of rent or mortgage arrears (principal and interest only)
- Up to 3 months of utility (electricity, gas, water) arrears

Ineligible expenses:

- Phone, cable, internet service
- Taxes and insurance
- Late fees & court costs (if applicable)

How to Apply,

To start the application process, Hopewell residents can **email:** hopewell.cares@cccova.org or call 804.215.1107 to be screened for eligibility and be connected to one of CCC's financial counselors for assistance.

COVID-19 Relief Program

Please take a moment to review the following information:

Program Overview:

- This is a short-term program designed to support housing stability during the Coronavirus pandemic and prevent eviction /foreclosure from your primary residence.
- We will use various strategies to identify supports and resources to alleviate the immediate crisis and develop a plan to maintain housing.
- A payment plan with your landlord, mortgage lender, may be required for some of your arrears and associated fees.

Program Requirements:

- You must have a valid lease, mortgage, or other documentation
- You must have a rent or mortgage amount that is less than 150% of the Fair Market Rate
- You must have experienced a loss of income due to the Coronavirus pandemic
- Households under 50% of the Area Median Income are prioritized, but all households with a gross income below 80% of the Area Median Income may be eligible.
- Documentation of Income and certification of loss from Coronavirus is required

Services Available:

- Assistance with developing a plan to solve the housing crisis and prevent future episodes of housing instability
- Negotiation /mediation with entity to remain in existing housing
- When appropriate, referrals to other programs that specialize in employment, housing counseling, credit repair and money management.

Hopewell Cares COVID -19 Intake Process



Client is in Crisis: Covid 19 related
Late on Rent/Mortgage
Utilities

Contact :
804-215-1107

Email:
hopewell.cares@cccovfa.org

Coordinator will:
Complete Intake Application
Assign to counselor

Counselor will:
Review Application for Eligibility
Verify no additional funding has been received
Schedule appointment with Client
Approve / Deny Assitance

Client is approved:
Payment up to 3 months will be sent to vendor on client's behalf

Client will receive credit counselng to help stabalize situation.

Referrals for services if needed ie. Employment

File Closed

Client is denied:
Client notified
Appeal process explained

Housing Counseling to help identity other possible assistance options in the community

File Closed

Total Budget	Category	Amount	Declining Budget Balance
\$ 233,468.00			
	Admin @20%	\$ 46,693.60	\$ 186,774.40
	Rental assistance	\$ 85,950.00	\$ 100,824.40 average rent 895.00 = \$2,685.00 for each client x 30 clients
	Utility Assistance	\$ 56,250.00	\$ 44,574.40 average utility 250.00 x3 =750.00 per client x 75 clients
	Mortgage Assistance	\$ 42,900.00	\$ 1,674.40 average mortgage 1100.00x3 months for 13 clients

Clients to be served

Rental assistance	32 clients will be served	25%
Utility	75 clients will be served	64%
Mortgage	13 clients will be served	11%
	120 total	100%

Commonwealth Catholic Charities (CCC) agrees to:

- Provide access to housing and financial services regardless of race, color, religion, sex, national origin, elderliness, familial status or disability.
- Inform you of your rights and responsibilities to receive services and allow you to participate in all service decisions.
- Provide you with enough information during intake to make educated and informed choices about using agency services, including expectation, hours and rules of conduct.
- Allow the refusal of service, unless required by law, and inform you of any consequences of refusing service.
- Provide a comprehensive assessment of each individual financial condition including an appropriate action plan.
- Promptly address concerns initiated through the Dispute Resolution Process (explained below)

As a client of CCC, I agree to:

- Treat clients, staff and volunteers with dignity and respect
- Be an active participant in the services I receive, including the development of my action plan and to accept responsibility for my actions and choices
- Observe and follow program rules of conduct and behavior
- Submit requested information to my counselor in a timely manner
- Express dissatisfaction through a Complaint Resolution Process when issuing a complaint
- Arrive on time to scheduled class(es)

Commonwealth Catholic Charities is committed to assuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to the agency are highly personal in nature. We assure you that all personal information shared orally and/or in writing will be managed within ethical and legal considerations. Additionally, we want you to understand how we use the personal information we collect about you. Please carefully review this notice as it describes our policy regarding the collection and disclosure of your nonpublic, personal information.

What is non-public, personal information?

- Information that identifies an individual personally and is not otherwise publically available information (SSN, demographic data – race, ethnicity). This includes personal financial information such as credit history, income, employment history, financial assets, bank account information and financial debts.

Personal information collected by CCC:

- Information you provide on applications, forms, e-mail, or verbally
- Information about your transactions with us, our affiliates, or others
- Information we receive from your creditors or employment references
- Credit Reports

Categories of information do we disclose and to whom?

We may disclose the following personal information to financial service providers (such as companies providing home mortgages), Federal, State and nonprofit partners for program review, monitoring, auditing, research, and/or oversight purposes, and/or any other pre-authorized individual and/or organization. The types of information we disclose are as follows:

- Information you provide on applications/forms or other forms of communication. This information may include your name, address, Social Security number, employer, occupation, account numbers, assets, expenses and income.
- Information about your transactions with us, our affiliates, or others; such as your account balance, monthly payment, payment history and method of payment.
- Information we receive from consumer credit reporting agency such as your credit bureau reports, your credit and payment history, your credit scores, and/or your creditworthiness.
- We DO NOT sell or rent your personal information to any outside entity.
- We may share anonymous, aggregated case file information; but this information may not be disclosed in a manner that would personally identify you in any way. This is done in order to evaluate our program, gather valuable research information, and/or design future programs.
- We may also disclose personal information about you to third parties as permitted or required by law.

How is your personal information secured?

We restrict access to your nonpublic personal information to CCC employees who need to know that information in order to perform their housing counseling duties. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information; and we train our staff to safeguard client information and prevent unauthorized access, disclosure, or use.

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: HOPEWELL CARES: Homeless Emergency Housing Program

ISSUE: The City of Hopewell is launching a new program to assist low-and moderate-income residents who have experienced housing loss as a result of or during the coronavirus pandemic. In partnership with Commonwealth Catholic Charities, this program will provide eligible households with short-term assistance towards obtaining housing to decrease the length of episodes of homelessness and reduce overall housing instability.

RECOMMENDATION: At the City Council meeting on September 15, 2020, Staff request that Council review parameters, ask questions to provide clarity, and approve program to launch.

TIMING: City Council action is requested on September 15, 2020.

BACKGROUND: At the July 14, 2020 City Council meeting, funding was approved for the Rent/Mortgage and Utility Program, and the Homeless Emergency Housing Program. Catholic Commonwealth Charities, the Hopewell Department of Social Services, and the Department of Development have collaborated to create two programs that will benefit Hopewell residents experiencing financial hardship, and housing loss during the COVID-19 pandemic.

FISCAL IMPACT: Prevent homelessness and promote suitable living conditions for Hopewell residents.

STAFF: Tevya W. Griffin, Director of Development
Chris Ward, Senior Planner

ATTACHMENTS: Program documentation

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 | | | |



HOPEWELL CARES: HOMELESS EMERGENCY HOUSING PROGRAM

City of Hopewell is launching a new program to assist low-and moderate-income residents who have experienced housing loss as a result of or during the coronavirus pandemic. In partnership with Commonwealth Catholic Charities, this program will provide eligible households with short-term assistance towards obtaining housing to decrease the length of episodes of homelessness and reduce overall housing instability.

Eligibility Requirements for Assistance Program:

A household’s gross annual income **cannot exceed 80% of the Area Median Income (AMI)**, adjusted for family sizes, as established by the U.S. Department of Housing and Urban Development (HUD), at the time of an application (See chart below).

# of Persons in Household	1	2	3	4	5	6	7	8
80% of AMI	\$50,050	\$57,200	\$64,350	\$71,500	\$77,250	\$82,950	\$88,700	\$94,400

Monthly Gross Income Breakdown

# of Persons in Household	1	2	3	4	5	6	7	8
80% of AMI	\$4,170	\$4,766	\$5,363	\$5,958	\$6,437	\$6,913	\$7,392	\$7,867

Households who have lost their primary nighttime residents may receive assistance with short term emergency housing (e.g. hotel/motel stay) as it is available. Households will be connected with the coordinated entry system of the Crater Area Coalition on Homelessness (CACH) to ensure the coordination of services.

Housing loss may include the loss of primary nighttime residence leading to homelessness including doubling up, sleeping places not typically used as a residence, and emergency shelter stays.

Any housing application and rent/deposit help requested must be for a property in the City of Hopewell and intended to be the applicant’s primary residence.

If unemployed, the applicant must have applied for, or be in the process of applying for unemployment benefits and must be able to provide supporting documentation to potentially be considered. Assistance with unemployment applications will be provided, if needed.

Assistance is available for:

- Acquiring Identification documents to assist with housing location and obtainment
- Short-term emergency non-congregate housing (if available)
- Housing application fees assistance
- Rent and deposit assistance to those moving out of homelessness and housing instability
- Referral for eviction prevention assistance
- Budget planning required to receive rent and deposit assistance
- Connection to employment resources

How to Apply:

To start the application process, Hopewell residents can **email:** separate email or **call:** new phone to be screened for eligibility and be connected to one of CCC’s case workers for further assistance.

Housing Instability and Homelessness Self-Resolution Program

Please take a moment to review the following information:

Program Overview:

- This is a one-time program designed to support housing stability during the Coronavirus pandemic and prevent long term housing instability.
- We will use various strategies to identify supports and resources to alleviate the immediate crisis and develop a plan to maintain housing.

Program Requirements:

- Applicants must be a resident of Hopewell or experiencing homelessness in Hopewell
- All housing applications and rent/deposit assistance must be for a property within the Hopewell area
- You must be approved for housing and show proof of a valid lease to obtain rent/deposit assistance
- You must be applying for a rent amount that is less than 150% of the Fair Market Rate
- Households under 50% of the Area Median Income are prioritized, but all households with a gross income below 80% of the Area Median Income may be eligible.
- Referrals may come from Hopewell Department of Social Services, District 19 Community Services Board, CACH Coordinated Entry, and CCC Outreach team

Services Available:

- Assistance with developing a plan to solve the housing crisis and prevent future episodes of housing instability
- Negotiation /mediation with landlord to assist client with obtaining housing
- Temporary emergency housing (if available)
- Short term rental assistance to establish housing (deposits, rent, utilities)
- When appropriate, referrals to other programs that specialize in employment, housing counseling, credit repair and money management.

R-6



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: COVID-19 Community Testing

ISSUE: To provide additional COVID-19 testing events for City residents

RECOMMENDATION: Staff recommends City Council approval of additional community COVID-19 testing.

TIMING: Action is requested at the September 15, 2020 meeting

BACKGROUND: Staff has been in contact with testing providers and has received pricing of \$100/test for “turn-key” testing – the test, administering the test, lab services and results within 48-72 hours. Additionally, staff has been in contact with the Virginia National Guard (VNG) to inquire about additional testing in the City. Testing provided by the VNG is at no cost to the community. COVID-19 testing is an eligible expense of the CARES Coronavirus Relief Funds that were provided by the Commonwealth of Virginia. The City set aside \$50,000 from the 1st round of CRF for COVID-19 testing, which will provide testing for 500 residents.

ENCLOSED DOCUMENTS:

▪

STAFF:

John M. Altman, Jr., City Manager
Ben Ruppert, Emergency Management Coordinator

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			

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

R-7



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:

Yasha Business Consulting LLC

ISSUE: Contract with Yasha Business Consulting, LLC to serve as Director of Finance for the City of Hopewell

RECOMMENDATION: Staff recommends approval of the resolution and authorization for the City Manager to sign all necessary documents

TIMING: Action is requested at the September 15, 2020 meeting.

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF:

- John M. Altman, Jr., City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**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			

**REPORTS
OF
CITY
ATTORNEY**

**REPORTS
OF
CITY
CLERK**

**REPORTS
OF
CITY
COUNCIL**

COMMITTEES

**INDIVIDUAL
COUNCILOR
REQUESTS**

**CITIZEN/
COUNCILOR
REQUESTS**

CCR-1

CCR-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to consider Creating a Covid-19 Specialist to assist development and roll out of City Covid-19 Relief

ISSUE: Due to Covid-19 several households are struggling to maintain and multiple resources have been established at the federal, state and regional level. The City of Hopewell is developing plans for how the City will disperse federal Covid-19 Relief aid. Since several are experiences gaps with workforce, housing, food, education, technology, etc. And the populations include the elderly, homeless, single-family and multi-family, the City should invest in one individual that can loop are resources into one POC. This POC will help ensure that there are no service gaps while assisting the City of Hopewell develop and implement Covid-19 resources. Additionally, this individual will be the fact when speaking with residents to assist them and be a source to identify additional need and how effective relief is. Several resources established at the federal and state level are hard to access and in some instances do not meet the actual need.

RECOMMENDATION: City Council approve hiring a contractor to work with Director Griffin to implement a the City’s objectives.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

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 |

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |



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:

City of Hopewell Participation in Governor Northam’s Health Equity Pilot Program

ISSUE: Health Equity Working Group (HEWG) collaboratively the equity leadership team guides the overall work of the HEWG and all subworking groups of the COVID-19 response. Per the organizational chart, the HEWG reports directly to the COVID-19 Unified Command Leadership Group. The HEWG is an innovative coalition embedded at the senior-level of Virginia’s unified command structure for the COVID-19 public health crisis. The first-of-its-kind in Virginia state history and nationally to exist within an emergency response body, the nearly 50 member HEWG serves as a cabinet-level mechanism that convenes representatives from:

- each agency and advisory board of the Virginia Health and Human Resources Secretariat;
 - the Office of the Secretary of the Commonwealth and related constituent advisory boards;
 - leadership from relevant state entities across the Commonwealth; as well as
 - representatives from private human service organizations, advocacy and stakeholder groups, community leaders, and diverse faith leaders
- in order to ensure health equity is central to every decision made throughout this crisis. The purpose of the HEWG is to apply a health equity lens to the Commonwealth of Virginia’s COVID-19 response by proactively and reactively:
- Identifying and prioritizing resources and decision points impacting marginalized and at-risk individuals and communities.
 - Supporting intentional inclusion of the needs of at-risk and marginalized individuals and communities within each working group related to preparedness, mitigation, response, and recovery

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 |

CCR-3

RECOMMENDATION: City Council determine which Healthy Equity option for staff to work with the state board to coordinate, selection of mobile testing, community webinar date and the purchase of bags.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Strategic Plan and Crime Meeting Transparency – Post Online Records for Public

ISSUE: City Council held three Town Hall Meetings in 2019 to develop a draft Strategic Plan. The resident feedback from those meetings is not posted online for the public to view. Additionally, City Council held several Advances to prepare the Strategic Plan. The first draft (skeleton) and the City Managers’ feedback is not posted online. Each step to include the date should be made available to the public. The Crime Meeting resident feedback should also be posted online.

RECOMMENDATION: Post resident feedback, skeleton (Advance Notes), City Manager’s bullet point submission, City Manager’s table submission and what the City Manager submits at the Feb. 1st Meeting.

TIMING: Immediate

BACKGROUND: None

ENCLOSED DOCUMENTS:

- None

STAFF:

None

FOR IN MEETING USE ONLY**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			

MOTION: _____

Roll Call

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 |

CCR-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to support and fund technological improvements to modernize the online access for residents to complete city services. For example- Online forms, online payments, credit cards, Wi-Fi access, etc. in light of Covid-19.

ISSUE: Discussion

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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			

CCR-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to direct the City Clerk to work with the IT Department to develop a system that posts vacancy information for City Boards, Commissions and Authorities

ISSUE: Due to Covid-19, many residents are more in tuned with their local governments. Residents are seeking ways to become involved. As such, many are researching the City’s Boards, Commissions and Authorities. The City’s website does not list current vacancies to let people know how which boards are open for service/appointment.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

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 |

Roll Call

SUMMARY:

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

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

CCR-7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to review the Court Services and VJCCA Budget and review programs offered for juvenile delinquency; the state's annual report for the City of Hopewell's recidivism rate.

ISSUE: Discussion

RECOMMENDATION:

TIMING: Immediate

BACKGROUND: VJCCA Manual

http://www.djj.virginia.gov/pdf/community/VJCCCA_Manual_July_2014.pdf

ENCLOSED DOCUMENTS:

- VJCCCA Budget Screenshot

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

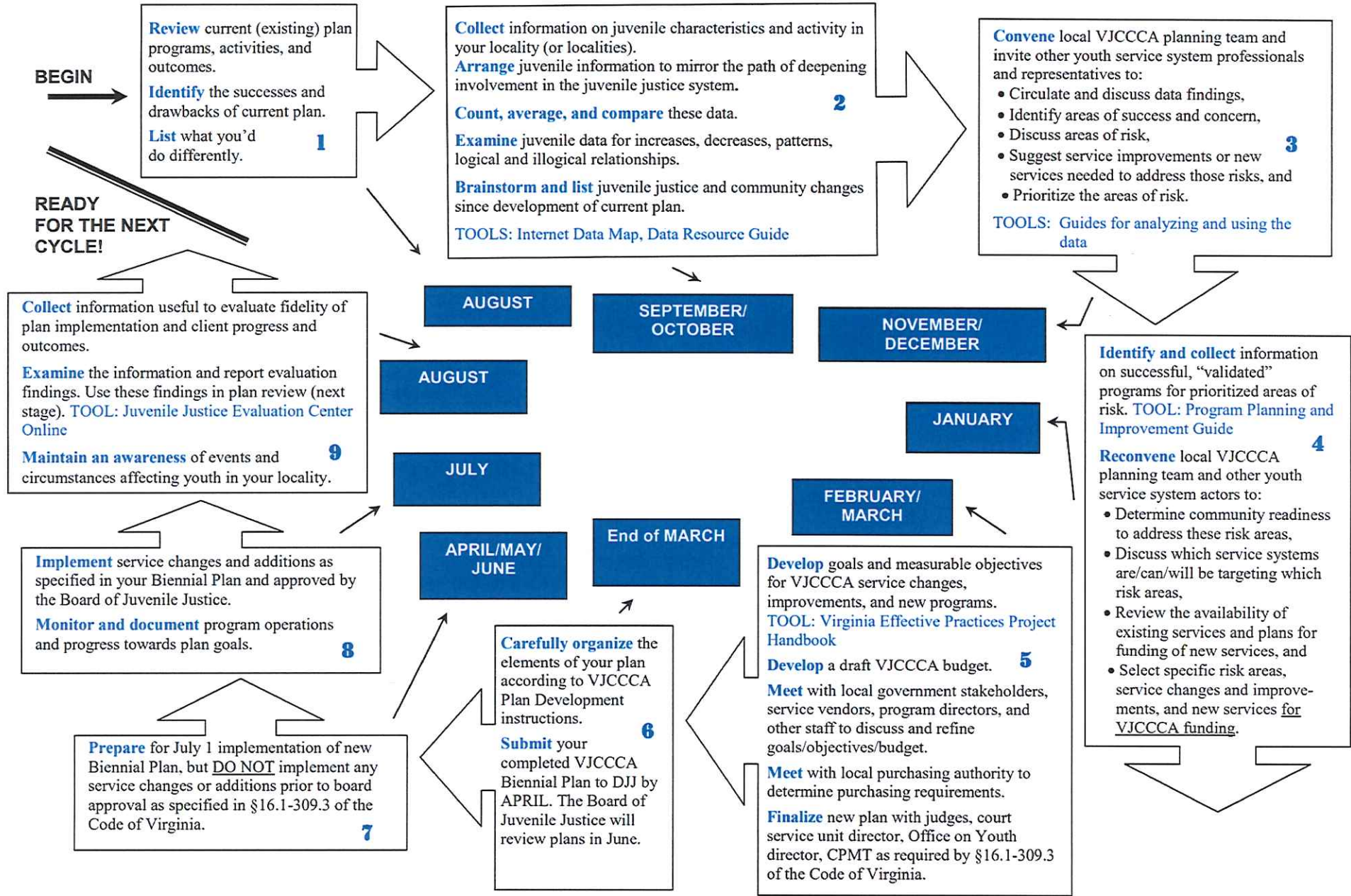
MOTION: _____

Roll Call**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 |

VJCCCA PLANNING ACTIVITIES MODEL



CCR-8



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:

City Council establish a Quarterly Joint School Board Meetings to discuss the Direction of the School Board, a plan for Woodlawn Learning Center and Covid-19

RECOMMENDATION: City Council normally meets with the School Board once or twice during the budget season; however, there is a need to meet routinely with the School Board for City Council to be aware of the direction of the School System.

Currently, gaps in communication exist and City Council is notified of school actions and/or alerts once the public has been notified. There have been longstanding requests to establish frequent meetings to build the relationship between City Council and the School Board as appointees of City Council. Moreover, School Board members also serve on the John Tyler Board as representatives of City Council.

Due to Covid-19 the public is contacting their City Council representatives to learn about the School Systems plans and response to Covid-19. City Council also needs to be briefed about the overall goals for the Hopewell School System, current graduation rates, SOL status, etc.

Additionally, City Council can discuss feedback from residents, share initiatives of interest and assist the School Board if needed.

Overall, the dynamic between both parties working to advance education within the City of Hopewell will be improved and a true partnership.

TIMING: Immediate

BACKGROUND:

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 | | | |

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore and Councilor Holloway

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

- Y N**
- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Councilor John B. Partin, Ward #3
- Mayor Jasmine Gore, Ward #4

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

CCR-9



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request City Council to pass Cities are Essential Resolutions to support NLC’s mission to advocate for Congress to give Cities, Towns and Villages direct Federal Aid.

ISSUE: Due to Covid-19, many localities are experiencing a loss of income. Cities are essential to America’s economic recovery. Communities will use federal aid and support to facilitate a reopening of the national economy. Local governments are calling for at least \$500 billion in direct federal funding to protect families, municipal workers and America’s economic future.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

- NLC Resolutions

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

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 |

Roll Call

SUMMARY:

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

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

Letter Instructions

- This letter is to be used by **organizations and businesses** who wish to support NLC’s federal ask to Congress for direct relief to cities, towns and villages across the country.
- To use, please follow these simple steps:
 1. Download letter to your computer.
 2. Place letter on your organization’s letterhead and feel free to add a paragraph or language that is specific to your organization’s city, town or village.
 3. Please make sure to fill in the **BOLDED** sections below with your individual information.
 4. Send the letter directly to your Senator and Members of Congress.
 5. Letter should be emailed to the Member’s Chief of Staff.
 6. Please share a completed copy of the letter with NLC at advocacy@nlc.org
- Any questions can be directed to Stephanie Martinez-Ruckman at 202-626-3098 or martinez-ruckman@nlc.org.

Form Letter

May X, 2020

[Insert Senator/Rep address]

Dear Senator X:

As Congress considers additional federal assistance packages in the wake of the COVID-19 pandemic, it is critical that you include direct relief to cities, towns and villages.

Businesses and community organizations across our country depend on the economic strength and vitality of municipalities. Not only do our nation’s cities provide an anchor for local economic development, they also provide the essential services that businesses depend on to ensure we remain competitive, including access to clean water, public safety, reliable infrastructure and a strong workforce base. Without a lifeline to recover and restore local economic activity, cities, towns and villages will be forced to make cuts to essential services that will have a ripple effect across the public and private sectors.

For organizations such as **[fill in the name of coalition partner name]**, based in **[city, state]**, it is because of our strong community partnership that we can thrive. The strong leadership of our local elected officials, and the partnership they have provided to local businesses is critical to our success. If cities fail to thrive, we all fail to thrive.

We know that you understand the importance of this relationship in our great state of **[insert state]** and we hope that we can rely on your support for legislation that includes:

- \$500 billion over two years of federal aid for local governments
- Fair and direct funding allocations to each and every local government, with no exclusions based on population
- Equal funding overall for municipal governments and county governments
- Maximum flexibility for the eligible use of funds to address the budget consequences of the COVID-19 pandemic

Thank you for your leadership on this important issue.

Sincerely,

[name]
[title]
[organization]

RESOLUTION: [CITY NAME] IS ESSENTIAL: IN SUPPORT OF FAIR, DIRECT FEDERAL EMERGENCY SUPPORT TO REOPEN AND REBUILD LOCAL AMERICAN ECONOMIES

WHEREAS, America’s cities, towns and villages face unprecedented threats due to the ongoing COVID-19 pandemic emergency; and

WHEREAS, municipalities are essential to America’s economic recovery and without funding support for local governments, municipalities may go from being a critical part of the economic solution, to becoming a major obstacle to long-term stabilization and recovery; and

WHEREAS, America’s cities, towns and villages will experience budgetary shortfalls of up \$134 billion in fiscal year 2020 alone, and the negative effects of the pandemic emergency on local communities will continue long after this year; and

WHEREAS, three million critical municipal worker jobs are at risk, threatening cuts to basic community services, including 9-1-1 response, sanitation, and maintenance; and

WHEREAS, communities have taken extraordinary measures to protect health, safety, and the continuation of essential services throughout the emergency; and

WHEREAS, [CITY NAME] [DESCRIBE HOW CITY HAS BEEN IMPACTED BY OR RESPONDED TO THE EMERGENCY, OR MADE BUDGETARY SACRIFICES]

WHEREAS, America’s rural communities and small towns are struggling just as much as big cities and risk being left behind or wiped out entirely.

NOW, THEREFORE, BE IT RESOLVED that [CITY NAME] calls on Congress to allocate fair and direct federal support to all of America’s communities, regardless of population size; and

BE IT FURTHER RESOLVED that this funding must be flexible and address not only the additional expenses incurred by communities to respond to the pandemic emergency, but also the dramatic budgetary shortfalls resulting from pauses in commerce, tourism, other economic engines; and

BE IT FURTHER RESOLVED that local governments will ensure federal funds are immediately used to rebuild and reopen the national economy; and

BE IT FURTHER RESOLVED that funding will keep middle class workers employed and critical services operating; and

BE IT FURTHER RESOLVED THAT [CITY NAME] has been part of the emergency response and now calls on Congress to build a united national partnership for a safe, healthy, prosperous life.

INTRODUCED

INTRODUCED

SB1450

19104254D

SENATE BILL NO. 1450

Offered January 9, 2019

Prefiled January 8, 2019

A BILL to amend the Code of Virginia by adding in Chapter 13.2 of Title 55 an article numbered 7, consisting of sections numbered 55-248.40:1 through 55-248.40:4, relating to the Eviction Diversion Pilot Program.

Patrons—Locke, Mason and McClellan

Referred to Committee on General Laws and Technology

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding in Chapter 13.2 of Title 55 an article numbered 7, consisting of sections numbered 55-248.40:1 through 55-248.40:4 as follows:

Article 7.

Eviction Diversion Pilot Program.

§ 55-248.40:1. Establishment of Eviction Diversion Pilot Program; purpose; goals.

A. There is hereby established the Eviction Diversion Pilot Program (the Program) within the existing structure of the general district courts for the cities of Danville, Hampton, Petersburg, and Richmond. The purpose of the Program shall be to encourage the development of consistent methods for resolving unlawful detainer actions and to reduce the number of evictions of low-income persons. Notwithstanding any other provision of law, no eviction diversion court or program shall be established except in conformance with this section.

B. The goals of the Program shall include (i) reducing the number of evictions of low-income persons from their residential dwelling units for the failure to pay small amounts of money under the rental agreement, in particular when such persons have experienced an event that adversely affected financial circumstances such as the loss of employment or a medical crisis in their immediate family; (ii) reducing displacement of families from their homes and the resulting adverse consequences to children who are no longer able to remain in the same public school after eviction; (iii) encouraging the development of uniform court forms that describe all eviction-related processes and facilitate the landlord's and tenant's entering into a reasonable payment plan that provides for the landlord to receive full rental payments as contracted for in the rental agreement and for the tenant to have the opportunity to make current such rental payments; and (iv) encouraging tenants to make rental payments in the manner as provided in the rental agreement.

§ 55-248.40:2. Eviction Diversion Pilot Program; administration.

A. Administrative oversight of the implementation of the Program shall be conducted by the Executive Secretary of the Supreme Court of Virginia (Executive Secretary). The Executive Secretary shall be responsible for providing (i) oversight for the distribution of state funds appropriated for eviction diversion programs in the general district courts; (ii) technical assistance to general district courts participating in the Program; (iii) training for judges who preside over general district courts participating in the Program; and (iv) training to the providers of administrative, case management, and other services to courts participating in the Program.

B. The Executive Secretary shall prepare uniform court forms for the payment agreement between the landlord and tenant required by subsection B of § 55-248.40:3 and the notice of the tenant's failure to make payments required by subsection D of § 55-248.40:3. Such forms shall be made available in the office of the general district court clerk for each court participating in the Program.

C. The Executive Secretary shall provide instructions to any general district court participating in the Program on the collection of data to be used to evaluate the most effective methods for using the resources available to the court system to address the increasing number of evictions and to reduce the eviction-related workload of the court system. The Executive Secretary shall provide this data upon request to the Virginia Housing Commission to assist in monitoring the evaluation of the effectiveness and efficiency of the Program.

§ 55-248.40:3. Eviction Diversion Pilot Program; process; court-ordered payment plan.

A. A tenant in an unlawful detainer case shall be eligible to participate in the Program if he:

- 1. Appears in court on the first docket call of the case and requests to have the case referred into the Program;
2. Pays to the landlord or into the court at least 25 percent of the amount due on the unlawful detainer as amended on the first docket call of the case;
3. Provides sworn testimony that he is employed and has sufficient funds to make the payments under

59 *the court payment plan, or otherwise has sufficient funds to make such payments;*

60 *4. Provides sworn testimony explaining the reasons for being unable to make rental payments as*
61 *contracted for in the rental agreement;*

62 *5. Has not been late within the last 12 months in payment of rent as contracted for in the rental*
63 *agreement at the rate of either (i) more than two times in six months or (ii) more than three times in 12*
64 *months;*

65 *6. Has not exercised the right of redemption pursuant to § 55-248.34:1 within the last six months;*
66 *and*

67 *7. Has not participated in an eviction diversion program within the last 12 months.*

68 *B. The court shall direct an eligible tenant pursuant to subsection A and his landlord to participate*
69 *in the Program and to enter into a court-ordered payment plan. The court shall provide for a*
70 *continuance of the case on the docket of the general district court in which the unlawful detainer action*
71 *is filed to allow for full payment under the plan. The court-ordered payment plan shall be based on a*
72 *payment agreement entered into by the landlord and tenant and shall contain the following provisions:*

73 *1. All payments shall be (i) made to the landlord; (ii) paid by cashier's check, certified check, or*
74 *money order; and (iii) received by the landlord on or before the fifth day of each month included in the*
75 *plan;*

76 *2. The remaining payments of the amounts on the amended unlawful detainer after the first payments*
77 *made on the first docket call of the case shall be paid on the following schedule: (i) 25 percent due by*
78 *the fifth day of the month following the initial court hearing date, (ii) 25 percent due by the fifth day of*
79 *the second month following the initial court hearing date, and (iii) the final payment of 25 percent due*
80 *by the fifth day of the third month following the initial court hearing date; and*

81 *3. All rental payments shall continue to be made by the tenant to the landlord as contracted for in*
82 *the rental agreement within five days of the due date established by the rental agreement each month*
83 *during the course of the court-ordered payment plan.*

84 *C. If the tenant makes all payments in accordance with the court-ordered payment plan, the judge*
85 *shall dismiss the unlawful detainer as being satisfied.*

86 *D. If the tenant fails to make a payment under the court-ordered payment plan or to keep current*
87 *any monthly rental payments to the landlord as contracted for in the rental agreement within five days*
88 *of the due date established by the rental agreement, the landlord shall submit to the general district*
89 *court clerk a written notice that the tenant has failed to make payments in accordance with the plan. A*
90 *copy of such written notice shall be given to the tenant in accordance with § 55-248.6.*

91 *The court shall enter an order of possession without further hearings or proceedings, unless the*
92 *tenant files an affidavit with the court stating that the current rent has in fact been paid and that the*
93 *landlord has not properly acknowledged payment of such rent. A copy of such affidavit shall be given to*
94 *the landlord in accordance with § 55-248.6.*

95 *The landlord may seek a money judgement for final rent and damages pursuant to subsection B of §*
96 *8.01-128.*

97 *E. Nothing in this section shall be construed to limit (i) the landlord from filing an unlawful detainer*
98 *for a non-rent violation against the tenant while such tenant is participating in the Program or (ii) the*
99 *landlord and tenant from entering into a voluntary payment agreement outside the provisions of this*
100 *section.*

101 **§ 55-248.40:4. State Eviction Diversion Pilot Program Advisory Committee; duties.**

102 *A. The Virginia Housing Commission shall establish a State Eviction Diversion Pilot Program*
103 *Advisory Committee (Committee). The Committee shall consist of stakeholders appointed by the chair of*
104 *the Commission.*

105 *B. The Committee shall have the duty to (i) evaluate and recommend to the Commission standards*
106 *for the planning and implementation of a statewide eviction diversion program; (ii) assist the*
107 *Commission in the evaluation of the effectiveness and efficiency of the Program; and (iii) encourage and*
108 *enhance cooperation among participating agencies regarding the planning and implementation of the*
109 *Program.*

110 **2. That it is the intent of the General Assembly, recognizing the critical need in the**
111 **Commonwealth to reduce the number of evictions of low-income persons from residential dwelling**
112 **units, to establish an eviction diversion pilot program to develop data for use in evaluating the**
113 **benefits and costs associated with such a program.**

114 **3. That the provisions of the first enactment of this act shall become effective on July 1, 2020.**

115 **4. That the provisions of the first enactment of this act shall expire on July 1, 2023.**

116 **5. That the Virginia Housing Commission (Commission) shall develop a statewide evaluation model**
117 **and conduct ongoing evaluations of the effectiveness and efficiency of the eviction diversion pilot**
118 **program established by the first enactment of this act. To assist the Commission, the Office of the**
119 **Executive Secretary of the Virginia Supreme Court shall provide the data requested by the**
120 **Commission in electronic format, at such times as requested by the Commission. To further assist**

121 in evaluation of the eviction diversion pilot program, each participating general district court shall
122 submit evaluative reports to the Commission as requested.
123 6. That beginning on July 1, 2022, the Virginia Housing Commission shall evaluate data submitted
124 by the Office of the Executive Secretary of the Virginia Supreme Court and general district courts
125 participating in the eviction diversion pilot program. The Commission shall submit a report on its
126 findings on or before November 30, 2022, to the General Assembly and the Chairs of the Senate
127 Committees on Finance and Courts of Justice and the Chairs of the House Committees on
128 Appropriations, Finance, and Courts of Justice, including recommendations for legislation for the
129 2023 Session of the General Assembly.
130 7. That the provisions of this section shall not apply to any tenant who has exercised the right of
131 redemption pursuant to § 55-248.34:1 of the Code of Virginia at any time before July 1, 2020.

INTRODUCED

SB1450

CCR-10

CCR-11

CCR-12



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to set a Work Session review and amend the City's Emergency Operations Plan due to the state in July and for City Council to receive a draft of the Continuity Operations Plan requested to be developed due to Covid-19.

ISSUE: The City Council voted to approve the purchase of OpenFinance in 2019. The system was supposed to be implemented for the FY20 budget cycle. City Council was informed in November during a public meeting that purchasing was underway. During the Budget Work Sessions, City Council was notified that the process had not yet begun.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

- City of Hopewell Emergency Operations Plan

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**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			

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 |

R-1. REGULAR BUSINESS: – 2016 EMERGENCY OPERATIONS PLAN UPDATE

Every four years, the City updates its Emergency Operations Plan based on any changes to operations, staff, capabilities, etc. The Plan adopted in 2012 included significant changes to reflect a new operational structure in the Emergency Operations Center, and other programmatic updates. The 2016 revision is predominately a refresh and update of the 2012 plan. This revision gave the directors new to their positions since the 2012 adoption, an opportunity to review their portion of the plan and provide feedback and updates based on their department’s current operations.

Motion was made by Councilor Gore, seconded by Councilor Luman-Bailey to approve the 2016 Emergency Operations Plan as updated. Upon the roll call, the vote resulted:

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

I, Ronnieye Arrington, Acting City Clerk of the City of Hopewell, Virginia do hereby certify the foregoing is a true and correct copy of the minutes of Hopewell City Council at its meeting held August 23, 2016.

Given under my hand and the Corporate Seal of the City of Hopewell, Virginia this 27th day of September, 2016.



Ronnieye Arrington
Acting City Clerk

Code of Virginia

Title 44. Military and Emergency Laws

Chapter 3.2. Emergency Services and Disaster Law

§ 44-146.19. Powers and duties of political subdivisions

A. Each political subdivision within the Commonwealth shall be within the jurisdiction of and served by the Department of Emergency Management and be responsible for local disaster mitigation, preparedness, response and recovery. Each political subdivision shall maintain in accordance with state disaster preparedness plans and programs an agency of emergency management which, except as otherwise provided under this chapter, has jurisdiction over and services the entire political subdivision.

B. Each political subdivision shall have a director of emergency management who, after the term of the person presently serving in this capacity has expired and in the absence of an executive order by the Governor, shall be the following:

1. In the case of a city, the mayor or city manager, who shall appoint a coordinator of emergency management with consent of council;
2. In the case of a county, a member of the board of supervisors selected by the board or the chief administrative officer for the county, who shall appoint a coordinator of emergency management with the consent of the governing body;
3. A coordinator of emergency management shall be appointed by the council of any town to ensure integration of its organization into the county emergency management organization;
4. In the case of the Towns of Chincoteague and West Point and of towns with a population in excess of 5,000 having an emergency management organization separate from that of the county, the mayor or town manager shall appoint a coordinator of emergency services with consent of council;
5. In Smyth County and in York County, the chief administrative officer for the county shall appoint a director of emergency management, with the consent of the governing body, who shall appoint a coordinator of emergency management with the consent of the governing body.

C. Whenever the Governor has declared a state of emergency, each political subdivision within the disaster area may, under the supervision and control of the Governor or his designated representative, control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

D. The director of each local organization for emergency management may, in collaboration with (i) other public and private agencies within the Commonwealth or (ii) other states or localities within other states, develop or cause to be developed mutual aid arrangements for reciprocal assistance in case of a disaster too great to be dealt with unassisted. Such arrangements shall be consistent with state plans and programs and it shall be the duty of each local organization for emergency management to render assistance in accordance with the provisions of such mutual aid arrangements. Except where a mutual aid arrangement for reciprocal assistance exists between localities, no locality shall prohibit another locality from providing emergency medical services across local boundaries solely on the basis of financial considerations.

E. Each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional emergency operations plan for its area. The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims, and the plan shall also contain current contact information for both agencies. Every four years, each local and interjurisdictional agency shall conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of an interjurisdictional agency, the plan shall be formally adopted by the governing body of each of the localities encompassed by the agency. Each political subdivision having a nuclear power station or other nuclear facility within 10 miles of its boundaries shall, if so directed by the Department of Emergency Management, prepare and keep current an appropriate emergency plan for its area for response to nuclear accidents at such station or facility.

F. All political subdivisions shall provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.

G. By July 1, 2005, all localities with a population greater than 50,000 shall establish an alert and warning plan for the dissemination of adequate and timely warning to the public in the event of an emergency or threatened disaster. The governing body of the locality, in consultation with its local emergency management organization, shall amend its local emergency operations plan that may include rules for the operation of its alert and warning system, to include sirens, Emergency Alert System (EAS), NOAA Weather Radios, or other personal notification systems, amateur radio operators, or any combination thereof.

H. Localities that have established an agency of emergency management shall have authority to require the review of, and suggest amendments to, the emergency plans of nursing homes, assisted living facilities, adult day care centers, and child day care centers that are located within the locality.

1973, c. 260; 1974, c. 4; 1975, c. 11; 1978, c. 495; 1982, c. 5; 1990, cc. 404, 945; 1993, cc. 621, 671, 781; 2000, c. 309; 2003, c. 622; 2004, c. 302; 2005, cc. 6, 205; 2006, c. 138; 2007, cc. 97, 129, 138; 2009, cc. 222, 269; 2012, c. 418; 2018, c. 228; 2020, cc. 94, 1021.

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

JEFFREY D. STERN, Ph.D.
State Coordinator



JOHN SCRIVANI
Deputy Coordinator – Disaster Services

CURTIS C. BROWN
Chief Deputy Coordinator/
Acting Deputy Coordinator – Mission Support

COMMONWEALTH of VIRGINIA
Department of Emergency Management

10501 Trade Court
North Chesterfield, Virginia 23236-3713
Tel: (804) 897-6500 TDD (804) 674-2417 FAX (804) 897-6506

January 18, 2019

MEMORANDUM

TO: The Honorable Ralph S. Northam, Governor
The Honorable Kirk Cox, Speaker of the House
The Honorable Todd C. Gilbert, House Majority Leader
The Honorable Eileen Filler-Corn, House Minority Leader
The Honorable Justin Fairfax, President of the Senate
The Honorable Thomas K. Norment, Senate Majority Leader
The Honorable Richard S. Saslaw, Senate Minority Leader
The Honorable Carlos Hopkins, Secretary of Veterans & Defense Affairs

VIA: Brian J. Moran, Secretary of Public Safety & Homeland Security

FROM: Jeffrey D. Stern, State Coordinator

SUBJECT: Report on the Commonwealth’s Status of Plans

In accordance with § 44-146.18(B)(3) of the *Code of Virginia*, I am pleased to submit the *2018 Report on the Commonwealth’s Status of Plans*.

VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Status of Plans 2018

§ 44-146.18(B)(3)

January 2019

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PREFACE

This report is provided in accordance with § 44-146.18(B)(3) of the *Code of Virginia*, which states:

The Department of Emergency Management shall in the administration of emergency services and disaster preparedness programs:

Submit to the Governor and to the General Assembly, no later than the first day of each regular session of the General Assembly, an annual executive summary and report on the status of emergency management response plans throughout the Commonwealth and other measures taken or recommended to prevent, respond to and recover from disasters, including acts of terrorism. This report shall be made available to the Division of Legislative Automated Systems for the processing of legislative documents and reports.

This report was developed in conjunction with state agency stakeholders, including the Department of Military Affairs, Virginia Department of Health, Virginia Department of Social Services, Virginia State Police and the Virginia Department of Conservation and Recreation.

EXECUTIVE SUMMARY

This report summarizes the actions taken during 2018 to improve disaster preparedness through the maintenance of state and local plans. The Virginia Department of Emergency Management (VDEM) is responsible for developing and coordinating state level plans, providing technical support to localities, state agencies and public institutions of higher education regarding disaster preparedness, and coordinating state resources requested by localities, other states, and U.S. territories.

In the past year, VDEM’s seven regional offices provided coordination and support to localities before, during, and after disaster operations. During non-disaster operations, regional staff participated in planning meetings and exercises, and provided technical support to both localities and institutions of higher education.

PLANNING EFFORTS



Local Emergency Operations Plans

Code of Virginia § 44-146.19(E) requires each political subdivision (cities, counties and five towns with independent emergency management programs) and interjurisdictional agencies to prepare and keep current a local or interjurisdictional emergency operations plan (EOP) for its area. Every four years, each local or interjurisdictional agency shall conduct a comprehensive review and revision of its EOP to ensure that the plan remains relevant; the revised plan shall be formally adopted by the locality's governing body. In order to verify the plan adoption by the local governing board, VDEM requests local jurisdictions to submit documentation, either a copy of the resolution from the local governing board or a copy of the minutes from the board meeting when the plan was adopted.

VDEM tracks plan currency on the four-year cycle and contacts the local governments when the EOPs are within a year of the due date to offer assistance with the plan revision process.

As indicated in the following tables, as of November 15, 2018, 135 of the 138 jurisdictions (97 %) have up-to-date EOPs. It is not uncommon for plans to go out of compliance for brief periods before being re-adopted. The overall percentage of compliant plans remains above 95%.

Table Legend:

-  Local jurisdiction's EOP is up-to-date and has been adopted by the local governing board.
-  Local jurisdiction's EOP has not been reviewed in the past four years and needs to be readopted by the local governing board.

VDEM Region 1	
Jurisdiction	Date EOP Adopted
Amelia County	10/21/2015
Brunswick County	05/20/2015
Charles City County	01/27/2015
Chesterfield County	08/24/2016
Colonial Heights City	12/12/2017
Dinwiddie County	05/19/2015
Emporia City	05/16/2017
Essex County	08/01/2016
Goochland County	04/04/2017
Greensville County	07/17/2017
Hanover County	06/10/2015
Henrico County	02/14/2017
Hopewell City	08/23/2016
King and Queen County	04/11/2016
King William County	10/24/2016
New Kent County	09/28/2016
Nottoway County	12/15/2016
Petersburg City	03/15/2015
Powhatan County	02/01/2016
Prince George County	01/13/2015
Richmond City	07/24/2017
Sussex County	08/18/2016

VDEM Region 2	
Jurisdiction	Date EOP Adopted
Caroline County	09/27/2016
Clarke County	12/07/2017
Culpeper County	04/17/2015
Fauquier County	11/08/2019
Frederick County	01/13/2016
Fredericksburg City	12/08/2015
Greene County	04/24/2018
King George County	05/17/2018
Louisa County	03/19/2018
Madison County	09/13/2016
Orange County	07/14/2015
Page County	03/06/2018
Rappahannock County	03/07/2016
Shenandoah County	04/24/2018
Spotsylvania County	04/25/2017
Warren County	11/08/2017
City of Winchester	03/18/2018

VDEM Region 3	
Jurisdiction	Date EOP Adopted
Albemarle County	12/04/2017
Amherst County	03/20/2018
Appomattox County	02/21/2017
Augusta County	09/14/2016
Buckingham County	05/08/2017
Campbell County	02/02/2016
Charlotte County	03/14/2017
Charlottesville City	12/06/2017
Cumberland County	11/14/2017
Farmville Town	11/08/2017
Fluvanna County	2/15/2017
Halifax County	01/08/2018
Harrisonburg City	10/24/2017
Lunenburg County	04/13/2017
Lynchburg City	01/26/2016
Mecklenburg County	10/10/2017
Nelson County	08/08/2017
Prince Edward County	03/29/2018
Rockingham County	10/25/2017
South Boston Town	03/26/2018
Staunton City	09/20/2016
Waynesboro City	09/26/2016

VDEM Region 4	
Jurisdiction	Date EOP Adopted
Bland County	11/24/2015
Bristol City	02/10/2015
Buchanan County	12/05/2017
Carroll County	08/14/2017
Dickenson County	07/25/2017
Galax City	10/21/2015
Giles County	10/19/2017
Grayson County	07/13/2017
Lee County	07/18/2017
Norton City	03/03/2015
Pulaski County	11/23/2015
Radford City	03/23/2015
Russell County	07/11/2016
Scott County	02/07/2018
Smyth County	04/14/2015
Tazewell County	01/20/2015
Washington County	10/27/2015
Wise County	05/24/2017

VDEM Region 5	
Jurisdiction	Date EOP Adopted
Wythe County	09/12/2016
Accomack County	06/20/2018
Chesapeake City	07/10/2018
Chincoteague Town	05/18/2017
Franklin City	11/09/2015
Gloucester County	10/03/2017
Hampton City	08/08/2018
Isle of Wight County	05/09/2016
James City County	12/08/2015
Lancaster County	03/09/2015
Mathews County	12/15/2015
Middlesex County	02/03/2015
Newport News City	10/27/2015
Norfolk City	03/27/2018
Northampton County	01/12/2016
Northumberland County	08/09/2018
Poquoson City	11/09/2015
Portsmouth City	01/27/2015
Richmond County	08/10/2017
Southampton County	11/23/2015
Suffolk City	08/19/2015
Surry County	06/02/2016
Virginia Beach City	09/20/2016
Westmoreland County	07/09/2018
Williamsburg City	03/10/2016
York County	10/04/2016

VDEM Region 6	
Jurisdiction	Date of Last EOP Adoption
Alleghany County	09/05/2017
Bath County	06/12/2018
Bedford County	01/24/2017
Botetourt County	04/25/2017
Buena Vista City	02/10/2015
Christiansburg Town	05/23/2017
Covington City	02/10/2015
Craig County	12/12/2016
Danville City	11/06/2014 ¹
Floyd County	02/13/2018
Franklin County	02/20/2018
Henry County	12/15/2015
Highland County	06/06/2017
Lexington City	10/10/2014 ²
Martinsville City	09/11/2018
Montgomery County	09/11/2017
Patrick County	09/24/2015
Pittsylvania County	02/17/2015
Roanoke City	03/07/2016
Roanoke County	11/10/2015
Rockbridge County	10/10/2014 ³
Salem City	02/08/2016
Vinton Town	05/15/2018

Out of Compliance Plans

1. Danville –Adoption anticipated in February 2019.
2. Lexington City - Adoption anticipated in February 2019.
3. Rockbridge County - Adoption anticipated in February 2019.

VDEM Region 7	
Jurisdiction	Date of Last EOP Adoption
Alexandria City	10/25/2016
Arlington County	05/24/2017
Fairfax City	07/27/2017
Fairfax County	07/27/2015
Falls Church City	02/08/2016
Loudoun County	07/15/2015
Manassas City	02/13/2017
Manassas Park City	01/17/2017
Prince William County	12/13/2016
Stafford County	09/05/2017

State Plans for Colleges and Agencies

Institutions of Higher Education Crisis and Emergency Management Plans (CEMP)



There are 40 public institutions of higher education (IHE) within the Commonwealth and all must meet the requirements of §23.1-804 of the *Code of Virginia*. These requirements include:

- The governing boards of each public IHE are to develop, adopt, and keep current a crisis and emergency management plan.
- Each public IHE is to conduct a comprehensive review and revision of its crisis and emergency management plan to ensure that the plan remains current. The revised plan shall be adopted formally by the governing board every four years and the adoption certified in writing to VDEM.
- The chief executive officer of each public institution of higher education to annually review the institution's crisis and emergency management plan, certify in writing to VDEM that review has been completed, and make recommendations to the institution for appropriate changes to the plan.
- Each public institution to annually conduct a test or exercise of the plan and certify in writing to VDEM that it was conducted. Activation of the crisis and emergency management plan and completion of an after-action report by the IHE in response to an actual event or incident satisfies the requirement to conduct such a test or exercise

Currently, 36 (90%) of state IHEs are compliant with these requirements. This is an improvement over 2017 when only 30 (75%) were compliant. This improvement can be attributed to the diligence of IHE emergency coordinators with increased support from VDEM regional staff. IHEs that have notified VDEM that they plan to bring the CEMPs into compliance in the near future are noted in the tables below.

The following chart provides an itemized list of requirements and compliance by the IHEs.

Table Legend:

-  Compliant with all sections of *Code of Virginia* §23.1-804 from 11/15/17-11/16/2018.
-  Noncompliant – One or more requirements have not been met.

Institution	Compliant as of 11/16/18	Executive Review	Exercise Complete	CEMP Adopted
VDEM Region 1				
J Sargeant Reynolds Community College	Y	Y	Y	Y
John Tyler Community College	Y	Y	Y	Y
Richard Bland College	Y	Y	Y	Y
Southside Virginia Community College	Y	Y	Y	Y
Virginia Commonwealth University	Y	Y	Y	Y
Virginia State University	Y	Y	Y	Y
VDEM Region 2				
Gemanna Community College	N	N	Y	N ¹
Lord Fairfax Community College	Y	Y	Y	Y
University of Mary Washington	N	Y	N	N ²
VDEM Region 3				
Blue Ridge Community College	Y	Y	Y	Y
Central Virginia Community College	Y	Y	Y	Y
James Madison University	Y	Y	Y	Y
Longwood University	Y	Y	Y	Y
Piedmont Virginia Community College	Y	Y	Y	Y
University of Virginia	Y	Y	Y	Y
VDEM Region 4				
Mountain Empire Community College	Y	Y	Y	Y
New River Community College	Y	Y	Y	Y
Radford University	Y	Y	Y	Y
Southwest Virginia Community College	Y	Y	Y	Y
University of Va. College at Wise	Y	Y	Y	Y
Virginia Highlands Community College	Y	Y	Y	Y
Wytheville Community College	Y	Y	Y	Y
VDEM Region 5				
Christopher Newport University	Y	Y	Y	Y
College of William and Mary	N	Y	Y	N ³
Eastern Shore Community College	Y	Y	Y	Y
Eastern Virginia Medical School	Y	Y	Y	Y
Norfolk State University	Y	Y	Y	Y
Thomas Nelson Community College	Y	Y	Y	Y
Old Dominion University	Y	Y	Y	Y
Paul D. Camp Community College	Y	Y	Y	Y
Rappahannock Community College	N	N	N	Y ⁴
Tidewater Community College	Y	Y	Y	Y
VDEM Region 6				
Dabney Lancaster Community College	Y	Y	Y	Y
Danville Community College	Y	Y	Y	Y
Patrick Henry Community College	Y	Y	Y	Y

Virginia Military Institute	Y	Y	Y	Y
Virginia Western Community College	Y	Y	Y	Y
Virginia Tech	Y	Y	Y	Y
VDEM Region 7				
George Mason University	Y	Y	Y	Y
Northern Virginia Community College	Y	Y	Y	Y

Out of Compliance Plans:

1. Germanna Community College.
2. University of Mary Washington.
3. College of William and Mary.
4. Rappahannock Community College.

State Agency and Public Institutions of Higher Education Continuity Plans

In 2018, 113 of the 115 state executive branch agencies and institutions of higher education submitted an updated continuity plan to VDEM, in accordance with Executive Order 41 (2011). VDEM staff worked with state agency and IHE emergency coordinators in 2018 and continues to support continuity plan reviews, activations, exercises, after-action reporting and provide technical assistance when needed. These agencies are documented in a separate report, entitled Status of State Continuity Plans.

CCR-13



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to review the third-party biller Data Integrators contract and evaluate if the City should bring sewer/trash billing services in-house.

ISSUE: The contract for Data Integrators has loopholes that cause the City to lose a considerable amount of revenue. The contract has not been amended to adjust the issues identified. City Council needs to either direct staff to amend the contract or bring services in-house.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

- Data Integrators Contract

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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			

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 |

CCR-14



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to receive the CSA's policies and response to the State's Special Audit Directives in response to fraud

ISSUE: Discussion

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**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 |

CCR-15



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:

Crater Workforce Investment Board Grant Recipient

ISSUE: The Chief Local Elected Officials (CLEO) from all localities within the Crater Workforce Investment Board serve on as the oversight for the board. Annually, the board decides which locality will serve as the grant recipient for the entire region. The Unemployment Office relocated from Hopewell/Prince George to Petersburg under the prior CLEO’s term. Additionally, the board was required to undergo a forensic audit mandated by the state. This information was not provided to the former City Council. The newly organized CLEO board had been responsive to make adjustments to address issues that existed previously. Some members served with the former CLEO Board and have spoken to the drastic changes to correct operations, efficiency and delivery of services. Moreover, I have participated in the revamp process as the CLEO Board hired additional staff has been hired, new contracts have been administered as well as an overhaul of policies and guidelines. The Grant recipient will be the employer of record but not fund the Crater Workforce Investment Board staff. Does the City of Hopewell wish to be considered as the grant recipient for the regional Workforce Development?

RECOMMENDATION: City Council vote to provide the Mayor, direction to report back to the CLEO Board.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

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 | | | |

•

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-16



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to evaluate all departments that provide direct services to residents and share publicly how the funds are directly invested into the Community; I.E. Upcoming road payments, stormwater projects, community events & programs

ISSUE: Discussion

RECOMMENDATION:

TIMING:

BACKGROUND:

ENCLOSED DOCUMENTS:

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**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			

CCR-17



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to consider holding a public hearing or Community Town Hall about the City's Policing Policies, establishing a community task force comprised of residents impacted by neighborhood gun violence, inclusion of mental health professionals to assist after shootings within neighborhoods and a citizen oversight board for complaints to increase engagement/transparency.

ISSUE: Request City Council discuss how they would like to proceed and give staff objectives to return back to City Council with recommendations for action.

RECOMMENDATION:

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

-

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**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			

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 |

CCR-18



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:

City Council vote to establish an Ordinance and Resolution Clean-Up to index, organize, sign upload in Municode ordinances from 2015-2020.

RECOMMENDATION: When I became Mayor, January 2019, I informed City Council of the existing backlog of ordinance/resolution updates. During the City Council’s Strategic Plan and Council Advance Session, I asked City Council to determine the roles of the Mayor in order to provide clarity of supervision, duties and expectations. This was a follow up from the Council Memo sent to City Council and placed on City Council’s Meeting Agendas for discussion/action.

While serving as Vice Mayor, I supervised the City Clerk’s Office. This was due to the Mayor voluntarily stepping down from supervision due to tensions with the Clerk Office. During my tenure of supervision, I did not oversee tasks that directly impacted the role of the Mayor. This included:

- Assisting to prepare the Agenda
- Signing Minutes
- Signing Ordinances/Resolutions
- Managing TBRs to ensure that vacancies are addressed in Closed Session for Appointments
- Overseeing that the Clerk Office follows the procedures to upload the documents into Municode, uploading the minutes/agenda packets online, placing signed minutes into the “Red Book” and updating the City’s website with appointment vacancies

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 |

When I became Mayor, I begin to address the existing issues within the office and relayed to City Council to issues with completing the goals established. To date:

- The incoming City Attorney completed a legal review
- Ordinances and resolutions presented to City Council under her tenure have been vetted by the City Attorney
- Ordinances and resolutions and now being uploaded into Municode by the City Attorney’s Office as of the last few months

The Mayor and City Clerk are being asked to process ordinances and/or resolutions from prior years to sign without clear information. The City needs to scrub prior actions to determine if ordinances are on file to address the fact that some legal actions have not been processed appropriately. All requests need to be funneled through the City Attorney’s Office for validity and legal authority prior to signing. Request City Council to determine how to proceed to remedy the situation previously requested. Issues within the Clerk’s Office promoted a majority of City Council to change supervision of the office; however, the issues shared with City Council by the Mayor were not evaluated and addressed.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-19



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:

City Council vote to establish an City Council Minutes Clean-Up to index, organize, sign upload online Agenda Packed and Minutes from 2017-2020.

RECOMMENDATION: When I became Mayor, January 2019, I informed City Council of the existing backlog of ordinance/resolution updates. During the City Council’s Strategic Plan and Council Advance Session, I asked City Council to determine the roles of the Mayor in order to provide clarity of supervision, duties and expectations. This was a follow up from the Council Memo sent to City Council and placed on City Council’s Meeting Agendas for discussion/action.

While serving as Vice Mayor, I supervised the City Clerk’s Office. This was due to the Mayor voluntarily stepping down from supervision due to tensions with the Clerk Office. During my tenure of supervision, I did not oversee tasks that directly impacted the role of the Mayor. This included:

- Assisting to prepare the Agenda
- Signing Minutes
- Signing Ordinances/Resolutions
- Managing TBRs to ensure that vacancies are addressed in Closed Session for Appointments
- Overseeing that the Clerk Office follows the procedures to upload the documents into Municode, uploading the minutes/agenda packets online, placing signed minutes into the “Red Book” and updating the City’s website with appointment vacancies

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 |

When I became Mayor, I begin to address the existing issues within the office and relayed to City Council to issues with completing the goals established. To date:

- City Council Meeting Agenda Packet and Minutes have been published online; however the list is incomplete
- Minutes from 2015-2016 have been signed; however, minutes from 2017-2018 have been partially completed. No minutes from 2019 have been signed or indexed.

Request City Council to determine how to proceed to remedy the situation previously requested. Issues within the Clerk’s Office promoted a majority of City Council to change supervision of the office; however, the issues shared with City Council by the Mayor were not evaluated and addressed.

TIMING: Immediate

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-20



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:**ISSUE:**

The City of Hopewell Charter states that all powers vested in the City is under City Council’s authority.

“The city shall have and may exercise all powers which are now or may hereafter be conferred upon or delegated to cities under the constitution and law of the commonwealth and all other powers pertinent to the conduct of the city government, the exercise of which is not expressly prohibited by the said constitution and laws and which in the opinion of the council are necessary and desirable to promote the general welfare of the city and the safety, health, peace, good order, comfort, maintenance and morals of its inhabitants, as fully and completely as though such powers were specifically enumerated in this charter, and no enumeration of particular powers herein shall be held to be exclusive but shall be held to be in addition to this general grant of power.”

As such, City Council must serve as the decision-maker and approve, disapprove and/or amend the agenda requests. If a request is approved, City Council needs to direct a member of staff to facilitate completing the request.

The following items have been submitted to City Council Meeting Agendas for members of City Council to take action. Several items have been submitted repeatedly on agendas, waiting to either be heard/discussed, followed-up on for a decision and or simply voted on.

I am requesting for all items to be voted on in order to receive determinates – this will remove them from future agendas unless the matter has been passed.

January 22, 2019

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <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 | | | |

CCR1-1 Participatory Budgeting

January 22, 2019

CCR-2- Community Policing and Shooting Taskforce

February 12, 2019

IR- 2-Rental Inspection Program- Request that City Council hold a Work Session to revise the City Rental Inspection Program. Rental units are evaluated every four years. The entire City is not included in the rental inspection area, and Council will need to confirm breaking down the City into quadrants/staffing.

February 12, 2019

IR-2-Mayor Memo to City Council – Address issues and workflow of City Council, City staff and Council appointees. Request that City Council provide direction on all items listed in the memo via consensus or vote. Request that all items be included in City Council’s Rules of Procedure as an addendum (return item).

February 12, 2019

IR-7 -Community Policing and Shooting Taskforce- Request for City Council to consider creating a citizen board with key stakeholders to address gun violence within the community, and solicit state and federal resources. Consider using key persons to create a sub-committee to address community complaints.

February 12, 2019

CCR-4- Veteran Support- Request City Council to conduct a Work Session to review city resources to benefit Veterans. Resources include City discounts, setting up monthly satellite office hours for Veteran Benefits with the Virginia Department of Veteran Services, partnership with John Randolph Medical Center and the courts for a Veteran Court.

February 12, 2019

CCR-5- Vendor List and Procurement Policy- Approximately 2 years ago, I solicited City Council’s support for the “Start Up in A Day Challenge” with the Small Business Administration. The overall goal was to cut the red tape for new business creation and to support small/local businesses. I requested a review of the City’s purchasing records to identify how many local, small, minority, Veterans or women vendors/contractors were used. That request was never fulfilled. Request Council review procurement policy and vendor reports to identify wasteful spending due to not ordering in bulk or cost comparisons. Review data to determine what percentage of City contracts/vendors are: local, small, minority, Veterans or women.

March 5, 2019

IR-7-ClearGov is a budget app that assists cities with transparency and budgeting. I am asking Council to use a portion of its marketing budget to purchase this tool (return item)

March 26, 2019

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			

IR-5 Request changes to Council Rules 406 and 203. Change Rule 406 to limit Council’s ability to make personal, impertinent, abusive or slanderous statements, or incite disorderly conduct. Change 203 to limit discussion to ensure that the Council meetings are more efficient.

April 9, 2019

IR-12 Access to MUNIS/Budget Reporting

April 23, 2019

IR-3 Rule 203 options – Stefan Calos to provide options regarding request to limit discussion to ensure that the Council meetings are more efficient

April 23, 2019

IR-4 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 BCorps 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)

April 23, 2019

IR-4 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)

April 23, 2019

IR-6 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

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 | | | |

manager’s Office and submitted to Clerk per agenda rules for inclusion in City Council’s Agenda Packet. (return item)

May 28, 2019

IR-3 Gore City Council Strategic Advance – Part I briefing – City Council will receive the notes from the Advance and next steps

May 28, 2019

IR-4 Gore Incident Reports – request that Council approve bi-weekly reports from Staff for City issues, incidents or concerns. Maintain timely notification of major incidents communicated to the City Manager, for him to relay immediately to Council. Ask to create a weekly incident log to relay other notable incidents of which Council should be made aware, but that do not rise to the level of instant notification.

June 9, 2019

IR-4 Gore - Request City Council hire an internal auditor to begin work immediately on consolidating and investigating Council on audit findings and to provide an overview of the liabilities posed by not addressing material weaknesses and poor audit findings. Present plan on how to provide internal control structures/measures for Council to provide efficient financial oversight and to place the City in a better management status for upcoming financial/program audits.

June 9, 2019

IR-5 Gore - Request City Council adopt a citywide policy that requires monthly reconciliation of all public accounts and the elimination of budget transfers between City Departments. Records must be supplied to City Council Finance Committee for review and then disseminated to all members of City Council. Request draft be submitted to City Council for review at July 9th Regular Meeting- at the start of the FY20 Fiscal year that begins on July 1st.

June 9, 2019

IR-7 Gore - Request all internal city policies existing policies and procedures over the billing, third-party booking, collections and accounting functions of the Sewer Service Fund, Solid Waste Fund, Storm Water Fund, social services department, and Beacon Theatre Fund. Request all internal city policies pertaining to all forms of reconciliations (credit card/account, etc.), repeated purchasing from same vendor/store (threshold/frequency) and requirements for supporting documents and/or purchase justifications. Deadline to submit to Council July 8th.

June 9, 2019

IR-8 Gore - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded.

June 9, 2019

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 | | | |

IR-9 Gore - Strategic Plan- Determine deadline for staff to have draft tasks, costs and time frame for items listed by Council in part II of the Strategic Plan Advance. Council will need to set a work session to review cost and time frame to determine level of priority and approval.

June 11, 2019

IR-1 Gore - Request that boards, commissions, committees of council report annually to Council.

June 11, 2019

IR-2 Gore - Local historic marker program

August 29, 2019

IR-3 Gore - State of the City Address- Select new date to conduct event now that Strategic Advance has concluded. (return item - April 2019)

August 29, 2019

IR-5 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

September 10, 2020

IR-6 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

September 24, 2019

IR-6 Gore – Request to amend agenda template to include section for Strategic Plan updates/progress report (new item)

September 24, 2019

IR-8 Tree City USA (new item)

October 2, 2019

SB-1 Verification of the City purchase of upgrades from Tyler for MUNIS, to include costs and implementation schedule. Additional requests include verifying external programs the City has, the purpose of the programs, and their costs.

October 2, 2019

SB-6 Review and approval of financial policies, resolutions, etc.

ISSUE: City Council reviewed the Resolution Adopting Hopewell City Policy Statements, the Resolution Reducing the Spending Limit to \$3,000 and the Budget Document at its August 20, 2019 meeting in Closed Session. Council is asked to review the documents again prior to adoption.

October 9, 2019

R-10 The current Efficiency Study and Technology Review was originally designed to include an element of staff engagement. The desire was to include members of staff by creating an innovation

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			

competition for them to suggest problem-solving ideas to help the City operate better and improve customer service.

December 6, 2019
Creation and Appointment to, Community Enhancement Committee

December 6, 2019
Discussion of community engagement plan for crime and shootings

December 10, 2019
R-8 Neighborhood Watch Advisory Board

January 28, 2010
IR-12 Request for City Council to vote to direct the Youth Services Commission to research if Big Brothers Big Sisters will come back to the City of Hopewell. Additionally, for the Commission to contact the Hopewell Public Schools the Recreation and Parks Department to determine what gaps exist for after-school programming and public transportation options to facilities. The Youth Service Commission will contact back to City Council at the second meeting in February with a report and draft request for proposals (RFPs), if needed).

February 25, 2020
POLCO usage and Grant citizen questionnaire.

February 25, 2020
IR-3 Request for City Council to vote direct the City Manager to delegate to the GIS/Development Office to begin mapping City of Hopewell social determinate data for the Cities of Opportunities Pilot Program

February 25, 2020
IR-4 Request for City Council to vote to establish a rule that supports the new practice to limit City Councilors ability to place items on future agendas, conduct research with staff and seek legal guidance for potential legislative items.

February 25, 2020
IR-7 Request for City Council direct the City Manager review city owned space and rental properties to identify a location for the Office on Youth to offer programs. In addition, for the City Manager to provide an update as to the costs/needs to renovate Mallonee Gym to house the Office on Youth and the status of the \$250,000 previously allocated by City Council for renovation.

February 25, 2020
IR-9 Request for City Council direct the City Manager to delegate to staff to review non-developed city land to identify a location for a practice field for youth sports and free citizen usage.

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			

February 25, 2020

IR-11 Request City Council to direct the City Manager to provide Council with the status of uncollected funds within the City of Hopewell

February 25, 2020

IR-12 Request for City Council to vote to direct the City Manager provide City Council with options to dissolve the Beacon Theater LLC. The prior City Council voted to support dissolving the LLC in order to create a Regional Performing Arts Center and/or improve community programs and access to the Beacon Theater. In the meantime, the City Council will support opening the Beacon Theater free on Sundays after the Beacon Church for groups to offer free services/programs to the public.

February 25, 2020

IR-15 Strategic Plan and Crime Meeting Transparency – Post Online Records for Public

March 31, 2020

IR-13 City Council Questions for COVID-19 and City Administration Planning

RECOMMENDATION:

TIMING: Immediate

BACKGROUND: Pending City Council Agenda Request dating back to 2019.

ENCLOSED DOCUMENTS:

STAFF: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-21

CCR-22



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for City Council direct the City Manager to provide City Council with a full update as to the current delay in completing the FY18 Comprehensive Annual Finance Report (CAFR Audit) and status of the FY16 Schedule of Expenditures of Federal Awards (SEFA). The City Manager’s report shall include options for City Council consideration to address the City’s CAFR/SEFA delay – to include hiring additional/new staff or separating the audit team from the City’s Finance Department Team. Direct the City Manager to provide City Council with options to determine an alternative to adjust course to obtain results to improve the financial situation of the City and to obtain revoked bond ratings.

Request for City Council direct the City Manager

ISSUE: The City’s CAFRs have been delinquent since FY15. A majority of City Council supported hiring an outside finance consultant to service bring the city current with audits. City Council was originally informed that the delinquent CAFRs (FY16, FY17, and FY18) would be completed with a year. They have not been completed and city staff requested an extension of the agreement. The last audit supplied to City Council was the FY17 audit for fiscal year (July 1, 2016 - June 30 2017) June 2019. FY18. FY19 and FY20 are currently outstanding.

RECOMMENDATION: City Council direct the City Manager to accomplish the directive to be determined by City Council by a specific date.

TIMING: Immediately

BACKGROUND:**ENCLOSED DOCUMENTS:****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 | | | |

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-23

City of Hopewell

2019 Town Halls



Join City Council for a community discussion and planning session to shape the future of the City of Hopewell. Residents will have an opportunity to voice concerns, share ideas and participate hands on to revamp the City's Strategic Plan.

TOWN HALL #1

March 19, 2019

Carter G. Woodson Middle School
1000 Winston Churchill Drive
Hopewell, VA 23860
Located - Multi-purpose Room
6:00 p.m. - 8:00 p.m.

TOWN HALL #2

March 21, 2019

Hopewell High School
400 S Mesa Drive
Hopewell, VA 23860
Located - Cafeteria
6:00 p.m. - 8:00 p.m.

TOWN HALL #3

March 28, 2019

Hopewell Community Center
100 W City Point Road
Hopewell, VA 23860
Located - Gym
6:00 p.m. - 8:00 p.m.

City Council and staff will discuss the feedback and projects from all Town Halls during City Council's Advance. City Council will unveil the new City-Wide Strategic Plan at the inaugural

2019 State of the City Address.



VIEW THE NEW CITY WEBSITE
WWW.HOPEWELLVA.GOV



DOWNLOAD THE NEW CITY APP
*LOCATED IN MOBILE APP STORES



DOWNLOAD THE NEW CLICK2REPORT APP
*LOCATED IN MOBILE APP STORES



Mayor Gore



Vice Mayor Bennett



Councilor Randolph
Ward 1



Councilor Holloway
Ward 2



Councilor Partin
Ward 3



Councilor Denton
Ward 5



Councilor Pelham
Ward 6

Resident Connections

HOW TO STAY UPDATED

- Contact the City Clerk’s Office to sign up for the City’s Freedom of Information Act (FOIA) List to receive all city press releases and meeting notifications
- Visit the City’s website to view the Weekly City Manager News Briefs
- Visit hopewellva.gov to view the City’s online calendar for City and community events
- Visit hopewellva.gov to watch City Council Meeting recordings, Agenda Packets & Minutes

HOW TO STAY NOTIFIED

- Visit hopewellva.gov or call (804) 541-2288 to sign up for **CODE RED** emergency alerts
- Visit hopewellva.gov to sign up for **nixle** Public Safety alerts
- Visit hopewellva.gov to sign up for Notify Me text notifications for City alerts
- Download the *NEW* City of Hopewell App to have direct access to City Hall

HOW TO STAY CONNECTED

- Visit the hopewellva.gov to view the complete list of City Resources for residents
 - Prescription Discount Program
 - Real Estate Tax Abatement Program
 - DMV Select
 - Adopt-A-Neighbor Outreach Program
 - Trash Collection/Recycling Services
 - Citizens Academy
 - Smoke Detector Testing
 - Car Seat and Child/Parenting Resources
 - Online Tax Portal
 - Wellness Checks



Get Social – FOLLOW, LIKE & SHARE
@Hopewellva.gov & City Departments Online!



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to set a new date to deliver the “State of the City Address” in February to include the unveiling of the new City Council Strategic Plan.

ISSUE: City Council voted in 2019 to hold a “State of the City Address” in spring. However, the event never was organized or executed. Additionally, information was not compiled to provide an update to residents about the current state of the City, its affairs and City Council’s vision. Residents have complained about lack of City Communication and staff have complained about a lack of a Strategic Plan and collective vision from City Council.

RECOMMENDATION: City Council direct the City Manager to delegate to his staff accomplish the directive to be determined by City Council.

TIMING: Immediately

BACKGROUND: None

ENCLOSED DOCUMENTS:

- Town Hall Flyer

STAFF:

Jasmine E. Gore, Mayor

FOR IN MEETING USE ONLY

MOTION: _____

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 |

Roll Call

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 |

CCR-24



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:

City of Hopewell Finance Policies

ISSUE: City Council discussed two finance policies during Fall Council meetings. Council’s last action was for the CM to prepare an alternative policy for submission for the November 12, 2019 agenda packet. The policy needed to be vetted by the City Attorney prior to submission. Council has not received the policy yet for discussion.

RECOMMENDATION: For Council to decide dollar thresholds for current policy, to give to the City Manager to address any oversights in work flow (e.g., paper submissions vs. electronic submissions).

TIMING: Immediately

BACKGROUND: None

ENCLOSED DOCUMENTS:

- October 16, 2019 minutes
- Small Purchase Local Comparisons
- Procurement Contract

STAFF:

Jasmine E. Gore, Mayor

FOR IN MEETING USE ONLY

MOTION: _____

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			

Roll Call

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 |

DRAFT
October 16, 2019
Special Meeting

SPECIAL MEETING WORK SESSION

WS-1 Review and approval of financial policies, resolutions, etc. Contract

Motion: Councilor Partin moved to have the City Manager and the City Attorney work together to create a policy that reflects Hopewell’s needs, and to bring back a copy for action at the November 12 meeting (All three policies). Councilor Denton seconded the motion. Discussion ensued.

Substitute Motion: Councilor Randolph made a motion to make an amended motion. Upon the roll call, the vote resulted:

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

Motion failed 4-3

Council then voted on the original motion: to have the City Manager and the City Attorney to work together to create a policy that reflects Hopewell’s needs and to bring back a copy for action at our November meeting. (All three policies) Councilor Denton seconded the motion. Upon the roll call, the vote resulted:

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

Motion passed 4-3

<p>VIRGINIA BEACH – CITY</p>	
<p>Sec. 2-224.4. - Same— Contracts for provision of goods and services.</p>	<p>https://library.municode.com/va/virginia_beach/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTVIFI_DIV2.5PR_S2-224.4SAONPRGOSE</p>
<p>Solicitations for goods and services contracts of more than fifty thousand dollars (\$50,000.00) shall include at least three (3) SWAM-certified small businesses, including minority-owned businesses, service disabled veteran-owned businesses or woman-owned businesses that are included on the list maintained pursuant to section 2-224.1 and are in the business of supplying goods or services of the kind to be procured, unless the list of available SWAM-certified vendors contains less than three (3) such businesses. In addition, the purchasing agent shall forward such solicitations, upon request, to any minority organization or other interested party.</p>	
<p>Norfolk City</p>	
<p>Sec. 33.1-39. - Small purchases.</p>	<p>https://library.municode.com/va/norfolk/codes/code_of_ordinances?nodeId=COCI_CH33.1PR_ARTIVSOSECOFO_S33.1-39SMPU</p>
<p>Any procurement for goods and services other than professional services not exceeding one hundred thousand dollars (\$100,000.00) and any procurement for professional services not exceeding sixty thousand dollars (\$60,000.00) may be made in accordance with small purchase procedures which shall be specified in the rules and regulations promulgated to implement this provision; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this provision; provided also that any procurement of goods or services under five thousand dollars (\$5,000.00) may be made directly under the decentralized purchasing system. To the extent practicable, no less than three (3) businesses shall be solicited. Names of businesses solicited for procurement under this section shall be recorded with dates and amounts and such entries shall be maintained as public records. For the purchase of goods in an amount not exceeding one hundred thousand dollars (\$100,000.00) or the procurement of services in an amount not exceeding twenty-five thousand dollars (\$25,000.00), the purchasing agent may issue a purchase order using a form prepared by the city attorney, without following the requirements set forth in section 2-7 of the City Code.</p>	
<p>City of Chesapeake</p>	
<p>Sec. 54-5. - Purchase orders totaling \$5,000.00 or more.</p>	<p>https://library.municode.com/va/chesapeake/codes/code_of_ordinances?nodeId=PTIICOOR_CH54PUPR_ARTIIIMEPRAD_S54-61ENPRME</p>
<p>(a)Approval of purchase orders totaling \$5,000.00 or more. The procurement administrator or designee shall approve a purchase order totaling \$5,000.00 or more if it is properly charged to the correct appropriation account, and if there exists an unencumbered appropriation sufficient to pay for all such materials, supplies, equipment, and other things. After approval of the purchase order within the city's accounting system, the procurement administrator's or designee's signature shall be applied, and the purchase order shall be dispatched to the vendor.</p>	
<p>(b)Disapproval of purchase orders totaling \$5,000.00 or more. If the procurement administrator or designee is of the opinion that a purchase order submitted for approval is not correct or is incomplete in any respect, the procurement administrator or designee shall return the purchase order to the department or agency head with a written memorandum stating the reasons for refusal to approve it.</p>	
<p>Sec. 54-35. - Approval of procurement administrator and department head required.</p>	<p>It shall be unlawful for any officer, employee or agent of the city to purchase any supplies, services or equipment or to incur any obligation on the part of the city without first having obtained the approval of the procurement administrator or designee and the head of the department or agency for which the supplies, services or equipment are to be used, except that the city manager may delegate authority for the purchase of supplies, services or equipment totaling \$4,999.99 or less to department directors or agency heads under such terms and conditions as the city manager may deem appropriate.</p>
<p>Procurements under \$100,000.00 in value.</p>	<p>Procurements under \$100,000.00 in value. The specific terms and requirements of this chapter shall not be applicable to the following contracts, provided, however, that the procurement administrator, or designee, under the direction of the city manager or designee shall promulgate policies and procedures for contracts of this size which shall provide for competition wherever practicable. Such policies and procedures shall be approved as to form by the city attorney or designee prior to implementation:(1)Goods or services other than</p>

professional services and non-transportation-related construction, if the aggregate or sum of all phases is not expected to exceed \$100,000.00; and(2)Transportation-related construction, if the aggregate or sum of all phases is not to exceed \$25,000.00; and(3)Single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000.00.(4)If small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code.(5)All purchases under this subsection that are expected to exceed \$30,000.00 shall require the (a) written informal solicitation of a minimum of four bidders or offerors, and (b) posting of a public notice on the city's website, and may additionally be posted on electronic procurement websites, and any other appropriate websites as may be determined at the discretion of the procurement administrator of designee.

Newport News

Nothing Online?

Alexandria

Sec. 3-3-69 - Contracting for professional services by competitive negotiation. https://library.municode.com/va/alexandria/codes/code_of_ordinances?nodeId=PTIITHCOGEOR_TIT3FITAPR_CH3PUCOSE_ARTDCOFOMESOSE_DIV2CONE_S3-3-69COPRSECONE

Professional services shall be procured by competitive negotiation. The purchasing agent may establish purchase procedures, if adopted in writing, not requiring competitive negotiation for single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; however, such small purchase procedures shall provide for competition wherever practicable.

The purchasing agent shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Repetitive informal interviews shall be permissible. Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project and to explore alternative concepts of performance of the contract. In addition, offerors informed of any ranking criteria that will be used by the purchasing agent in addition to the review of professional competence of the offeror. The request for proposals shall not seek estimates of person hours or costs for services However, these discussions may encompass nonbinding estimates of total project costs, including, but not limited to, where appropriate design, construction, life cycle costs and nonbinding estimates of price for services. Proprietary information from competitive offerors shall not be disclosed to the public or to competitors. At the conclusion of the discussions and on the basis of evaluation factors published in the request for proposals and all information developed in the selection process to this point, the purchasing agent shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the city can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations shall be conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Notwithstanding the foregoing, if the terms and conditions for multiple awards are included in the request for proposal, the city may award contracts to more than one offeror. If, at the conclusion of the discussions, the purchasing agent determines in writing and in his sole discretion that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror. Once formally terminated, negotiations may not be reopened with any offeror.

(c)With respect to the procurement of legal services , the duties and responsibilities imposed upon the purchasing agent in subsection (b) above shall devolve upon the city attorney.

(d)A contract for architectural or professional engineering services relating to multiple construction projects may be awarded to a purchasing agent, provided (i) the projects require similar experience and expertise, (ii) the nature of the projects is clearly identified in the request for proposal, and (iii) the contract is limited to a term of one year or when the cumulative total project fees reach the maximum cost authorized in this subsection, whichever occurs first.

(1)Such contracts may be renewable for four additional one-year terms at the option of the purchasing agent. The fair and reasonable prices as negotiated shall be used in determining the cost of each project performed.

(2)The sum of all projects performed in a one-year contract term shall not exceed \$6 million.

(3)Competitive negotiations for such contracts may result in awards to more than one offeror provided (i) the request for proposal so states and (ii) the purchasing agent has established procedures for distributing multiple projects among the selected contractors during the contract term.

(4)The fee for any single project shall not exceed \$2.5 million.

(5)Any unused amounts from one contract term shall not be carried forward to any additional term.

(e)Multiphase professional services contracts satisfactory and advantageous to the completion of large, phased, or long-term projects may be negotiated and awarded based on a fair and reasonable price for the first phase only, when completion of the earlier phases is necessary to provide information critical to the negotiation of a fair and reasonable price for succeeding phases. Prior to the entering into of any such contract, the purchasing agent shall state the anticipated intended total scope of the project and determine in writing that the nature of the work is such that the best interests of the city require awarding the contract.

Hampton

Sec. 2-325. - Verification of funds; purchase orders. https://library.municode.com/va/hampton/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTXIVPROF_DIV1GE_S2-325VEFUPUOR

The provisions of this section apply to all public procurements regardless of dollar amount. The fact that procurements below one thousand five hundred dollars (\$1,500.00) are exempt from competitive bids has no relation to this section nor does it create any exception.

Sec. 2-326. - Competitive bidding requirements. https://library.municode.com/va/hampton/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTXIVPROF_DIV1GE_S2-326COBIRE

Except in specific situations as defined in this article, all purchase orders or contracts for public procurement shall be issued only after prices have been obtained in accordance with the applicable processes set forth in this section as follows:

(1) Advertisements for competitive sealed bidding or competitive sealed proposals shall not be required for procurements below thirty thousand dollars (\$30,000.00). Instead, the following competitive procurement procedures shall apply:

a. For procurements not exceeding five thousand dollars (\$5,000.00) city departments shall solicit at least two (2) price quotes and at least one (1) quote shall be solicited from a minority-owned or woman-owned business enterprise, whenever feasible. Quotes may be obtained either orally or in writing.

b. For procurements between five thousand one dollars (\$5,001.00) and nine-thousand nine hundred ninety-nine dollars and ninety-nine cents (\$9,999.99) city departments shall solicit at least three (3) price quotes to include any price available pursuant to state or local government cooperative procurement, and where feasible, a quote from a local vendor and from a certified minority-owned or woman-owned business enterprise. Quotes may be obtained either orally or in writing.

c. For procurements between ten thousand dollars (\$10,000.00) and twenty-nine thousand nine hundred ninety-nine dollars and ninety-nine cents (\$29,999.99) the procurement office shall solicit at least four (4) written price quotes and at least two (2) of those quotes shall be solicited from certified minority-owned or woman-owned business enterprises.

(2) Formal, sealed bids or proposals shall be required for all procurements of thirty thousand dollars (\$30,000.00) and over and shall be administered by the procurement office of the department of finance. Advertisements for such bids or proposals shall be placed at least ten (10) days prior to the bid or proposal opening date in a newspaper having a general circulation in the city and shall state the place where vendors may examine any plans or specifications and receive bid or proposal forms, and the time and place where bids or proposals will be received and opened. The chief procurement officer or his designated representative is directed, in addition to the above-mentioned advertisement, to solicit bids or proposals from prospective vendors, including at least four (4) certified minority-owned or women-owned enterprises, by forwarding written notice to such prospective vendors.

All bids or proposals provided for in this subsection (2) shall be submitted sealed to the chief procurement officer or his designated representative at the place designated in the advertisement prior to the stated time for the opening. All such bids or proposals received shall be opened in public at the time and place stated in the advertisement.

(3) In solicitations for procurements of one hundred thousand dollars (\$100,000.00) and above, the chief procurement officer shall set individualized goals for participation of certified minority-owned business enterprises and women-owned business enterprises in accordance with the city's minority business program plan as approved and amended by city council from time to time upon the recommendation of the city manager.

(4) Where multiple quotes are obtained pursuant to any process set forth in this subsection, city departments and/or the procurement office, as applicable, shall award to the lowest "responsible" vendor as that term is defined by the Virginia Public Procurement Act, Virginia Code § 2.2-4300 et seq., as amended. The failure of any person or firm to receive notice of solicitation by letter or telephone shall not affect the validity of any procurement under this subsection. A written record of all the solicitations and the quotes or proposals received shall be made a part of the purchasing records, including documentation of all efforts required by this subsection to solicit quotes from minority- and women-owned businesses. The chief procurement officer shall issue policies setting forth the content and form of documentation necessary to satisfy the requirements of this subsection.

Portsmouth	
Sec. 12-220. - Same—Small purchases.	https://library.municode.com/va/portsmouth/codes/code_of_ordinances?nodeId=PTIICO_CH12FI_ARTVPUPR_DIV1GE_S12-185UNPU

(a) A contract may be made in accordance with small purchase procedures developed by the purchasing administrator if the aggregate or sum of all phases or terms is not expected to exceed \$100,000.00 in the case of goods and services (other than professional services) or non-transportation construction; \$25,000.00 in the case of

transportation-related construction; or \$60,000.00 in the case of a single or term contract for professional services; provided, however, that contract requirements shall not be artificially divided so as to constitute a small purchase under this section. Purchases under this section that are expected to exceed \$30,000.00 shall require the written informal solicitation of a minimum of four bidders or offerors. Awards shall be made to the business offering the lowest acceptable quotation. The name of the business submitting the quotation and the date and the amount of such quotation shall be recorded and maintained as a part of the contract file. (b) A single quotation or term contract may be accepted from any one source in contracts which do not exceed \$5,000.00.

Lynchburg city

Subject to such small purchase procedures as are established in the procurement manual adopted by the city manager pursuant to section 18.1-12, the city manager, or those to whom he delegates authority, may enter into single or term contracts for goods and services other than professional services if the aggregate or sum of all phases is not expected to exceed \$50,000.00. Such small purchase procedures shall provide for reasonable competition when practicable, including, without limitation, when such small purchases are for over \$10,000.00, use of three quotes when reasonably practicable.

Harrisonburg

(c) Employment Discrimination by Contractor Prohibited	https://www.harrisonburgva.gov/sites/default/files/Purchasing/files/Procurement%20Manual%20City%20of%20Harrisonburg%202-9-12.pdf
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Every contract of over \$10,000 shall include the provisions in one (1) and two (2) below:

(1) During the performance of this contract, the contractor agrees as follows:

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

(b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

(c) Notices, advertisement and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

(2) The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

4-3-44 Small Purchases	https://www.harrisonburgva.gov/sites/default/files/Purchasing/files/Procurement%20Manual%20City%20of%20Harrisonburg%202-9-12.pdf
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4-3-44 Small Purchases The purchasing agent may, in his discretion, make any contracts for purchases of less than Thirty Thousand Dollars (\$30,000) without obtaining bids or quotations; provided, that such purchases are made on the basis of one of the following requirements: (a) That the cost of the items purchased be the lowest of the supplier's current price lists in the office of the purchasing agent. The purchasing agent shall attempt to obtain at least two current price lists from suppliers prior to making purchases under this provision. A price list obtained within twelve months of the purchase shall be considered current. (b) That it is known by the purchasing agent that all competitors have substantially the same price for the items to be purchased. (c) That the purchase of less than \$30,000 is a reorder of commodities purchased on a previous bid or part thereof obtained within twelve months prior to the proposed purchase. (d) That the contract or purchase is of nominal value as that term is defined herein. (e) That if a contract is to be awarded for professional services to a contractor who has performed professional services for the City prior to July 1, 1994 and in the discretion of the purchasing agent the best interest of the City will be served by the prior professional experience and expertise of such a contractor, a contract may be awarded for professional services to such a contractor without competitive negotiation or obtaining bids or quotations. (f) That in the opinion of the purchasing agent it is not practicable to obtain bids regarding the contracts or purchases. (g) Minority vendors/contractors as so registered with the State of Virginia. All other purchases shall be made in accordance with the provisions of this policy

Charlottesville	
Sec. 22-4. - Methods of procurement authorized.	https://library.municode.com/va/charlottesville/codes/code_of_ordinances?nodeId=CO_CH22CIPRGOSENVESO_ARTIINGE_S22-4MEPRAU

(f) The purchasing manager may establish written procedures, approved by the city manager, for single- or term-contracts for goods, services and professional services, if the aggregate or the sum of all amounts to be paid to the contractor during performance is not expected to exceed fifty thousand dollars (\$50,000.00) ("small purchase procedures"). Such small purchase procedures shall provide for competition wherever practicable.

(g) Upon a determination made in advance by the purchasing manager and set forth in writing that the purchase of goods, products or commodities from a public auction sale is in the best interests of the public, such items may be purchased at the auction, including online public auctions. The writing shall document the basis for this determination. However, bulk purchases of commodities used in road and highway construction and maintenance, and aggregates, shall not be made by online public auctions.

Danville	
Sec. 30-35. - Same—Small purchases.	https://library.municode.com/va/danville/codes/code_of_ordinances?nodeId=PTIICO_CH30PRCO_ARTIICOPR_DIV1GE_S30-35SAMAPU

(a) The purchase of goods, contractual services (excluding professional services), insurance and capital improvements estimated to be less than fifty thousand dollars (\$50,000.00) in value shall not be subject to the competitive bidding requirements of this article. Purchases under this subsection that are expected to exceed thirty thousand dollars (\$30,000.00) shall require the written informal solicitation of a minimum of four (4) bidders or offerors.

(b) For purchases of less than thirty thousand dollars (\$30,000.00), the City will endeavor to purchase such items on as competitive a basis as practical and the City Manager is authorized to establish the administrative controls considered necessary to govern such purchases. Written quotations from vendors shall be obtained where practical, although verbal quotations will be permitted, provided a written record of all such verbal quotations is made and filed with the records of the transaction.

(c) Professional services not expected to exceed thirty thousand dollars (\$30,000.00) in value shall not be subject to the competitive negotiation requirements of this article.

Blacksburg	
Section 16-200. - Methods of procurement.	https://library.municode.com/va/blacksburg/codes/code_of_ordinances?nodeId=CO_CH16PU_ARTIICOFO_S16-200MEPR

Any contracts with non-governmental contractors for the purchase or lease of goods, or for the purchase of services, insurance or construction shall be awarded after competitive sealed bidding or competitive negotiation, unless otherwise authorized by law.

(b)The purchasing agent may establish written small purchase procedures not requiring competitive sealed bids or competitive negotiation for single or term contracts for goods or services other than professional services if the aggregate of all phases is not expected to exceed \$50,000.00; however, the small purchase procedures shall provide for competition wherever practicable. Purchases that are expected to exceed \$30,000.00 shall require the written informal solicitation of a minimum of four bidders.

Winchester	
Sec. 21-25. - Methods of procurement.	https://library.municode.com/va/winchester/codes/code_of_ordinances?nodeId=CD_CH21PU_ARTIVMEPRON_DIV1MEPR_S21-25MEPR

Field Purchase Order	\$1—\$4,999	No quotes needed	Department
Field Purchase Order	\$5,000—\$15,000	3 verbal quotes	Department

Purchase Order Professional Services	\$15,000.01—\$60,000	3 written quotes	Department
Purchase Order Goods & Non-Profess. Svcs.	\$15,000.01—\$100,000	3 written quotes	Department
Sealed Bid Process Goods & Non-Profess. Svcs.	\$100,000.01	Competitive Sealed Bid or Competitive Negotiation	Submit Specs to Purchasing

Salem

Sec. 8.1. - Public works or improvements; contracts for more than five thousand dollars. https://library.municode.com/va/salem/codes/code_of_ordinances?nodeId=PTICH_CH8FIPR_S8.1PUWOIMCOMOFITHDO

Any public work or improvement costing more than five thousand dollars shall be executed by contract, except where a specific work of [or] improvement is authorized by the city council and directed to be done by force account. Such work shall be based on detailed estimates submitted by the department authorized to execute such work or improvement, and approved by the city manager. All contracts for more than five thousand dollars shall be awarded to the lowest responsible bidder in such manner and under such bond as may be prescribed by ordinance and after the city manager shall have made due advertisement for such time as the city council may prescribe, by newspapers or posted notices. But the city manager shall have the power to reject any or all of the bids and advertise again, and all advertisements shall contain a reservation of this right.

Sec. 2-1. - Purchases in emergency cases; purchases exceeding \$500.00. https://library.municode.com/va/salem/codes/code_of_ordinances?nodeId=PTIICO_CH2AD_ARTIINGE_S2-1PUEMCAPUEX500.00

In an emergency requiring immediate action, the city manager may proceed to do the work by procuring the required labor and materials without the necessity of advertising. The purchasing agent may, in emergency cases, make purchases in any department of the city government not to exceed **\$500.00** without specific permission from the council. For any purchases in excess of this amount, an order of the council shall be required.

Fredericksburg

2-387 Small Purchases. <https://ecode360.com/28963518?highlight=purchase,small%20purchases&searchId=8515525835695858>

The City Manager may enter into contracts for the purchase of goods and nonprofessional services, insurance, and construction without following the requirements of this article for competitive sealed bids or competitive negotiation on single or term contracts where the aggregate or the sum of all phases is not expected to exceed \$100,000. The City Manager may enter into contracts for the purchase of professional services without following the requirements of this article for competitive sealed bids or competitive negotiation on single or term contracts where the aggregate or the sum of all phases is not expected to exceed **\$60,000**.

B. The City Manager shall, wherever practicable, seek competitive prices on small purchases pursuant to this section. For the purchase of goods in excess of **\$5,000**, the City Manager shall secure at least three estimates or proposals from different vendors. Written quotations from vendors shall be obtained, where practicable, although verbal quotations will be permitted, provided the City Manager cause a written record of all such verbal quotations to be made and filed with the records of the transaction.

Fairfax

Sec. 2-335. - Small purchases. https://library.municode.com/va/fairfax/codes/code_of_ordinances?nodeId=PTIICO_CH2AD_ARTVIFI_DIV3PRPR_S2-335SMPU

Any single or term contract not expected to exceed **\$60,000.00** in the aggregate may be made for goods and services other than professional services without competitive sealed bidding or competitive negotiation, in accordance with small purchase procedures administered by the director of finance. Notwithstanding the foregoing, contract

requirements shall not be artificially divided so as to constitute a small purchase under this section. Insofar as is practical, competition is to be encouraged even for small purchases made under this section, and where possible, no fewer than three businesses or individuals shall be solicited to submit quotations. These solicitation requirements do not apply for purchases under \$5,000.00.

Waynesboro city

Sec. 56-4. - Small purchases. https://library.municode.com/va/waynesboro/codes/code_of_ordinances?nodeId=PTIICO_CH56PR_S56-4SMPU

(a)The city may award single or term contracts for:(1)Professional services less than or equal to \$60,000.00;(2)Non-professional services less than or equal to \$100,000.00; and(3)Goods and non-transportation-related construction less than or equal to \$100,000.00 without competitive procurement by utilizing the following procedure: a identify at least three potential suppliers for the items being purchased.
(b)Obtain pricing. Verbal proposals are acceptable, as are advertisements and world-wide-web pages, so long as they are current. Award the contract to the supplier offering the lowest price, in the absence of an articulated reason to award it to someone else.

Bristol

Sec. 2-3. - Purchases generally. https://library.municode.com/va/bristol/codes/code_of_ordinances?nodeId=PTIICO_CH2AD_ARTIINGE_S2-3PUGE

Sec. 2-3. - Purchases generally.
SHARE LINK TO SECTIONPRINT SECTIONDOWNLOAD (DOCX) OF SECTIONEMAIL SECTION
The following regulations, pursuant to the Virginia Public Procurement Act (VPPA), are adopted and shall hereinafter be referred to as the small purchases procedure:
(1) Purchases made by the City of Bristol, Virginia, shall be in accordance with the Virginia Public Procurement Act.
(2) Purchases that do not exceed \$5,000.00 are exempt from the competitive practices and procedures specified in this section. However, it is requested that city departments obtain the best pricing possible.
(3) The procurement of goods or services that are expected to cost between \$5,000.01 and \$25,000.00 shall require a minimum of three written quotations.
(4) The procurement of goods or services that are expected to cost between \$25,000.01 and \$100,000.00 shall require a minimum of four written quotations.
(5) The procurement of goods or services that cost over \$100,000.00 shall require the solicitation of competitive sealed bids or proposals.
(6) Professional services that are expected to exceed \$60,000.00 shall require the solicitation of competitive sealed proposals.
(7) The city manager, in the case of an emergency that does not allow sufficient time to engage in normal procurement procedures, may authorize a contract or the purchase of goods or services on an emergency basis if it is determined to be in the city's best interest to do so.
(8) In all cases, the names of each person or business submitting quotations, the date and amount of each quotation shall be recorded and maintained as a public record. In instances where the minimum number of quotations required are not obtained or are not available, the reasons why shall be recorded and maintained as a public record. Specifications or request for proposals that are prepared for any solicitation for goods or services shall also be maintained as a public record.
(9) The use of separate purchase orders to avoid the above mentioned thresholds are prohibited. The above mentioned thresholds will relate to the aggregate purchase price for a specific purchase.

Colonial Heights

63-30 Small Purchases. <https://ecode360.com/9338754?highlight=purchase,purchased,purchasing,small%20purchase,small%20purchases&searchId=8516506461726001#9338754>

Single or term contracts not expected to exceed \$50,000 may be awarded without competitive sealed bids or competitive negotiation but shall be awarded on the basis of such competition as the Purchasing Agent, in his discretion, finds practicable. Such awards shall be based, except when the Purchasing Agent shall determine in writing that it is impracticable to do so, on three or more competitive bids, which may be informal but of which there shall be a written record.
B. In making determinations as to practicability, the Purchasing Agent shall consider whether or not:
(1) The cost of the items purchased is the lowest from the supplier current price lists in the Purchasing Office.
(2) All competitors have the same price for the items to be purchased.

(3) The purchase is a reorder of commodities purchased on a previous bid or part thereof obtained within six months prior to the proposed purchase.

(4) Only two competitive bids are reasonably available. In making said determinations, the Purchasing Agent shall also consider the cost of the purchasing process relative to the cost of items being purchased and shall not be limited necessarily to consideration of factors specifically stated herein.

C. No contract amount shall be artificially divided so as to constitute a small purchase under this section.

FOR DISCUSSION PURPOSES ONLY
DRAFT

PROCUREMENT POLICY AND PROCEDURES

PURPOSE

In recognition of the City of Hopewell’s need to make purchases and enter into small contracts in order to ensure operational efficiency and to deliver timely and critical services, the Hopewell City Council hereby adopts the following small purchase policy and procedures for the City, pursuant to the authority vested in it by Va. Code Ann. §2.2-4303(G). It is the dual purpose of this policy to promote, support, and encourage investment in the local economy when purchasing or contracting for goods and non-professional services pursuant to this policy whenever such can be achieved and there is an objectively rational basis to do so.

This policy shall operate to delegate the City’s power to contract without formal competition and without first seeking approval by City Council under specific terms and conditions. Any contract not expressly approved by City Council or otherwise falling within these expressed conditions shall be deemed void and unenforceable.

This small purchase policy should be read in conjunction with the Virginia Public Procurement Act Va. Code Ann. §2.2-4300, *et seq*, as amended, (“the Act”) and shall apply to all public purchasing regardless of source.

Pursuant to Va. Code Ann. §15.2-1100, *et seq.*, and Art. IV, §2 of the Hopewell City Charter, the City Council reserves to itself all authority to bind the City by contract, except as expressly provided herein. The provisions of the Act shall govern all other procurement by the City.

DEFINITIONS

Contract means all types of agreements (e.g., purchase, purchase order, contract, change order), regardless of what they may be called for the procurement of goods, services, insurance, or construction.

Emergency shall exist when a breakdown in essential service occurs or under any circumstances when supplies are needed for immediate use in work which may affect the safety, health or welfare of the public. Within 30 days of emergency, the City Manager or designee shall submit to City Council a written report detailing the nature of the emergency as well as full fiscal and budgetary impact of the emergency including, if necessary, the potential for a supplemental budget appropriation necessitated by the emergency.

VALIDITY OF CONTRACTS

No public contract exceeding the value of \$_____ shall be valid and enforceable against the City unless it is signed and approved as to form by the city attorney or designee, as well as signed and approved as to substance (terms of the deal) by the city manager or designee. In consultation with the city manager or designee, the city attorney may develop standard terms and conditions, forms, or other checklists for use with or in administration of public contracts.

UNAUTHORIZED CONTRACTS

Contracts may not be artificially divided so as to constitute a small purchase.

GENERAL PROVISIONS

Employees are responsible for soliciting quotes for purchases as outlined below. Purchase orders submitted without the required quotes or a satisfactory explanation as to why quotes were not obtained (i.e., sole source, emergency, approved vendor) shall not be approved.

Up to \$ One verbal quote is required.

\$ Three verbal quotes must be obtained. The quote summary must be attached to the invoice. Physical records regarding the dates, contacts, and quotes received shall be retained in the department’s file for auditing purposes.

\$ Three written quotes are required. The actual written quotes shall be retained in the department’s file for auditing purposes Physical records regarding the dates, contacts, and quotes received shall be retained in the department’s file for auditing purposes.

\$ Three written quotes are required. Hard copies shall be attached to the purchase order.

\$ Must be competitively bid in accordance with the Act. City Council approval is required for all purchases in this category, except as provided for an emergency.

Items purchased more than once during a fiscal year (e.g. office supplies) do not need quotes every time a purchase is made. However, unless such purchases are made from an approved vendor list, competitive quotes for repeated purchases shall be sought at least once each year to ensure the vendors are competitive. Inasmuch as possible or feasible, employees should obtain goods and

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services through cooperative procurement with other local governments or units or by utilizing the Commonwealth of Virginia e-Marketplace.

SOLE SOURCE PROCUREMENT

Contracts for parts, supplies, or equipment that are available only from a single source shall be referred to as sole source purchases. Sole source purchase shall not be used for any type of service contracts. Sole source procurement may arise from the following instances:

1. Equipment for which there is no comparable competitive product or is available only from one supplier;
2. A part for which there is not commercially available substitute, and which can be obtained only from the manufacturer;
3. An item where ‘compatibility’ is the overriding consideration, e.g., computer software or hardware.

Purchases satisfying one or more of these requirements shall not be subject to competitive bidding; however, purchases exceeding \$_____ shall still be presented to City Council for approval. For all purchases submitted to City Council as a sole source procurement shall be accompanied by a written request to waive bids which shall also set forth the reason(s) for the request.

EMERGENCY PURCHASES

Emergency shall be defined as set forth herein. Whenever, in the judgment of the City Manager, an emergency situation requires the make of any purchase in excess of _____ but less than \$_____ prior to the next regular meeting of the City Council, the City Manager may make such purchase without waiting for the formal approval of the specific purchase by City

FOR DISCUSSION PURPOSES ONLY
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Council but shall make a report thereof to the City Council at the next regular meeting of the City Council. If the emergency purchase is over \$_____, approval of the City Council is required and request therefor shall be accompanied by a written request to approve the emergency purchase which shall also set forth the reason(s) for the request.

CHANGE ORDERS

Subsequent to entering into a contract, change orders may become necessary. The City Manager shall have the authority to approve all change orders up to \$_____. Any change order, singularly *or in the aggregate*, that exceeds \$_____ must be approved by the City Council.

RECONCILIATION REQUIRED

Each department that utilizes this small purchase policy during any given month shall be required to reconcile all purchases executed during that month. To comply with this requirement, each department must designate the person/position who will be tasked with responsibility of reconciling the transactions of the department, and be responsible for investigating, resolving, and reporting out to the Finance Department (copy to City Manager) discrepancies, should such occur. The person/position designated for reconciling the transaction shall *not* under any circumstances be the person/position who initiated or authorized the underlying purchase. This requirement shall not be waived.

For purchases over \$_____, reconciliation shall require that the expense of the purchase match up and is verified by all documentation required by this policy. Reconciliation should be completed monthly. Reconciliation reports required for any month shall be due to the Finance Department (copy to City Manager) by no later than the 15th day of the following month. Department reconciliation reports shall be retained by Finance Department in accordance with

FOR DISCUSSION PURPOSES ONLY
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general accounting principles and with all applicable provisions of state and federal law. Under no circumstances shall a department reconciliation report be destroyed prior to the completion of the comprehensive annual financial audit the fiscal year that covers the month for which the reconciliation report was generated.

DRAFT

CCR-25



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE

Request for City Council direct the City Manager to delegate to staff to review non-developed city land to identify a location for a practice field for youth sports and free citizen usage.

ISSUE: Several groups and residents have shared the need for the City to establish a practice field for various youth supports. If the city can identify public land for the youth to practice during daylight and provide portable restrooms, we can immediately address the need. However, we will have to discuss long-term plans officially develop the field; install lighting; restroom amenities etc. for a permanent location space.

RECOMMENDATION: City Council direct the City Manager to accomplish the directive by a specific date determined by City Council.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

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			

Roll Call

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 |

CCR-26



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for City Council direct the City Manager review city owned spaced and rental properties to identify a location for the Office on Youth to offer programs. In addition, for the City Manager to provide an update as to the costs/needs to renovate Mallonee Gym to house the Office on Youth and the status of the \$250,000 previously allocated by City Council for renovation.

ISSUE: The Office on Youth is currently housed in the United Way Building. The City rentals an office, storage space and front desk reception space. The Office on Youth currently has no dedicated space to offer youth programming.

RECOMMENDATION: City Council direct the City Manager to accomplish the directive to be determined by City Council by a specific date.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

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 |

Roll Call

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 |

CCR-27



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to vote to establish a rule that supports the new practice to limit City Councilors ability to place items on future agendas, conduct research with staff and seek legal guidance for potential legislative items.

ISSUE: It has been common practice that City Councilors to place items on the City Council Meeting Agendas to obtain a vote from City Council to approve/deny the request. At some point in 2019, some members of City Council began to advocate for Councilors to be limited in their ability to place items on the agenda for City Council approval/denial. In turn, they began to limit the ability for a City Councilor to seek legal guidance to determine legality of any proposed legislation. As of now, some City Councilors are seeking to limit the ability to ask the City Manager to provide information so that one can make a determination about the feasibility of any proposed legislation.

RECOMMENDATION: City Council deny establishing any rule that limits City Councilors interaction with City Council’s Appointees (employees) about proposed legislation. City Council has hired professionals in their field of expertise. If he/she cannot assist without causing a high demand of strain on their workload- he/she can request to push the item back or simply request the matter be placed before City Council prior to proceeding. However, if he/she believes that providing assistance for routine/normal request and does not significantly affect his/her workflow – he/she may use discretion as professionals and assist their employer (City Councilors).

TIMING: Immediately

BACKGROUND:

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 |

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-28



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request for City Council to vote to direct the City Manager provide City Council with options to dissolve the Beacon Theater LLC. The prior City Council voted to support dissolving the LLC in order to create a Regional Performing Arts Center and/or improve community programs and access to the Beacon Theater. In the meantime, the City Council will support opening the Beacon Theater free on Sundays after the Beacon Church for groups to offer free services/programs to the public.

ISSUE: he City needs to address the status of the Beacon Theater’s management and finances. In the past, the City provided the Beacon Theater with approximately \$100,000 to provide community programs. City Council has not established guidelines for that money and support. Since the Beacon Theater is open on Sundays for the Beacon Church, members of the public that want to offer community services can utilize the space – as opposed to pay the high rental fees.

The City Council needs to also discuss management of the theater to fully take advantage of the renovation and to provide cultural opportunities for the community. Currently concerts is the primary event type offered by the Beacon. The Theater can also be a space to routinely offer plays, dance, spoke word, classes etc. to the community.

RECOMMENDATION: City Council direct the City Manager to complete task by a specific date.

TIMING: Timing

BACKGROUND:

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 |

ENCLOSED DOCUMENTS:

- None

STAFF:

Mayor Jasmine E Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

CCR-29



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Request for City Council to direct the City Manager provide City Council with the status of uncollected funds within the City of Hopewell prior to providing City Council with any recommendation to raise taxes or fees within the City for the upcoming budget cycle. In addition, final determination if the City and require all vendors the City has contracts with to have all of their taxes/fees paid in full prior to be eligible to do business with City; to include rental/real estate companies – require taxes/fees paid in full prior to receiving permits.

Request for City Council to direct the City Manager

ISSUE: The Mayor requested the following information on December 19, 2019 and was unable to obtain the data.

1. Wastwater (Water Renewal) uncollected bill amounts (write offs) (individual/business)
2. Data Integrators uncollected bill amounts (individual/business)
3. Uncollected taxes (real estate/personal property)
4. Trash uncollected bill amounts (write offs) (individual/business)
5. Audit reports/schedules with write-offs
6. Industry payments for Wastewater (Water Renewal) for the last 3 years
7. Total value of funding that could not be reconciled for the audit - City Funds/Accounts
8. Total value of funding that did not have backup docs/not approved - City Funds/Accounts
9. Status of money approached to support Wastewater Grant when DEQ required the City to have a reserve of funding approx.. of \$575,000. *new

Prior to the City Council supporting any recommendation to increase taxes or fees, we must know how much funds has not been collected as projected. Additionally, we must identify why

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			

funds are not being collected such as contract amendments, staffing, etc. and address those issues immediately before placing the burden on residents to pay to fix errors.

RECOMMENDATION: City Council direct the City Manager to complete task by a specific date.

TIMING: Immediately

BACKGROUND:

ENCLOSED DOCUMENTS:

STAFF:

Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

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 |

Chapter 20 - LICENSES¹¹

Footnotes:

--- (1) ---

Charter reference— Authority of city to raise revenue by annual licenses, Ch. II, § 2.

Cross reference— Dog licenses, § 6-46 et seq.; license for closing-out sales of certain goods, § 30-36 et seq.; license for fire, etc., sales, § 30-96 et seq.; taxation, Ch. 34.

State Law reference— Licenses generally, Code of Virginia, § 58.1-3700 et seq.; city license taxes, §§ 58.1-3702—58.1-3706.

ARTICLE I. - IN GENERAL

Sec. 20-1. - Definitions.

For the purposes of this chapter, unless otherwise required by the context:

Affiliated group means:

- (1) One (1) or more chains of corporations subject to inclusion connected through stock ownership with a common parent corporation which is a corporation subject to inclusion if:
 - a. Stock possessing at least eighty (80) percent of the voting power of all classes of stock and at least eighty (80) percent of each class of the nonvoting stock of each of the corporations subject to inclusion, except the common parent corporation, is owned directly by one (1) or more of the other corporations subject to inclusion; and
 - b. The common parent corporation directly owns stock possessing at least eighty (80) percent of the voting power of all classes of stock and at least eighty (80) percent of each class of the nonvoting stock of at least one (1) of the other corporations subject to inclusion. As used in this subdivision, the term "stock" does not include nonvoting stock which is limited and preferred as to dividends. The phrase "corporation subject to inclusion" means any corporation within the affiliated group irrespective of the state or country of its incorporation; and the term "receipts" includes gross receipts and gross income.
- (2) Two (2) or more corporations if five (5) or fewer persons who are individuals, estates or trusts own stock possessing:
 - a. At least eighty (80) percent of the total combined voting power of all classes of stock entitled to vote or at least eighty (80) percent of the total value of shares of all classes of the stock of each corporation; and
 - b. More than fifty (50) percent of the total combined voting power of all classes of stock entitled to vote or more than fifty (50) percent of the total value of shares of all classes of stock of each corporation, taking into account the stock ownership of each such person only to the extent such stock ownership is identical with respect to each such corporation.

When one (1) or more of the corporations subject to inclusion, including the common parent corporation, is a nonstock corporation, the term "stock" as used in this subdivision shall refer to the nonstock corporation membership or membership voting rights, as is appropriate to the context.

Assessment means a determination as to the proper rate of tax, the measure to which the tax rate is applied, and ultimately the amount of tax, including additional or omitted tax, that is due. An assessment shall include a written assessment made pursuant to notice by the assessing official or a self-assessment made by a taxpayer upon the filing of a return or otherwise not pursuant to notice. Assessments shall be deemed made by an assessing official when a written notice of assessment is delivered to the taxpayer

by the assessing official or an employee of the assessing official, or mailed to the taxpayer at his last known address. Self-assessments shall be deemed made when a return is filed, or if no return is required, when the tax is paid. A return filed or tax paid before the last day prescribed by ordinance for the filing or payment thereof shall be deemed to be filed or paid on the last day specified for the filing of a return or the payment of tax, as the case may be.

Assessor or assessing official means the commissioner of the revenue of the city.

Base year means the calendar year preceding the license year, except for contractors subject to the provisions of section 58.1-3715 of the Code of Virginia.

Business means a course of dealing which requires the time, attention and labor of the person so engaged for the purpose of earning a livelihood or profit. It implies a continuous and regular course of dealing, rather than an irregular or isolated transaction. A person may be engaged in more than one (1) business. The following acts shall create a rebuttable presumption that a person is engaged in a business: (i) advertising or otherwise holding oneself out to the public as being engaged in a particular business; or (ii) filing tax returns, schedules and documents that are required only of persons engaged in a trade or business.

Contractor shall have the meaning prescribed in section 58.1-3714 (B) of the Code of Virginia, as amended, whether such work is done or offered to be done by day labor, general contract or subcontract.

Definite place of business means an office or a location at which occurs a regular and continuous course of dealing for thirty (30) consecutive days or more. A definite place of business for a person engaged in business may include a location leased or otherwise obtained from another person on a temporary or seasonal basis and real property leased to another. A person's residence shall be deemed to be a definite place of business if there is no definite place of business maintained elsewhere and the person is not subject to licensure as a peddler or itinerant merchant.

Direct seller means any person who: (i) engages in the trade or business of selling or soliciting the sale of consumer products primarily in private residences and maintains no public location for the conduct of such business; and (ii) receives remuneration for such activities, with substantially all of such remuneration being directly related to sales or other sales-oriented services, rather than to the number of hours worked; and (iii) performs such activities pursuant to a written contract between such person and the person for whom the activities are performed and such contract provides that such person will not be treated as an employee with respect to such activities for federal tax purposes.

Financial services means the buying, selling, handling, managing, investing, and providing of advice regarding money, credit, securities, or other investments and shall include the service for compensation by a credit agency, an investment company, a broker or dealer in securities and commodities or a security or commodity exchange, unless such service is otherwise provided for in this chapter.

Broker means an agent of a buyer or a seller who buys or sells stocks, bonds, commodities, or services, usually on a commission basis.

Commodity means staples such as wool, cotton, etc. which are traded on a commodity exchange and on which there is trading in futures.

Dealer for purposes of this chapter means any person engaged in the business of buying and selling securities for his own account, but does not include a bank, or any person insofar as he buys or sells securities for his own account, either individually or in some fiduciary capacity, but not as part of a regular business.

Security for purposes of this chapter shall have the same meaning as in the Code of Virginia, Securities Act (§ 13.1-501 et seq.) or in similar laws of the United States regulating the sale of securities.

Those engaged in rendering financial services include, but without limitation, the following:

- Buying installment receivables
- Chattel mortgage financing

Consumer financing
 Credit card services
 Credit unions
 Factors
 Financing accounts receivable
 Industrial loan companies
 Installment financing
 Inventory financing
 Loan or mortgage brokers
 Loan or mortgage companies
 Safety deposit box companies
 Security and commodity brokers and services
 Stockbroker
 Working capital financing

Gross receipts means the whole, entire, total receipts attributable to the licensed privilege, without deduction, except as may be limited by the provisions of Code of Virginia, chapter 37 of title 58.1.

Itinerant merchant means a person who engages in, does, or transacts any temporary or transient business and who, for the purpose of carrying on such business, occupies any location for a period of less than one (1) year.

License year means the calendar year for which a license is issued for the privilege of engaging in business.

Peddler means a person who carries from place to place any goods, wares or merchandise and sells or offers to sell or barter the same.

Peddler at wholesale means a person, firm or corporation who or which sells or offers to sell goods, wares or merchandise to licensed dealers, other than at a definite place of business operated by the seller, and at the time of such sale or exposure for sale delivers, or offers to deliver, the goods, wares or merchandise to the buyer. Any delivery made on the day of sale shall be construed as delivery at the time of sale.

Personal services means rendering for compensation any repair, personal, business or other services not specifically classified as "financial, real estate or professional service" under this chapter, or rendered in any other business or occupation not specifically classified in this chapter unless exempted from local license tax by Code of Virginia, title 58.1.

Professional services means services performed by architects, attorneys-at-law, certified public accountants, dentists, engineers, land surveyors, surgeons, veterinarians, and practitioners of the healing arts (the arts and sciences dealing with the prevention, diagnosis, treatment and cure or alleviation of human physical or mental ailments, conditions, diseases, pain or infirmities) and such occupations, and no others, as the Virginia Department of Taxation may list in the BPOL guidelines promulgated pursuant to Code of Virginia, § 58.1-3701. The department shall identify and list each occupation or vocation in which a professed knowledge of some department of science or learning, gained by a prolonged course of specialized instruction and study is used by its practical application to the affairs of others, either advising, guiding, or teaching them, and in serving their interests or welfare in the practice of an art or

science founded on it. The word "profession" implies attainments in professional knowledge as distinguished from mere skill, and the application of knowledge to uses for others rather than for personal profit.

Purchases means all goods, wares and merchandise received for sale at each definite place of business of a wholesale merchant. The term shall also include the cost of manufacture of all goods, wares and merchandise manufactured by any wholesaler or wholesale merchant and sold or offered for sale. A wholesaler or wholesale merchant may elect to report the gross receipts from the sale of manufactured goods, wares and merchandise if it cannot determine the cost of manufacture or chooses not to disclose the cost of manufacture.

Real estate services means rendering a service for compensation with respect to the purchase, sale, lease, rental, or appraisal of real property, unless the service is otherwise specifically provided for in this chapter, and such services include, but are not limited to, the following:

- Appraisers of real estate
- Escrow agents, real estate
- Fiduciaries, real estate
- Lessors of real property
- Real estate agents, brokers and managers
- Real estate selling agents
- Rental agents for real estate

Retailer or retail merchant means any person or merchant who sells goods, wares and merchandise for use or consumption by the purchaser or for any purpose other than resale by the purchaser, but does not include sales at wholesale to institutional, commercial and industrial users.

Services means things purchased by a customer which do not have physical characteristics, or which are not goods, wares, or merchandise.

Wholesaler or wholesale merchant shall mean any person or merchant who sells wares and merchandise for resale by the purchaser, including sales when the goods, wares and merchandise will be incorporated into goods and services for sale, and also includes sales to institutional, commercial and industrial users which because of the quantity, price, or other terms indicate that they are consistent with sales at wholesale.

(Ord. No. 96-33, § C, 11-12-96)

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title, repealed former § 20-1 which defined "gross receipts". Such section bore no history note. Provisions designated herein as § 20-1 were derived from Ord. No. 96-33, C.

Sec. 20-2. - Adoption of state law.

- (a) As to all questions in regard to the duty and conduct of the officers of the city in collecting and enforcing the taxes imposed under this chapter, and in regard to questions of construction and for definition of terms used in this chapter, and the rules and regulations applicable to putting same in operation, reference is hereby made to the provisions of title 58.1, Code of Virginia, for the assessment, levy and collection of taxes for the current year, or to so much thereof as is applicable to this chapter and is not inconsistent with it and the other ordinances of the city. For the conduct and guidance of the officers of the city and other parties affected by this chapter and for fixing their

powers, rights, duties and obligations, the provisions of title 58.1, Code of Virginia, so far as applicable, are hereby adopted without being specifically herein quoted.

- (b) The definition of the various businesses, occupations, trades or professions provided for in this chapter shall be and hereby are defined to be the same as the definitions given in Code of Virginia, title 58.1, unless otherwise defined herein, and all constructions of same by the state tax commissioner shall have equal force to this chapter.

(Code 1963, § 21-21; Ord. No. 96-31, 11-12-96)

Sec. 20-3. - Enforcement of chapter generally.

- (a) The city manager shall require the chief of police and every member of the police department of the city to enforce this chapter. It shall be the duty of the chief of police and of every member of the police department to check whether all new business or professional men commencing any business, employment or profession in the city have complied with the provisions of this chapter.
- (b) It shall be the duty of the commissioner of revenue to report every person, known to him, who shall commence to prosecute any licensable business, employment or profession without a license or who shall unlawfully fail for a longer period than one month to obtain a new license, to the city attorney, who shall cause warrants to be issued for such persons and shall prosecute them.

(Code 1963, §§ 21-19, 21-20)

Sec. 20-4. - Construction of chapter; interstate commerce; obstruction of public ways; nuisances.

- (a) Nothing in this chapter shall be construed as imposing a license tax on or otherwise regulating or restricting interstate commerce. Any business or portion thereof embraced in the term "interstate commerce" is not made subject to a license by this chapter.
- (b) Nothing in this chapter shall be construed as giving the right to any person to obstruct sidewalks, streets or other public places or to commit or maintain a nuisance.

(Code 1963, §§ 21-17, 21-18)

Sec. 20-4.5. - Overriding conflicting ordinances.

Except as may be otherwise provided by the laws of the Commonwealth of Virginia, and notwithstanding any other current ordinances or resolutions enacted by this council, whether or not compiled in the Code of this city, to the extent of any conflict, the provisions of this chapter shall be applicable to the levy, assessment, and collection of licenses required and taxes imposed on businesses, trades, professions and callings and upon the persons, firms and corporations engaged therein within the city.

(Ord. No. 96-33, § A, 11-12-96)

Editor's note— Ord. No. 96-33, § A, did not specify manner of codification, but has been designated by the editor as § 20-4.5.

Sec. 20-5. - Engaging in business without license; penalty.

- (a) Whenever a license is required by this chapter, and whenever this Code imposes a license fee or levies a license tax on a business, employment or profession, it shall be unlawful to engage in such

business, employment or profession without first obtaining the required license. Any person who engages in a business without obtaining a license required by this chapter, or after being refused such license, shall not be relieved of the tax imposed by this chapter.

- (b) If any person shall:
 - (1) Commence to prosecute any business, trade, occupation, employment or profession in the city without obtaining a license required by this chapter; or
 - (2) Continue a business, trade, occupation, employment or profession in the city after the expiration of a license previously issued under this chapter without obtaining a new license or a renewal of the expired license,

he shall be guilty of a Class 3 misdemeanor.

(Code 1963, § 21-1; Ord. No. 96-33, § B, 11-12-96)

Editor's note— Ord. No. 96-33, by title repealed § 20-5(a). Sec. B of such ordinance has been codified as § 20-5(a) by the editor.

Sec. 20-6. - License requirement.

- (a) Every person engaging in this city in any business, trade, profession, occupation or calling (collectively hereinafter "a business") as defined in this chapter, unless otherwise exempted by law, shall apply for a license for each such business if (i) the person has a definite place of business in this city; (ii) there is no definite place of business anywhere and the person resides in this city; or (iii) there is no definite place of business in this city but the person operates amusement machines or is classified as a peddler or itinerant merchant, carnival or circus as specified in Code of Virginia, §§ 58.1-3717, 3718, or 3728, respectively, or is a contractor subject to Code of Virginia, § 58.1-3715, or is a public service corporation subject to Code of Virginia, § 58.1-3731. A separate license shall be required for each definite place of business and for each business. A person engaged in two (2) or more businesses or professions carried on at the same place of business may elect to obtain one (1) license for all such businesses and professions if all of the following criteria are satisfied: (i) each business or profession is subject to licensure at the location and has satisfied any requirements imposed by state law or other provisions of the ordinances of this city; (ii) all of the businesses or professions are subject to the same tax rate, or, if subject to different tax rates, the licensee agrees to be taxed on all businesses and professions at the highest rate; and (iii) the taxpayer agrees to supply such information as the assessor may require concerning the nature of the several businesses and their gross receipts.
- (b) Reserved.
- (c) Reserved.
- (d) In computing the amount of license tax due, the commissioner of the revenue shall round all amounts to the nearest dollar; that is, all amounts of forty-nine cents (\$0.49) or less shall be rounded down and all amounts of fifty cents (\$0.50) or more shall be rounded up.

(Ord. No. 87-17, 6-23-87; Ord. No. 94-36, 11-2-94; Ord. No. 96-33, § D, 11-12-96)

Editor's note— Ord. No. 96-33, by title repealed § 20-6(a)—(c). Sec. D of such ordinance was designated by the editor as § 20-6(a). See also the editor's note following § 20-7.

Sec. 20-7. - Due dates; late payment penalties and interest.

- (a) Each person subject to a license tax under this chapter shall apply for a license prior to beginning business if he was not subject to licensure in this city on or before January 1 of the license year, or no later than March 1 of the current license year if he had been issued a license for the preceding license year. The application shall be on forms prescribed by the assessing official.
- (b) The tax shall be paid with the application in the case of any license not based on gross receipts. If the tax is measured by the gross receipts of the business, the tax shall be paid on or before March 31. Semiannual payments for license taxes shall be authorized pursuant to section 20-19.
- (c) The assessing official may grant an extension of time, not to exceed ninety (90) days, in which to file an application for a license, for reasonable cause. The extension may be conditioned upon the timely payment of a reasonable estimate of the appropriate tax, subject to adjustment to the correct tax at the end of the extension together with interest from the due date until the date paid and, if the estimate submitted with the extension is found to be unreasonable under the circumstances, a penalty of ten (10) percent of the portion paid after the due date.
- (d) A penalty of ten (10) percent of the tax may be imposed upon the failure to file an application or the failure to pay the tax by the appropriate due date. Only the late filing penalty shall be imposed by the assessing official if both the application and payment are late; however, both penalties may be assessed if the assessing official determines that the taxpayer has a history of noncompliance. In the case of an assessment of additional tax made by the assessing official, if the application and, if applicable, the return were made in good faith and the understatement of the tax was not due to any fraud or reckless or intentional disregard of the law by the taxpayer, there shall be no late payment penalty assessed with the additional tax. If any assessment of tax by the assessing official is not paid within thirty (30) days, the treasurer may impose a ten (10) percent late payment penalty. The penalties shall not be imposed, or if imposed, shall be abated by the official who assessed them, if the failure to file or pay was not the fault of the taxpayer. In order to demonstrate lack of fault, the taxpayer must show that he acted responsibly and that the failure was due to events beyond his control.

"Acted responsibly" means that: (i) the taxpayer exercised the level of reasonable care that a prudent person would exercise under the circumstances in determining the filing obligations for the business, and (ii) the taxpayer undertook significant steps to avoid or mitigate the failure, such as requesting appropriate extensions (where applicable), attempting to prevent a foreseeable impediment, acting to remove an impediment once it occurred, and promptly rectifying a failure once the impediment was removed or the failure discovered.

"Events beyond the taxpayer's control" include, but are not limited to, the unavailability of records due to fire or other casualty; the unavoidable absence (e.g., due to death or serious illness) of the person with the sole responsibility for tax compliance; or the taxpayer's reasonable reliance in good faith upon erroneous written information from the assessing official, who was aware of the relevant facts relating to the taxpayer's business when he provided the erroneous information.

- (e) Any person failing to make the application required by this section shall be guilty of a Class 4 misdemeanor.
- (f) It shall be the duty of the commissioner of the revenue to keep a record of all applications filed under this section.
- (g) Interest shall be charged on the late payment of the tax from the due date until the date paid without regard to fault or other reason for the late payment. Whenever an assessment of additional or omitted tax by the assessing official is found to be erroneous, all interest and penalty charged and collected on the amount of the assessment found to be erroneous shall be refunded together with interest on the refund from the date of payment or the due date, whichever is later. Interest shall be paid on the refund of any tax paid under this chapter from the date of payment or due date, whichever is later, whether attributable to an amended return or other reason. Interest on any refund shall be paid at the same rate charged under Code of Virginia, § 58.1-3916.

No interest shall accrue on an adjustment of estimated tax liability to actual liability at the conclusion of a base year. No interest shall be paid on a refund or charged on a late payment in event of such

adjustment, provided the refund or the late payment is made not more than thirty (30) days from (i) the date of the payment that created the refund, or (ii) the due date of the tax, whichever is later.

(Ord. No. 96-33, § E, 11-12-96)

Editor's note— At the request of the city, provisions formerly designated as § 20-6(d) and (e) were redesignated as § 20-7(e) and (f), and § 20-7(e) was redesignated as (g). See also the editor's note following § 20-10.

Sec. 20-8. - Situs of gross receipts.

- (a) *General rule.* Whenever the tax imposed by this chapter is measured by gross receipts, the gross receipts included in the taxable measure shall be only those gross receipts attributed to the exercise of a privilege subject to licensure at a definite place of business within this city. In the case of activities conducted outside of a definite place of business, such as during a visit to a customer location, the gross receipts shall be attributed to the definite place of business from which such activities are initiated, directed, or controlled. The situs of gross receipts for different classifications of business shall be attributed to one (1) or more definite places of business or offices as follows:
 - (1) The gross receipts of a contractor shall be attributed to the definite place of business at which his services are performed, or if his services are not performed at any definite place of business, then the definite place of business from which his services are directed or controlled, unless the contractor is subject to the provisions of Code of Virginia, § 58.1-3715.
 - (2) The gross receipts of a retailer or wholesaler shall be attributed to the definite place of business at which sales solicitation activities occur, or if sales solicitation activities do not occur at any definite place of business, then the definite place of business from which sales solicitation activities are directed or controlled; however, a wholesaler or distribution house subject to a license tax measured by purchases shall determine the situs of its purchases by the definite place of business at which or from which deliveries of the purchased goods, wares and merchandise are made to customers. Any wholesaler who is subject to license tax in two or more localities and who is subject to multiple taxation because the localities use different measures, may apply to the department of taxation for a determination as to the proper measure of purchases and gross receipts subject to license tax in each locality.
 - (3) The gross receipts of a business renting tangible personal property shall be attributed to the definite place of business from which the tangible personal property is rented or, if the property is not rented from any definite place of business, then the definite place of business at which the rental of such property is managed.
 - (4) The gross receipts from the performance of services shall be attributed to the definite place of business at which the services are performed or, if not performed at any definite place of business, then the definite place of business from which the services are directed or controlled.
- (b) *Apportionment.* If the licensee has more than one definite place of business and it is impractical or impossible to determine to which definite place of business gross receipts should be attributed under the general rule and the affected jurisdictions are unable to reach an apportionment agreement, except as to circumstances set forth in § 58.1-3709 of the Code of Virginia, the gross receipts of the business shall be apportioned between the definite places of businesses on the basis of payroll. Gross receipts shall not be apportioned to a definite place of business unless some activities under the applicable general rule occurred at, or were controlled from, such definite place of business. Gross receipts attributable to a definite place of business in another jurisdiction shall not be attributed to this city solely because the other jurisdiction does not impose a tax on the gross receipts attributable to the definite place of business in such other jurisdiction.
- (c) *Agreements.* The assessor may enter into agreements with any other political subdivision of Virginia concerning the manner in which gross receipts shall be apportioned among definite places of

business. However, the sum of the gross receipts apportioned by the agreement shall not exceed the total gross receipts attributable to all of the definite places of business affected by the agreement. Upon being notified by a taxpayer that its method of attributing gross receipts is fundamentally inconsistent with the method of one (1) or more political subdivisions in which the taxpayer is licensed to engage in business and that the difference has resulted in, or is likely to result in, taxes on more than one hundred (100) percent of its gross receipts from all locations in the affected jurisdictions, the assessor shall make a good faith effort to reach an apportionment agreement with the other political subdivisions involved.

(Ord. No. 96-33, § F, 11-12-96)

Note— See the editor's note following § 20-10.

Sec. 20-9. - Limitations and extensions.

- (a) Where, before the expiration of the time prescribed for the assessment of any license tax imposed pursuant to this chapter, both the assessing official and the taxpayer have consented in writing to its assessment after such time, the tax may be assessed at any time prior to the expiration of the period agreed upon. The period so agreed upon may be extended by subsequent agreements in writing made before the expiration of the period previously agreed upon.
- (b) Notwithstanding Code of Virginia, § 58.1-3903, the assessing official shall assess the local license tax omitted because of fraud or failure to apply for a license for the current license year and the six (6) preceding license years.
- (c) The period for collecting any local license tax shall not expire prior to the period specified in Code of Virginia, § 58.1-3940, two (2) years after the date of assessment if the period for assessment has been extended pursuant to this subdivision of this chapter, two (2) years after the final determination of an appeal for which collection has been stayed pursuant to section 20-10(b) or (d) of this chapter, or two (2) years after the final decision in a court application pursuant to Code of Virginia, § 58.1-3984 or similar law for which collection has been stayed, whichever is later.

(Ord. No. 96-33, § G, 11-12-96)

Sec. 20-10. - Appeals and rulings.

- (a) Any person assessed with a local license tax as a result of an audit may apply within ninety (90) days from the date of such assessment to the assessor for a correction of the assessment. The application must be filed in good faith and sufficiently identify the taxpayer, audit period, remedy sought, each alleged error in the assessment, the grounds upon which the taxpayer relies, and any other facts relevant to the taxpayer's contention. The assessor may hold a conference with the taxpayer if requested by the taxpayer, or require submission of additional information and documents, a further audit, or other evidence deemed necessary for a proper and equitable determination of the application. The assessment shall be deemed prima facie correct. The assessor shall undertake a full review of the taxpayer's claims and issue a determination to the taxpayer setting forth its position. Every assessment pursuant to an audit shall be accompanied by a written explanation of the taxpayer's right to seek correction and the specific procedure to be followed in this city (e.g., the name and address to which an application should be directed).
- (b) Provided a timely and complete application is made, collection activity shall be suspended until a final determination is issued by the assessor, unless the assessor determines that collection would be jeopardized by delay or that the taxpayer has not responded to a request for relevant information after a reasonable time. Interest shall accrue in accordance with the provisions of section 20-7(g) of this chapter, but no further penalty shall be imposed while collection action is suspended. The term "jeopardized by delay" includes a finding that the application is frivolous, or that a taxpayer desires to

- (i) depart quickly from the locality, (ii) remove his property therefrom, (iii) conceal himself or his property therein, or (iv) do any other act tending to prejudice, or to render wholly or partially ineffectual, proceedings to collect the tax for the period in question.
- (c) Any person assessed with a local license tax as a result of an audit may apply within ninety (90) days of the determination by the assessing official on an application pursuant to subsection (a) of this section for a correction of such assessment. The tax commissioner shall issue a determination to the taxpayer within ninety (90) days of receipt of the taxpayer's application, unless the taxpayer and the assessing official are notified that a longer period will be required. The application shall be treated as an application pursuant to Code of Virginia, § 58.1-1821, and the tax commissioner may issue an order correcting such assessment pursuant to Code of Virginia, § 58.1-1822. Following such an order, either the taxpayer or the assessing official may apply to the appropriate circuit court pursuant to Code of Virginia, § 58.1-3984. However, the burden shall be on the party making the application to show that the ruling of the tax commissioner is erroneous. Neither the tax commissioner nor the department of taxation shall be made a party to an application to correct an assessment merely because the tax commissioner has ruled on it.
- (d) On receipt of a notice of intent to file an appeal to the tax commissioner under subsection (c) of this section, the assessing official shall further suspend collection activity until a final determination is issued by the tax commissioner, unless the assessor determines that collection would be jeopardized by delay or that the taxpayer has not responded to a request for relevant information after a reasonable time. Interest shall accrue in accordance with the provisions of subsection (g) of section 20-7, but no further penalty shall be imposed while collection action is suspended. The term "jeopardized by delay" shall have the same meaning as set forth in subsection (b) of this section.
- (e) Any taxpayer may request a written ruling regarding the application of the tax to a specific situation from the assessor. Any person requesting such a ruling must provide all the relevant facts for the situation and may present a rationale for the basis of an interpretation of the law most favorable to the taxpayer. Any misrepresentation or change in the applicable law or the factual situation as presented in the ruling request shall invalidate any such ruling issued. A written ruling may be revoked or amended prospectively if (i) there is a change in the law, a court decision, or the guidelines issued by the department of taxation upon which the ruling was based, or (ii) the assessor notifies the taxpayer of a change in the policy or interpretation upon which the ruling was based. However, any person who acts on a written ruling which later becomes invalid shall be deemed to have acted in good faith during the period in which such ruling was in effect.

(Ord. No. 96-33, § H, 11-12-96)

Editor's note— Ord. No. 96-33, by title repealed former §§ 20-7—20-10, state forms, penalty and interest for late payment of tax, advertising of business and separate license for each place and class of business. Secs. E—H of such ordinance have been designated as §§ 20-7—20-10, by the editor.

Sec. 20-11. - Failure to file statements.

If any person subject to the payment of a license tax required under this chapter shall fail or refuse to file the statements required by this chapter, he shall be guilty of a Class 3 misdemeanor.

(Code 1963, § 21-5)

Sec. 20-12. - False statements in affidavits.

If any person subject to the payment of a license tax required under this chapter shall make any false statement in the affidavit required by this chapter, he shall be guilty of a Class 3 misdemeanor.

(Code 1963, § 21-6)

Sec. 20-13. - Propounding interrogatories to applicant.

As one of the means of ascertaining the amount of any license tax, the commissioner of the revenue may propound interrogatories to each applicant under the provisions of this chapter and use such other evidence as he may procure. Such interrogatories shall be answered under oath. Any applicant refusing to answer such interrogatories under oath shall be guilty of a Class 4 misdemeanor.

(Code 1963, § 21-7)

Sec. 20-14. - Estimates to determine tax for beginners, etc.

- (a) For the purpose of ascertaining the license tax to be paid by any person beginning a new business, employment or profession, and whose license tax is based on gross receipts, gross sales, gross purchases, gross commissions, gross contracts or orders, the licensee shall estimate the basis for measuring the license tax between the date of issuance of the license and the thirty-first of December following.
- (b) The license tax of every person who was licensed at a definite place of business within the city for only a part of the next preceding license year shall be computed for the then current license year on the basis of an estimate of the amount of gross receipts, gross sales or gross purchases which the licensee will make throughout the then current license year, except that any commission merchant or wholesale merchandise broker shall be licensed on the basis of gross commissions of the next preceding license year or any parts thereof.
- (c) Every underestimate under this section shall be subject to correction by the commissioner of the revenue, whose duty it shall be to assess such licensee with such additional taxes as may be found to be due after the close of the license year on the basis of gross receipts, gross sales, gross purchases, gross commissions or gross contracts or orders. In case of overestimate, the commissioner of the revenue shall order a refund in the amount of the overpaid tax.

Sec. 20-14.5. - Exclusions and deductions from "gross receipts".

- (a) General rule. Gross receipts for license tax purposes shall not include any amount not derived from the exercise of the licensed privilege to engage in a business or profession in the ordinary course of business.
- (b) The following items shall be excluded from gross receipts:
 - (1) Amounts received and paid to the United States, the commonwealth or any county, city or town for the Virginia retail sales or use tax, for any local sales tax or any local excise tax on cigarettes, or for any federal or state excise taxes on motor fuels.
 - (2) Any amount representing the liquidation of a debt or conversion of another asset to the extent that the amount is attributable to a transaction previously taxed (e.g., the factoring of accounts receivable created by sales which have been included in taxable receipts even though the creation of such debt and factoring are a regular part of its business).
 - (3) Any amount representing returns and allowances granted by the business to its customer.
 - (4) Receipts which are the proceeds of a loan transaction in which the licensee is the obligor.
 - (5) Receipts representing the return of principal of a loan transaction in which the licensee is the creditor, or the return of principal or basis upon the sale of a capital asset.
 - (6) Rebates and discounts taken or received on account of purchases by the licensee. A rebate or other incentive offered to induce the recipient to purchase certain goods or services from a person other than the offeror, and which the recipient assigns to the licensee in consideration of

the sale of goods and services shall not be considered a rebate or discount to the licensee, but shall be included in the licensee's gross receipts together with any handling or other fees related to the incentive.

- (7) Withdrawals from inventory for purposes other than sale or distribution and for which no consideration is received and the occasional sale or exchange of assets other than inventory, whether or not a gain or loss is recognized for federal income tax purposes.
 - (8) Investment income not directly related to the privilege exercised by a business subject to licensure not classified as rendering financial services. This exclusion shall apply to interest on bank accounts of the business, and to interest, dividends and other income derived from the investment of its own funds in securities and other types of investments unrelated to the licensed privilege. This exclusion shall not apply to interest, late fees and similar income attributable to an installment sale or other transaction that occurred in the regular course of business.
 - (9) Any trade-in accepted by a motor vehicle dealer as part of the sale of a motor vehicle.
 - (10) License and admission taxes established under Code of Virginia, §§ 59.1-392 and 59.1-393, respectively, or pari-mutuel wagering pools as established under Code of Virginia, § 59.1-392.
 - (11) Amounts received by any real estate broker which arise from real estate sales transactions to the extent such amounts are paid to a real estate agent as a commission on any real estate sales transaction and the agent is subject to the business license tax on such receipts. The broker claiming the exclusion shall identify on its license application each agent to whom the excluded receipts have been paid, and the jurisdiction in the Commonwealth of Virginia to which the agent is subject to business license taxes.
- (c) The following shall be deducted from gross receipts or gross purchases that would otherwise be taxable:
- (1) Any amount paid for computer hardware and software that are sold to a United States federal or state government entity provided that such property was purchased within two (2) years of the sale to said entity by the original purchaser who shall have been contractually obligated at the time of purchase to resell such property to a state or federal government entity. This deduction shall not occur until the time of resale and shall apply to only the original cost of the property and not to its resale price, and the deduction shall not apply to any of the tangible personal property which was the subject of the original resale contract if it is not resold to a state or federal government entity in accordance with the original contract obligation.
 - (2) Any receipts attributable to business conducted in another state or foreign country in which the taxpayer is liable for an income or other tax based upon income.

(Ord. No. 96-33, § J, 11-12-96)

Editor's note— Sec. J of Ord. No. 96-33, was codified by the editor as § 20-14.5.

Sec. 20-15. - Allowances for freight and other deductible items in computing tax.

In computing license taxes on merchants and others under this chapter, an allowance for freight and other deductible items shall be made in all cases where the state tax code provides that the same shall be allowed in computing state license taxes on merchants and others, and such allowance shall be on the same basis as that provided by the state tax code for state license taxes. No such deductions shall be allowed, unless gross receipts or other basis is reported and deductions itemized.

Sec. 20-16. - Assessment of tax and issuance of license generally.

The commissioner of revenue shall assess each applicant for a license or other person of whom a license is required by this chapter with the license tax required by this chapter, and shall issue a license,

signed by the commissioner, to prosecute the business, employment, profession or thing to be done therein named, which license shall not be valid or effective unless and until the tax required shall be paid to the city treasurer, as collector of city taxes and levies, and such payment shall be shown on the license.

Sec. 20-17. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-17, assessment of additional tax.

Sec. 20-18. - Proration of license taxes.

No license tax based upon gross receipts shall be imposed upon any business, trade, profession, occupation or calling, or upon any person, firm or corporation for any fraction of a year during which such person, firm or corporation has permanently ceased to engage in such business, trade, profession, occupation or calling within the city. In the event a person, firm or corporation ceases to engage in a business, trade, profession or calling within the city during a year for which a license tax based on gross receipts has already been paid, the taxpayer shall be entitled, upon application, to a refund for that portion of the license tax already paid, prorated on a monthly basis so as to ensure that the licensed privilege is taxed only for that fraction of the year during which it is exercised within the city. Any refund due under this section shall be offset against any amount of past-due taxes owed by the same taxpayer. No flat fee or flat tax shall be subject to refund.

(Ord. No. 96-33, § L, 11-12-96)

Editor's note— Ord. No. 96-33, by title, repealed former § 20-18, Proration of tax, generally. Sec. L of such ordinance has been designated by the editor as § 20-18.

Sec. 20-19. - Semiannual payment of tax; retention of written license document; issuance of receipt; display of receipt; etc.

The requirements relative to the semiannual payment of license taxes shall be as follows:

- (1) The city treasurer shall accept semiannual payments from any person to whom a city license has been or may be issued by the commissioner of the revenue, where the total amount of the license tax in question aggregates five hundred dollars (\$500.00) or more. The provisions of this section shall not apply to any person who did not procure a city license for the entire immediately preceding year nor where an individual license is required for each person engaged in a business, occupation, or profession.
- (2) Such semiannual payments shall become due and payable on the first days of January and July of each year, and if not paid within thirty (30) days from such due date, the city treasurer shall collect a penalty of ten (10) percent on such sums and interest on said sum and penalty at the rate of ten (10) percent per annum, and the remaining unpaid installments shall immediately become due and payable and such delinquent person may immediately be prosecuted for failure to obtain a license to engage in business in the city as provided by law.
- (3) The city treasurer shall retain all licenses issued by the commissioner of the revenue for the current year until fully paid, together with all penalties, interest, and costs, and in lieu of delivery of such license to the licensee, the treasurer shall issue his receipts for each semiannual payment made to him, which such receipt shall be posted in a conspicuous place in the room or place where the business for which such license is issued is transacted.
- (4) This section shall not be construed as permission to issue semiannual licenses, but the foregoing provisions of this section are adopted as a convenient method of payment, and this

chapter shall not be construed to release any person from the unpaid installments for such license by the discontinuance of business or for any other reason.

(Code 1963, § 21-9; Ord. No. 81-12, 9-15-81; Ord. No. 87-17, 6-23-87)

Sec. 20-20. - Display of license or receipt for semiannual payment.

Every person required to pay a license tax under the provisions of this chapter shall keep the license in question or the receipt for semiannual payment issued under section 20-19 in a convenient place and, whenever requested to do so, shall exhibit such license or receipt to any member of the police department or any officer or his deputy, who is charged with the duty of enforcing the provisions of this Code and other ordinances of the city relative to revenue taxes, when so requested.

(Code 1963, § 21-12)

Sec. 20-21. - Transfer of license.

- (a) Licenses issued under this chapter shall be transferable, except where otherwise provided. In no case, however, shall any transfer of the license be legal or valid until notice in writing of such transfer has been given to the commissioner of revenue and until the transfer has been approved by such commissioner in writing on the license. Such notice shall state the time of the transfer and the place of the business and the name of the person to whom transferred.
- (b) No license otherwise transferable shall be transferred until the total amount of the annual license tax in question has been fully paid to the city treasurer. The commissioner of revenue shall not approve any assignment or the making of any transfer of a license until the provisions of this section have been fully complied with.
- (c) Only that part of a license based on gross receipts that is in excess of the gross receipts of the transferer for that part of the year during which the transferer has prosecuted business under such license shall be transferable. The person to whom such license is being transferred shall pay the additional estimated license tax to the end of the license year, or an amount sufficient to make the minimum cost of the license as provided in this chapter, whichever is the greater.
- (d) The commissioner of revenue shall keep a record of all license transfers.
- (e) The attempted assignment or attempted transfer of any license in violation of the provisions of this section shall be void, and, of no effect, and any such purported assignee or transferee may be prosecuted for engaging in such business without a license. In addition thereto he shall be liable to the city for the amount of the proper license tax together with penalties, interest and costs.
- (f) Any person transferring or attempting to transfer any license contrary to the provisions of this section shall be guilty of a Class 3 misdemeanor.

(Code 1963, §§ 21-13—21-15)

Sec. 20-22. - Term and expiration date of licenses.

All licenses granted under the provisions of this chapter shall be issued for a period of twelve (12) months beginning the first day of January and expiring on the thirty-first day of December, unless otherwise provided.

(Code 1963, § 21-8; Ord. No. 81-12, 9-15-81)

State Law reference— Similar provisions, Code of Virginia, § 58-247.

Sec. 20-23. - Tax not imposed contrary to federal or state law.

Nothing in this chapter contained shall be construed as imposing any license tax on any business, occupation or professional employment, or on any part thereof, on which the city is prohibited, by federal or state law, from imposing the same.

Sec. 20-24. - Licensee's records generally.

- (a) Every person liable for a license tax under this chapter which is based on actual or probable purchases or sales, actual or probable commissions, gross receipts from a business or profession or contracts or orders accepted, or which is graded in any other way, shall, where such tax is based on actual or probable purchases or sales, keep all invoices and a record of all purchases and from whom made, a record of all sales, and where otherwise based, keep a record of all commissions, gross receipts, and contracts or orders accepted, from whom received and with whom made, and the report of such purchases, sales, commissions, receipts, contracts or orders accepted, required to be made for the computation of the license tax, shall be taken from such invoices and records and general books of account.
- (b) All such invoices and record and general books of account shall be open to inspection and examination, on the premises of the business, employment or profession, by the director of finance, commissioner of revenue or any other officer of the city charged in any manner with the duty of assessing or collecting license taxes.
- (c) Any person who shall fail or refuse to keep the records required by this section shall be guilty of a Class 4 misdemeanor.

Sec. 20-24.1. - Recordkeeping and audits.

Every person who is assessable with a license tax shall keep sufficient records to enable the assessor to verify the correctness of the tax paid for the license years assessable and to enable the assessor to ascertain what is the correct amount of tax that was assessable for each of those years. All such records, books of accounts and other information shall be open to inspection and examination by the assessor in order to allow the assessor to establish whether a particular receipt is directly attributable to the taxable privilege exercised within this city. The assessor shall provide the taxpayer with the option to conduct the audit in the taxpayer's local business office, if the records are maintained there. In the event the records are maintained outside this city, copies of the appropriate books and records shall be sent to the assessor's office upon demand.

(Ord. No. 96-33, § I, 11-12-96)

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, did not specify manner of codification; hence, inclusion as § 20-24.1 was at the discretion of the editor.

Sec. 20-25. - Examination and audit of licensee's records.

- (a) Should any officer of the city charged in any manner with the duty of assessing or collecting license taxes have reason to believe, in any case, that the amount of actual or probable purchases or sales, or actual or probable commissions, or the gross or net receipts from any business or profession, or any other matters that may be pertinent to the assessment of such license tax, have been incorrectly reported or returned, such officer shall make a report thereof to the commissioner of revenue. Upon receipt of such report, or upon the commissioner's own motion, the commissioner of revenue is authorized and empowered to summon such person before him and require the production of any and all of such person's records, books and papers likely to throw any light upon the matter under investigation. The commissioner of revenue is also authorized and empowered to make or cause to be made such other and further investigations, examinations and audits of the records, books and

papers of such person as the commissioner shall deem proper, in order to accurately determine the proper return to be made by such person.

- (b) If, after an investigation, examination or audit pursuant to this section, it shall appear that purchases, sales, commissions, receipts or other matters pertinent to the assessment have been incorrectly reported or returned, the commissioner of revenue shall assess such person with the proper city license tax. If it shall appear that such purchases, sales, commissions, receipts or other matters pertinent to the assessment have been willfully incorrectly reported or returned, such person shall pay, in addition to such increased license tax assessed, a penalty of fifty (50) percent of such increased assessment. Any incorrect report or return shall be deemed prima facie willful.
- (c) Any person who shall fail to appear before the commissioner of revenue and produce such records, books and papers, when duly summoned, or who shall refuse to permit the commissioner of revenue to make or cause to be made such other and further investigation and audit of such books and papers, shall be deemed guilty of a Class 3 misdemeanor.

Sec. 20-26. - Authority of commissioner of revenue to require information concerning subcontracts.

The commissioner of revenue, in performing the duties of such office, shall have authority to require any person having a contractor's license in the city to furnish a list of subcontractors to whom any part of the original contract is sublet, and the amount of such subcontract. Any person refusing to furnish such information shall be guilty of a Class 4 misdemeanor and each day's failure to furnish such information shall constitute a separate offense.

Sec. 20-27. - Business license not to be issued until taxes paid.

No business license authorized to be issued under Code of Virginia, chapter 37, title 58.1, and Chapter 20 of the Hopewell City Code shall be issued unless all outstanding business license taxes, personal property taxes, and meals and lodging taxes owed by said business have been paid, and until satisfactory proof of payment of said taxes has been produced by the applicant for the business license.

(Ord. No. 93-25, 9-14-93)

Sec. 20-28. - Exemption/reduction of business and professional occupational license fees for new firms locating in the enterprise zone and existing firms relocating in the enterprise zone.

New firms locating in the enterprise zone qualify for the following exemption of business and professional occupational license fees:

Year of Operation	Percentage of Exemption
1st Year	100%
2nd Year	75%
3rd Year	50%
4th Year	25%
5th Year	0%

Existing firms relocating in the enterprise zone qualify for the following exemption of business and professional occupational license fees:

Year of Operation	Percentage of Exemption
1st Year	100%
2nd Year	75%
3rd Year	50%
4th Year	25%
5th Year	0%

([Ord. No. 2014-04](#), 3-11-14)

Secs. 20-29—20-39. - Reserved.

ARTICLE II. - LICENSE TAX SCHEDULE

Sec. 20-40. - License fee and tax.

Every person or business subject to licensure under this chapter shall be assessed and required to pay annually:

- (1) A fee for the issuance of such license in the amount of thirty dollars (\$30.00) for persons or businesses with gross receipts of (\$12,000.00) or less, except that first-time filers in the first year of business operation which anticipate gross receipts of (\$12,000.00) or less are excused from paying the fee; or
- (2) Except as may be otherwise provided in §§ 58.1-3712, 58.1-3712.1 and 58.1-3713 of the Code of Virginia, every such person or business with annual gross receipts of more than twelve thousand dollars (\$12,000.00) shall be assessed and required to pay annually a license tax on all the gross receipts of such persons includable as provided in this chapter at a rate set forth below for the class of enterprise listed:
 - a. For contracting and persons constructing for their own account for sale sixteen cents (\$0.16) per one hundred dollars (\$100.00) of gross receipts;
 - b. For retailers and short-term rental businesses as defined in Code of Virginia, 58.1-3510, twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts;
 - c. For financial, real estate and professional services, fifty-eight cents (\$0.58) per one hundred dollars (\$100.00) of gross receipts;

- d. For repair, personal and business services and all other businesses and occupations not specifically listed or excepted in this section or otherwise by law, thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of gross receipts;
- e. For wholesalers, twenty-five cents (\$0.25) per one hundred dollars (\$100.00) of purchases;
- f. For carnivals, circuses and speedways, five hundred dollars (\$500.00) for each performance held in this city;
- g. For fortunetellers, clairvoyants and practitioners of palmistry or phrenology, one thousand dollars (\$1,000.00) per year;
- h. For massage parlors, five hundred dollars (\$500.00) per year;
- i. For photographers as defined under Code of Virginia, § 58.1-3727, thirty dollars (\$30.00) per year;
- j. For permanent coliseums, arenas or auditoriums having a maximum capacity in excess of ten thousand (10,000) persons, open to the public, one thousand dollars (\$1,000.00) per year;
- k. For savings institutions and state-chartered credit unions, fifty dollars (\$50.00) per year;
- l. For direct sellers as defined in Code of Virginia, § 58.1-3719.1 with total annual sales in excess of four thousand dollars (\$4,000.00), twenty cents (\$0.20) per one hundred dollars (\$100.00) of total annual retail sales or twenty-five cents (\$0.25) per one hundred dollars (\$100.00) of total annual wholesale sales, whichever is applicable; and
- m. For commission merchants as defined under Code of Virginia, § 58.1-3733, thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of commission income.

(Ord. No. 96-33, § K, 11-12-96; Ord. No. 97-14, 9-13-97)

Editor's note— Ord. No. 96-33, provided by title for the repeal of § 20-40, Class I, contracting and persons contracting for their own account for sale, and § 20-41, Class II, retail merchants. Sec. K of such ordinance was designated by the editor as § 20-40.

Sec. 20-41. - Reserved.

Note— See the editor's note following § 20-40.

Sec. 20-42. - Alcoholic beverages.

- (a) The annual license tax on any person licensed by the state alcoholic beverage control commission to manufacture, bottle, or sell alcoholic beverages in the city shall be as follows:
 - (1) Manufacturers' licenses:
 - a. Distiller's license \$500.00
 - b. Winery license 250.00
 - c. Brewery license 250.00
 - (2) Bottlers' license 200.00
 - (3) Wholesalers' licenses:
 - a. Wholesale beer license 75.00
 - b. Wholesale wine distributor's license 50.00

c. Wholesale druggist's license 10.00

(4) Retailers' licenses:

- a. Beer on-premises 40.00
- b. Beer off-premises 40.00
- c. Beer on- and off-premises 45.00
- d. Wine and beer on-premises 45.00
- e. Wine and beer off-premises 45.00
- f. Wine and beer on- and off-premises 55.00
- g. Wine and beer on-premises and beer off-premises 50.00
- h. Wine and beer off-premises and beer on-premises 50.00
- i. Wine off-premises 40.00
- j. Banquet (for each banquet) 5.00

(5) Retailers of mixed beverage or liquor by the drink:

- a. Two hundred dollars (\$200.00) per annum for each restaurant with a seating capacity at tables for fifty (50) to one hundred (100) persons.
- b. Three hundred fifty dollars (\$350.00) per annum for each restaurant with a seating capacity at tables for more than one hundred (100) but not more than one hundred fifty (150) persons.
- c. Five hundred dollars (\$500.00) per annum for each restaurant with a seating capacity at tables for more than one hundred fifty (150) persons.
- d. Three hundred fifty dollars (\$350.00) per annum for a private, nonprofit club operating a restaurant located on the premises of such club.

- (b) The licenses referred to in subsection (a) above shall be as respectively defined by the act of the General Assembly of Virginia, known as "The Alcoholic Beverage Control Act" and the terms "alcoholic beverage," "beer," "club," "sell," "wine," and "wholesale druggist," wherever used in this section, shall have the meanings respectively prescribed to them by said act.
- (c) No license shall be issued under this section to any person, unless such person shall hold or shall secure simultaneously therewith the proper state license required by the Alcoholic Beverage Control Act, which state license shall be exhibited to the commissioner of revenue.
- (d) Retailers' licenses, enumerated in subsection (a)(4) above shall not be prorated.
- (e) All wine and beer licenses shall be issued for twelve-month periods beginning on July first of each calendar year and expiring on June thirtieth of the following calendar year.
- (f) No license, the tax for which is designated in this section shall be assigned or transferred, but such license may be amended to show a change in the place of business.

(Ord. No. 82-34, 12-21-82)

Cross reference— Sale of beer and wine on Sunday, § 25-5.

State Law reference— Alcoholic Beverage Control Act, Code of Virginia, § 4.1-100 et seq.; authority for above tax, §§ 4.1-205, 4.1-233.

Secs. 20-43—20-47. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed §§ 20-43—20-47, which pertained to specific types and kinds of licenses. Such sections were derived from Ord. No. 82-34, adopted Dec. 21, 1982. Current provisions relative to such subject matter are contained in § 20-40.

Sec. 20-48. - Coin-operated machines.

- (a) For the purposes of this section, an "operator" is defined as any person selling, leasing, renting, or otherwise furnishing or providing a coin-operated machine or device operated on the coin in the slot principle, which machine or device is located within the city, whether or not such operator has a fixed place of business within the city; provided, however, that the term "operator" shall not include a person owning less than three (3) coin machines and operating such machines on property owned or leased by such person.
- (b) Every operator operating ten (10) or more coin machines shall pay for the privilege an annual license tax of two hundred dollars (\$200.00). Every operator operating more than two (2) and less than ten (10) coin machines shall pay for the privilege an annual license tax of one hundred seventy-five dollars (\$175.00). Such tax shall not apply to operators of weighing machines, automatic baggage or parcel checking machines or receptacles, nor to operators of vending machines, which machines are so constructed as to do nothing but vend goods, wares, and merchandise, or postage stamps, or provide service only, nor to operators of viewing machines or photomat machines, nor operators of devices or machines affording rides to children, or for the delivery of newspapers. The license tax on an operator shall not be prorated, and an operator's license shall not be transferred.
- (c) In addition to the operator's license tax imposed by subsection (b) above, there shall be a gross receipts tax on the gross receipts actually received from coin machines or devices operated within this city, as follows:
 - (1) Gross receipts from machines vending merchandise or postage stamps shall be deemed gross receipts from retail sales and taxed at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts.
 - (2) Gross receipts from coin-operated laundries shall be deemed gross receipts from a business service and taxed at the rate of thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of gross receipts.
 - (3) Gross receipts from all other machines operated on the coin in the slot principle shall be taxed at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts.
- (d) Every operator shall furnish to the commissioner of revenue a complete list of all machines on location in the city and the address of each location on or before the thirty-first day of January of each year. Each machine shall have conspicuously located thereon a decal, sticker, or other adhesive label, no less than one by two (1 x 2) inches in size, clearly denoting the operator's name and address.
- (e) Any person providing any coin-operated machines or other devices and failing to procure a license under this section or otherwise violating this section shall be subject to a fine of not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense and the machine or other device shall become forfeited to the city.
- (f) Gross receipts from coin-machines in a business not classified as an "operator" under paragraph (a) above shall be deemed gross receipts from retail sales and taxed at the rate of twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts.
- (g) Nothing contained in this section shall be construed as permitting any person to keep, maintain, exhibit, or operate any coin-operated machine or other device, the operation of which is prohibited by law.

(Ord. No. 82-34, 12-21-82; Ord. No. 88-2, 2-23-88; Ord. No. 96-32, 11-12-96)

Cross reference— Fraudulent use of coin-operated machines, § 25-28.

Sec. 20-49. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-49, fortune-tellers, clairvoyants, etc., derived from Ord. No. 82-34, adopted Dec. 21, 1982. Current provisions concerning such subject matter are included in § 20-40.

Sec. 20-50. - Liquidators—Stocks of goods purchased in bulk at court sales outside of city.

- (a) Any person who shall bring into this city from any place beyond its limits, a stock of goods or merchandise which has been purchased in bulk at any trustee, receiver, or bankrupt sale with the intention of selling the same at retail, either at public auction or privately, shall pay a specific license tax of one thousand dollars (\$1,000.00). Such license tax shall not be prorated and the license upon which such tax is paid shall not be transferable.
- (b) This section shall not be construed to apply to regularly licensed retail merchants of the city having an established place of business in the city for a period of six (6) months prior to such sales.

(Ord. No. 82-34, 12-21-82)

Cross reference— License for going-out-of-business, etc., sales, § 30-96 et seq.

Sec. 20-51. - Same—Secondhand motor vehicles, major appliances, etc.

- (a) Any person bringing into the city a stock of secondhand automobiles, motorcycles, refrigerators, or similar commodities for sale shall, in addition to the regular city merchant's license, pay a license tax of three hundred dollars (\$300.00) per calendar year. Such license tax shall not be prorated. The license for which such license tax is paid shall not be transferrable.
- (b) For the purpose of this section, the word "stock" shall mean two (2) or more such commodities at any one time.
- (c) This section shall not apply to a regularly established merchant who has operated a business in the city and paid all city and state license taxes for not less than six (6) months immediately preceding. The license for which the license tax is indicated in this section does not permit the sale of bankrupt stock.

(Ord. No. 82-34, 12-21-82)

Sec. 20-52. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, provided by title for the repeal of § 20-52, massage, etc., businesses, derived from Ord. No. 82-34, adopted Dec. 21, 1982. For current provisions concerning such subject matter, see § 20-40.

Sec. 20-53. - Merchandise exhibitions, etc.

The license tax for merchandise exhibitions, food shows, or automobile shows, for advertising purposes or for which an admission fee is charged, shall be one hundred dollars (\$100.00).

(Ord. No. 82-34, 12-21-82)

Sec. 20-54. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-54, merchants, wholesale, derived from Ord. No. 82-34, adopted Dec. 21, 1982. See § 20-40.

Sec. 20-55. - Museums, historical and educational exhibitions.

The license tax for museums, historical, and educational exhibitions shall be at the rate of five dollars (\$5.00) per day. Such museums, historical, and educational exhibitions shall be under such rules and regulations as may be prescribed by the city council and the license shall be revocable at the pleasure of the council.

(Ord. No. 82-34, 12-21-82)

Sec. 20-56. - Patent medicine salesmen.

Any person who shall sell any patent, proprietary, or domestic medicines, salves, liniments, or compounds of a like kind, or any spices, extracts, toilet articles, or other articles of a like kind, except a licensed merchant at his regular place of business, whether he be the manufacturer thereof or not, shall pay a license tax of one hundred dollars (\$100.00) per week for each person so engaged, which shall be the only license required of such person for such privilege.

(Ord. No. 82-34, 12-21-82)

Sec. 20-57. - Peddlers.

(a) Except as otherwise provided, any peddler or itinerant merchant as defined in Code of Virginia, § 58.1-3717 shall pay an annual license tax of five hundred dollars (\$500.00), which may not be paid in semiannual payments, except that:

- (1) The license tax on peddlers of seafood who buy the seafood they peddle directly from persons who catch or take the same shall be ten dollars (\$10.00).
- (2) Any person who peddles coal, oil, or wood from wagons or other vehicles, in small quantities, to consumers shall pay a license tax of ten dollars (\$10.00) per year for each vehicle used in such business, which shall be in addition to any other license required by law. Such license shall be issued for a specified vehicle and shall be in the possession of the person in charge of such vehicle at all times when business is being transacted.

(b) (1)
No city license shall be required of persons who sell or offer for sale in person or by their employees, ice, wood, charcoal, meats, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruits, or other family supplies of a perishable nature, or farm products grown or produced by them and not purchased by them for sale.

(2) The license tax on peddlers of meat, milk, butter, eggs, poultry, fish, oysters, game, vegetables, fruit, or other family supplies of a perishable nature not grown or produced by them shall be fifty dollars (\$50.00) for each vehicle used in such peddling in the city. Such license shall be issued for a separate vehicle and shall be in the possession of such person in charge of such vehicle at all times when business is being transacted.

(c) Every person claiming to be exempted from having to secure a license required by subsection (a) of this section because of the provisions of subsection (b) of this section shall on or before January first

of each year, file with the commissioner of revenue, a certificate under oath, on a form to be prepared by the commissioner of revenue, in which shall be given the name and post office address of the person filing the certificate, the location of the land on which the family supplies of a perishable nature are produced, whether the person filing the certificate is owner thereof, or renter, and in the latter case, the name of the landlord or owner and the time from which and to which the lease is to run.

- (d) Upon receipt of a certificate, as provided for in subsection (c) above, and such other evidence under oath as may be sufficient to establish the fact that the person filing such certificate is entitled to an exemption under subsection (b) above, the commissioner of revenue shall furnish to such person a tag suitable to be displayed on his vehicle on which shall be printed, "City of Hopewell, Producer No. _____," together with the year for which issued. Such producer or grower shall display such tag conspicuously on his vehicle in a prominent position so that it can be easily read at all times while such producer is engaged in selling or offering for sale any family supplies mentioned within subsection (b) above, within this city.
- (e) The commissioner of revenue may administer the oaths required by subsections (c), (d), and (e) of this section.

(Ord. No. 82-34, 12-21-82; Ord. No. 83-9, 6-28-83; Ord. No. 84-28, 10-9-84; Ord. No. 88-21, 6-28-88)

Cross reference— Application of ordinance regulating solicitors to peddlers licensed under this chapter, § 32-1.

Sec. 20-58. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, repealed § 20-58, savings and loan associations, derived from Ord. No. 82-34, adopted Dec. 21, 1982. See § 20-40.

Sec. 20-59. - Telegraph, telephone, water, heat, light, or power companies.

- (a) Any company engaging in the business of furnishing telegraph or telephone service shall pay one-half of one percent of the gross receipts of such company accruing from business in the city for the fiscal year ending the thirty-first day of December immediately next preceding; provided, however, that charges for long distance telephone calls shall not be considered receipts of business in the city.
- (b) Any company engaging in the business of furnishing water, heat, light, or power, whether by means of electricity or gas, shall pay one-half of one percent of the gross receipts of such company accruing from business in the city for the fiscal year ending the thirty-first day of December immediately next preceding.
- (c) Each such company applying for a license under this chapter shall submit to the commissioner of revenue a statement of such receipts, which statement shall be verified by the commissioner on an examination of the books of such company, and a certificate as to its correctness shall be filed with the commissioner of revenue.

(Ord. No. 82-34, 12-21-82)

Cross reference— Tax on purchasers of utility services, § 34-96 et seq.

Sec. 20-60. - Reserved.

Editor's note— Ord. No. 96-33, adopted Nov. 12, 1996, by title repealed § 20-60, exclusions from gross tax receipts for license tax purposes, derived from Ord. No. 82-34, adopted Dec. 21, 1982. For current provisions pertaining to such subject matter, the user's attention is directed to § 20-14.5.

Sec. 20-61. - Tattooing.

- (a) Every person, firm, or corporation engaged in the business of tattooing in the City of Hopewell shall pay a license tax of one thousand dollars (\$1,000.00) which license shall not be proratable.
- (b) No license shall be issued hereunder unless and until there is presented to the commissioner of the revenue a certificate from the director of public health and the chief of police permitting the operation of this business.

(Ord. No. 84-21, 8-14-84)

Cross reference— Tattoo parlors generally, § 9-41 et seq.

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**PRESENTATIONS
FROM BOARDS
AND
COMMISSIONS**

**OTHER
COUNCIL
COMMUNICATIONS**

ADJOURN