



# CITY OF HOPEWELL

Hopewell, Virginia 23860

## AGENDA

(804) 541-2408

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info@hopewellva.gov

cityclerk@hopewellva.gov

### CITY COUNCIL

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

John M. Altman, Jr., City Manager  
Sandra. Robinson, City Attorney  
Vacant, City Clerk

January 26, 2021

**ELECTRONIC MEETING**

**Closed Meeting: 5:30 PM**  
**Worksession: 6:30 PM**  
**Regular Meeting: 7:30 PM**

### OPEN MEETING

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

### CLOSED MEETING

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 recruitment and appointment of a City Clerk, and to consider prospective candidates for appointment to various boards and commissions; (A)(39) to discuss and consider information related to economic development, including (A)(5) a prospective new business (where no previous announcement has been made) and existing business interest in expanding its facilities in the City; (A)(6) to discuss and consider the investment of public funds where bargaining is involved and discussion in open meeting would adversely affect the bargaining or negotiation strategy of the City adversely affecting the financial interest of the City; and to the extent these 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

### 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

### WORKSESSION

**6:30 p.m.**

WS-1 Francisco Landing Project Update

**REGULAR MEETING**

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

Prayer by Charles Dane, followed by the Pledge of Allegiance to the Flag of the United States of America led by Vice-Mayor Partin.

**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:** January 12, 2021 – City Council Regular Meeting
- C-2 Pending List:**
- C-3 Routine Approval of Work Sessions:** February 9, 2021 – City Council Rules & Procedures; February 23, 2021 – Stormwater Issues/Plan
- C-4 Personnel Change Report & Financial Report:** Personnel Report – January 14, 2021; Finance Implementation Project Report – 12-31-20
- 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:** Presentation by Phi Gamma Zeta, Inc.; Presentation by Hopewell Downtown Partnership

**SUGGESTED MOTION: To amend/adopt consent agenda**

**Public Hearings**

NONE

**Unfinished Business**

UB-1. **Unfinished Business** – Colonial Corner Demolition – Debris Removal

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

Roll Call

**Regular Business**

**Reports of City Manager:**

R-1. **Regular Business** – CARES Act CRF Expenditure Update

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

\_\_\_\_\_  
Roll Call

**Reports of City Attorney:**

R-2. – Communications from Citizens

**Reports of City Clerk:**

**Reports of City Council:**

**Committees**

- Hopewell Water Renewal Commission – Vice-Mayor Partin

**Individual Councilors**

**IR-1 Cities of Opportunity/Cameron Foundation**

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

\_\_\_\_\_  
Roll Call

**IR-2 City Council Legislative Agenda Meeting Schedule/Submission - Election of Hopewell Mayor and Vice Mayor**

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

Roll Call

**IR-3 Special Meeting Request for Backlog**

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

\_\_\_\_\_  
Roll Call

**IR-4 Request for Council to vote on IR's and CCR's**

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

\_\_\_\_\_  
Roll Call

**IR-5 Crater Workforce Development Board Representation**

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

**Roll Call**

**IR-6 Request to approve Mayor as VML representative**

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

**Roll Call**

**IR-7 Red Book Minutes Backlog**

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

**Roll Call**

**IR-8 Request for City Council to hold a Community Town Hall**

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

**Roll Call**

**IR-9 City's Financial Audit changes to executing contract agreements**

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

**Roll Call**

**IR-10 Boards and Commissions participation**

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

**Roll Call**

**IR-11 Council Rules**

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

**Roll Call**

**IR-12 City Council Laptops**

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

**Roll Call**

**IR-13 Communications from Citizens/Citizen Comment**

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

\_\_\_\_\_

**Roll Call**

**Citizen/Councilor Requests**

**CCR-1 Audit Deadline of 9/11 and Accountability- Discussion (BP)**

**CCR-2 Committee for the Shiloh Lodge Museum Discussion (BP)**

**CCR-3 COVID-19 Expenditures- Discussion (BP)**

**Presentations from Boards and Commissions**

**Other Council Communications**

**Adjournment**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Francisco Landing Update – Work Session

**ISSUE:** Update City Council on the progress of the Francisco Landing project.

**RECOMMENDATION:** N/A – No action required

**TIMING:** Immediate

**BACKGROUND:** The Francisco Landing project has made major strides towards breaking ground since our last update to City Council. We would like to update City Council on what has been completed and what needs to be completed before the ground breaking.

**ENCLOSED DOCUMENTS:**

- W E Bowman Francisco Landing Update Presentation

**STAFF:**

Charles Dane, Assistant City Manager

Stacey English, Economic Development Specialist

**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"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

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# Roll Call

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**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"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor 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"/> | Mayor Patience Bennett, Ward #7  |

# Francisco Landing Update

January 4, 2020





# Project Timing Overview

- Financing with VHDA in progress
- Heading towards VHDA final approvals
- Ideal funding target is mid Feb
  - Ground breaking ASAP thereafter
  - Possibly start in advance of funding, subject to firm commitment and weather
- Construction Plans complete
- Building Permits in progress



# VHDA Progress

- They like our project and what they see in Hopewell
- They have a keen interest in funding this project
- This deal meets and fulfills their mission
- They are stretching to the top of their regulatory limits for this deal
- Remaining Financial Hurdles
  - Tax burden NOI impact of \$139,000 ≈ \$2.1Mil in reduction to borrowing capacity
  - Construction Estimates ≈ \$900K in material price escalations to absorb



# Challenges we are Having to Overcome

- Monthly Rent Projections
  - Market rates in Hopewell are not established to underwrite class A- quality construction
  - This product doesn't exist in Hopewell.
  - No sales comps in Hopewell

**ISSUE: VHDA will not give credit to Bowman in the revenue projections used to finance the deal for the rents we fully believe are reasonable and achievable. They will only allow approximately 85% of our projected rent to be used in the financing model on the application for this project. This results in a reduction of borrowing capacity on the project of over \$2.1 million over the 35 year life of the loan.**



# Challenges we are Having to Overcome

- Spike in construction material costs
  - ISSUE: Due to the worldwide shortage of building materials caused by the pandemic, material costs for this project have increased by more than \$900,000. This has further skewed the costs versus revenue projections on this project making financing more difficult. Bowman already is infusing more than \$1,000,000 of our own funds into the project in addition to the amount we are borrowing.



# Challenges we are Having to Overcome

- Major unproven investment during world wide health pandemic
  - ISSUE: The worldwide pandemic has resulted in a contraction of lending from financial institutes and has tightened their allowances of risk considerably for projects for which they are still willing to lend. This has resulted in the outright cancellation of many development projects nationally and internationally. We have a willing lender in VHDA, but their allowances and tolerances for risks or uncertainties has shrunk. This has resulted in a reduction in what VHDA will allow in the financial modeling for this project creating a gap which we are trying to close inorder to move forward with this project immediately.

# Challenges we are Having to Overcome

- No Available Gap reducing programs available
  - Historic Tax Credits not available on new construction
  - New Market Tax Credits are very competitive, often require years of applications to be successful and are not readily available most of the time.
  - Low Income Tax Credits would result in subsidized housing units on one of the more valuable pieces of property in the City. Further, this would result in a likely lowering of the median Household income levels in the city.
  - Build lesser value apartments, which is not what this property is worthy of having.



# What we need

- R/E Tax abatement that takes the tax burden, **on the G Building improvements only**, to zero for the life of the 35 year financing
  - *Rebate estimated annually to be \$139,000*
  - This will Increase borrowing ability to max and enable this project to proceed almost immediately



# What we need

- Future phases of the project will be looked at individually, but the current issues will hopefully be mitigated on future phases
  - Projected rents on the proposed building will establish a new market value for rents on future buildings
  - Material Costs should normalize or stabilize over time
  - Pandemic impacts should hopefully be behind us at the point of the next phase



# City Staff Analysis

- Materials cost increases are having a negative effect on projects all over the world
- Staff realizes that Taxes on the property are only a fraction of the impact such a project can have on a community and therefore we asked the Virginia Gateway Region (VGR) to provide a Financial impact statement for us on the project.



# VGR Project Impact Information

- At our request the Virginia Gateway Region Economic Development Partnership contracted with Mangum Economics, to conduct an Economic and Fiscal Impact Study based on the Francisco Landing project. A copy of the study is attached in your agenda packet.



# VGR Project Impact Information

- CONSTRUCTION IMPACT
- The following is the basis for the study data
  - 87 Units
  - \$15.1 Million total Capital Investment



# VGR Project Impact Information

- ECONOMIC CONSTRUCTION IMPACT
- The following are the results of the study
  - Approximately 82 construction jobs
  - \$4.9 million in labor income
  - \$7.6 Million Economic Output
  - \$186,950 State and Local Taxes from Construction  
(Not including Real Estate Taxes)



# VGR Project Impact Information

- Estimated Annual Consumer Spending
  - Retail \$192,287
  - Restaurants \$175,199
  - Personal Care Services \$13,631
  - TOTAL \$381,117



# VGR Project Impact Information

- The study estimates that the new project will result in an increase in population in a heretofore stagnant population.
- Study estimates a 94.5 % occupancy rate
- The anticipated source of the population growth would be primarily Southern Chesterfield residents



# VGR Project Impact Information

- Median household income will be an estimated \$50,939
- An additional 131 PP Taxed Vehicles
- Would result in an increase of 15 local jobs to support the new population
- Create an additional \$500,584 in labor income



# VGR Project Impact Information

- Annual City Tax Revenue Projection From Resident Population (Less Real Estate)
  - Sales Tax \$3,675
  - Meals Tax \$10,512
  - Business License Tax \$3,654
  - PPT \$23,389
  - Vehicle Registration Fees \$2,614
  - **TOTALS** **\$43,844**



# VGR Project Impact Information

- Estimated Total Annual Economic Activity

**\$2,001,331**



# City Staff Analysis

- The Project Impact Analysis performed by the Virginia Gateway Region shows the overall impact of this project as significant, and reaches way beyond just the Real Estate Taxes generated by the improvements.
- The Annual Impact of this one building on the local economy is projected to be \$2,001,331 exclusive of the Real Estate Taxes (\$139,000 per year estimated)

# City Staff Analysis

- The overall impact of this proposed project to the Downtown and to the Community as a whole is immeasurable. (Roof tops equal success in downtown areas)
- This Building leads to more buildings
- This project fundamentally changes the trajectory of the city and begins to infuse income levels which will begin to move the needle on our median household income.

# City Staff Analysis

- The Tax rebate proposal only applies to the First proposed Building, as Market Rate Values will be established by this new facility and positively impact the future buildings anticipated market rates



# City Staff Analysis

- The current median household income in Hopewell is \$39,030
- The Richmond MSA median household income is \$47,215
- There is a 19.3% Poverty Rate in Hopewell Currently
- The anticipated per household incomes for these units are estimated to be \$50,939



# City Staff Analysis

- The estimated **MINIMUM** income per household in the apartments will be \$40,000 - \$54,000 minimum per year dependent upon 1,2, or 3 bedroom units.
  - 62 Each One Bedroom (74%) = \$40,000 Median Income
  - 19 Each Two Bedroom (23%) = \$46,000 Median Income
  - 3 Each Three Bedroom (3)% = \$54,000 Median Income

# City Staff Analysis

- This project increases roof tops and our population significantly in a city which has experienced little or no growth for many years.
- This project (at completion) will increase the population of the city by an estimated 600 people or more, which is an estimated 2.5% increase in population.
- This project increases roof tops in Hopewell by an estimated 3% (approximately 300 plus new units).



# City Staff Analysis

- The fact that this project can move forward, even with the many circumstances of 2020 and the allowances outlined, indicates the strength and need for this project.
- The requested tax rebate is not a new concept for the City. We have used similar rebates in the past on major projects, as it does not involve the input of any city funds, just the rebate of additional funds being generated by the project itself.



# City Staff Analysis

- This project will re-establish market rates for the city and begin to turn the tide for housing in other future projects and current rents within the city.
- Projects such as Freedman Point provided much needed affordable workforce housing in the city.
- Francisco Landing will start to fill the need for market rate housing units so that we do not lose all of those mid-level earners to surrounding localities.



# City Staff Analysis

- The developer has and will continue to pay Real Estate Taxes on the Land involving this project. This proposal only applies to the building itself.



# City Staff Analysis

- The estimated annual rebate of additional taxes paid is \$139,000 per year, while the financial impact of this project, for the city, as estimated by VGR's analysis, is \$ 2,001,331 annually



# City Staff Analysis

- The project, with the proposed tax rebate incentive, nets a positive annual economic impact to the city of \$ 1,862,331 in direct and indirect benefits.



# Staff Recommendation

- Staff Recommends that the City approves the requested **Rebate of Actual Additional Taxes Paid** on this first building in Francisco Landing, as requested so that this important project can continue to move forward. This would be exclusive of the Real Estate Taxes paid on the land.
- Requested action will be placed on the next City Council Regular Meeting Agenda



# QUESTIONS?



JANUARY 8, 2021

# FRANCISCO LANDING

ECONOMIC AND FISCAL CONTRIBUTION TO THE  
CITY OF HOPEWELL



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GLEN ALLEN, VIRGINIA 23060  
804-346-8446

[MANGUMECONOMICS.COM](http://MANGUMECONOMICS.COM)



## About Mangum Economics, LLC

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Mangum Economics, LLC is a Richmond, Virginia based firm that specializes in producing objective economic, quantitative, and qualitative analysis in support of strategic decision making. Much of our recent work relates to IT & Telecom Infrastructure (data centers, terrestrial and subsea fiber), Renewable Energy, and Economic Development. Examples of typical studies include:

### POLICY ANALYSIS

Identify the intended and, more importantly, unintended consequences of proposed legislation and other policy initiatives.

### ECONOMIC IMPACT ASSESSMENTS AND RETURN ON INVESTMENT ANALYSES

Measure the economic contribution that businesses and other enterprises make to their localities.

### WORKFORCE ANALYSIS

Project the demand for, and supply of, qualified workers.

### CLUSTER ANALYSIS

Use occupation and industry clusters to illuminate regional workforce and industry strengths and identify connections between the two.

## The Project Team

Martina Arel, M.B.A.

*Researcher and Economic Development Specialist*

A. Fletcher Mangum, Ph.D.

*Founder and CEO*



## Introduction

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This report quantifies the likely economic and fiscal benefit associated with the proposed Francisco Landing residential development. The proposed development would be located at the Copeland Site in the Downtown Business District in the City of Hopewell, Virginia.

Francisco Landing Holdings, LLC is proposing to develop an 87-unit market rate apartment complex. The property would include 62 one-bedroom, 19 two-bedroom, 3 three-bedroom, and 3 studio units. The project is anticipated to involve a total capital investment of approximately \$15.1 million.

In the following sections, we quantify the likely economic and fiscal contribution that the proposed Francisco Landing development would make to the City of Hopewell. To accomplish this, we consider both the one-time impact from construction as well as the ongoing impact of the residents' household spending once the apartments are at full build-out and occupancy.

We use the IMPLAN<sup>1</sup> regional input-output model to estimate these impacts. Like all economic impact models, the IMPLAN model uses economic multipliers to quantify the economic impact. Economic multipliers measure the ripple effects that an expenditure generates as it makes its way through the economy.

### ONE-TIME CONSTRUCTION IMPACT

In this portion of the section, we assess the economic and fiscal impact that the one-time pulse of activity associated with construction of the Francisco Landing development would have on the City of Hopewell.

#### Assumptions

- Total capital investment in the project is approximately \$15.1 million.<sup>2</sup>
- It is assumed that 50 percent of construction expenditures will be spent with City of Hopewell construction contractors.
- For ease of explication, all construction expenditures are assumed to be made in a single representative calendar year.

#### Results

By entering these assumptions into the IMPLAN model, we obtain the estimates of economic and fiscal impact shown in Table 1. As these data indicate, expenditures associated with construction of the Francisco Landing apartments will have a direct impact on the City of Hopewell supporting approximately: 1) 74 jobs, 2) \$4.6 million in labor income, and 3) \$6.5 million in economic output (in

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<sup>1</sup> IMPLAN is produced by IMPLAN Group, LLC.

<sup>2</sup> Data Source: Francisco Landing Holdings, LLC.



2021 dollars). Taking into account the economic ripple effects that direct impact would generate, we estimate that the total impact on the City of Hopewell would support approximately: 1) 82 jobs, 2) \$4.9 million in labor income, 3) \$7.6 million in economic output, and 4) \$186,950 in state and local tax revenue (in 2021 dollars).

**Table 1: Estimated Economic and Fiscal Impact on the City of Hopewell from Construction of the Francisco Landing Apartments (2021 dollars)**

Economic Impact	Employment <sup>3</sup>	Labor Income	Output <sup>4</sup>
<b>1<sup>st</sup> Round Direct Economic Activity</b>	74	\$4,663,636	\$6,534,483
<b>2<sup>nd</sup> Round Indirect and Induced Economic Activity</b>	8	\$259,368	\$1,035,151
<b>Total Economic Activity</b>	<b>82</b>	<b>\$4,923,004</b>	<b>\$7,569,634</b>
<b>Fiscal Impact</b>			
<b>State and Local Tax Revenue</b>			<b>\$186,950</b>

*\*Totals may not sum due to rounding*

## ONGOING OPERATIONAL IMPACT

In this portion of the section, we estimate the economic and fiscal impact of the new residents' household spending on the City of Hopewell. In conducting our analysis, we employ the following assumptions:

### Assumptions

- The property would consist of 87 units (62 one-bedroom, 19 two-bedroom, 3 three-bedroom, and 3 studios) with an estimated annual lease revenue of \$1,014,987.<sup>5</sup>
- The residential units would have a 94.5 percent occupancy rate.<sup>6</sup>
- New residents would represent a net increase in population to the City of Hopewell as they would either be new residents, or existing residents whose previous residences would be rented/sold to someone else.
- The target market for residents of the Francisco Landing apartment units is southern Chesterfield.<sup>7</sup>

<sup>3</sup> Construction sector jobs are not necessarily new jobs but the investments made can also support an existing job during the construction of the project.

<sup>4</sup> Economic output is an accounting of all of the money that changes hands in a local economy. Please note that the output shown does not include the impact associated with any additional local spending of non-local contractors performing work on-site.

<sup>5</sup> Data Source: Francisco Landing Holdings, LLC. 94.5 percent occupancy rate applied to total lease revenue.

<sup>6</sup> Data Source: Cushman & Wakefield, Thalhimer Marketbeat, Multifamily 2019 annual average, Richmond, VA Tri-Cities.

<sup>7</sup> Data Source: Francisco Landing Holdings, LLC.

- The median household income would be approximately \$50,939.<sup>8</sup>
- New residents of Francisco Landing would own approximately 131 vehicles<sup>9</sup> with an average value of \$5,112<sup>10</sup>, for a total assessed value of approximately \$668,250 (does not sum due to rounding).
- The impact of real property tax revenues is excluded.

## Results

By entering these assumptions into the IMPLAN model, we obtain the estimates of economic impact shown in Table 2. As these data indicate, household spending of the new residents at Francisco Landing supports an induced impact of approximately: 1) 15 jobs, 2) \$500,584 in labor income, and 3) \$2.0 million in economic output in the City of Hopewell (in 2021 dollars).

**Table 2: Estimated Economic Impact on the City of Hopewell from Household Spending of Residents at the Francisco Landing Apartments (2021 dollars)**

Economic Impact	Employment	Labor Income	Output <sup>11</sup>
<b>1<sup>st</sup> Round Direct Economic Activity</b>	0	\$0	\$0
<b>2<sup>nd</sup> Round Indirect and Induced Economic Activity</b>	15	\$500,584	\$2,001,331
<b>Total Economic Activity</b>	<b>15</b>	<b>\$500,584</b>	<b>\$2,001,331</b>

The total economic output from Table 2 is composed of a number of local industries. Table 3 provides detail on select local industries impacted by the Francisco Landing apartment development. As shown in Table 3, additional local retail sector spending is estimated at approximately \$192,287 per year, additional local restaurant sector spending is estimated at approximately \$175,199 per year, and additional local personal services business spending is estimated at approximately \$13,631 per year (in 2021 dollars).<sup>12</sup>

<sup>8</sup> Source: U.S. Census Bureau, 2015-2019 American Community Survey 5-Year Estimates for Chesterfield County; Median household income for renter occupied units.

<sup>9</sup> Data Source: Derived from U.S. Census Bureau 2015-2019 Community Survey. Assumes an average of 1.59 vehicles per renter occupied household in Chesterfield County and a 94.5 percent occupancy rate.

<sup>10</sup> Data Source: City of Hopewell Commissioner of the Revenue's Office. Average value of all personal vehicles in 2020 in the City of Hopewell.

<sup>11</sup> Economic output is an accounting of all of the money that changes hands in a local economy.

<sup>12</sup> Data Source: IMPLAN Group, LLC.

**Table 3: Estimated Additional Annual Consumer Spending in Select Industries in the City of Hopewell from Residents at Francisco Landing Apartments (2021 Dollars)<sup>13</sup>**

Industry	Estimated Additional Annual Local Consumer Spending
Retail	\$192,287
Restaurant	\$175,199
Personal Care Services	\$13,631

Table 4 provides an overview of the additional tax revenue the City of Hopewell could expect to derive annually from the additional economic activity associated with the residents at Francisco Landing. The estimates presented below provide a straightforward analysis of the direct tax revenue that would be generated for the city by the residents of the Francisco Landing development. As such, they capture the largest, but not all, of the direct and indirect fiscal connections that the development would have with the City of Hopewell.

We estimate that increased commercial operations in the city as well as property taxes collected from the residents on-site would provide approximately \$43,844 in annual tax revenue to the City of Hopewell.

**Table 4: Estimated Annual City of Hopewell Tax Revenue from the Francisco Landing Apartments (2021 Dollars)**

Revenue Source	Tax Rate <sup>14</sup>	Tax Base	Tax Revenue*
Sales Tax	1.0%	\$367,485 in sales <sup>15</sup>	\$3,675
Meals Tax	6.0%	\$175,199 in sales <sup>16</sup>	\$10,512
Business License Tax – Rental Income	\$0.36/\$100	\$1,014,987	\$3,654
Personal Property Tax – Vehicles	\$3.50/\$100	\$668,250	\$23,389
Motor Vehicle Registration Fee	\$20/Vehicle	131 vehicles	\$2,614
<b>ANNUAL CITY TAX REVENUE</b>			<b>\$43,844</b>

\*Totals may not sum due to rounding

*The estimates provided in this report are based on the best information available and all reasonable care has been taken in assessing that information. However, because these estimates attempt to foresee circumstances that have not yet occurred, it is not possible to provide any assurance that they will be representative of actual events. These estimates are intended to provide a general indication of likely future outcomes and should not be construed to represent a precise measure of those outcomes.*

<sup>13</sup> Data Source: IMPLAN Group, LLC.

<sup>14</sup> Data Source: City of Hopewell Commissioner of the Revenue and city website.

<sup>15</sup> Data Source: IMPLAN Group, LLC. Additional consumer spending in restaurant and retail sectors.

<sup>16</sup> Data Source: IMPLAN Group, LLC. Additional consumer spending in restaurant sector.

**January 12, 2021  
Regular Meeting  
Hopewell City Council**

A regular meeting of the Hopewell City Council was convened on Tuesday, January 12, 2021. Pursuant to Va. Code §2.2-3708.3 and the City of Hopewell Emergency Ordinance #2020-428, the meeting was conducted electronically via Zoom Video Communications.

**PRESENT:**   **Councilors/Elected Officials**

Mayor Patience Bennett  
Vice Mayor Johnny Partin  
Debbie Randolph, Councilor  
Jasmine Gore, Councilor  
Janice B. Denton, Councilor  
Brenda S. Pelham, Councilor

**Staff**

John Altman, Jr., City Manager  
Charles Dane, Assistant City Manager  
Sandra Robinson, City Attorney  
Sandra Robinson, Clerk Pro Tem[pore]  
Dr. Concetta Manker, IT Director  
Tevya Griffin, Planning Director

**CALL TO ORDER**

Mayor Bennett opened the meeting at 5:31 p.m. Mayor Bennett announced that Councilor Holloway had called earlier in the day to inform that she would not be able to attend; Mayor Bennett announced that Councilor Holloway was excused. Mayor Bennett then asked the Clerk to conduct roll call. (Prior to the start of the meeting and pursuant to Rule 404, Mayor Bennett designated the City Attorney to serve as Clerk pro tem due to the vacancy in the positions of City Clerk and Deputy City Clerk.)

**ROLL CALL**

Roll call was taken in the order as follows:

Mayor Bennett	-	Present
Vice Mayor Partin	-	Present
Councilor Randolph	-	Present
Councilor Holloway	-	Absent/Excused
Councilor Gore	-	Present
Councilor Denton	-	Present
Councilor Pelham	-	Present

**January 12, 2021  
Regular Meeting  
Hopewell City Council**

**CLOSED SESSION**

Vice Mayor Partin moved to go into closed session pursuant to Va. Code §2.2-3711(A)(1) to discuss and consider personnel matters, including the interview and appointment of prospective candidates for employment (City Clerk) and appointment (boards and commissions); and (A)(4) for the protection of privacy of individuals in personal matters not related to public business.

The motion was seconded by Councilor Pelham. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 5      Voting yes: Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no: None

Motion passed: 6-0

The City Council went into closed session at about 5:34 p.m.; the City Council reconvened in open session at about 6:37 p.m.

Vice Mayor Partin moved to come out of closed meeting. The motion was seconded by Councilor Pelham. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes: Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no: None

There was then a certification regarding closed session. No response from Gore on the certification.

By consensus, Mayor Bennett called a recess until 7:30 p.m.

**REGULAR MEET**

The City Council reconvened the regular business meeting at 7:30 p.m. and Mayor Bennett called it to order.

Roll Call was taken a second time, in the following order:

Mayor Bennett	-	Present
Vice Mayor Partin	-	Present
Councilor Randolph	-	Present
Councilor Holloway	-	Absent/Excused
Councilor Gore	-	Present
Councilor Denton	-	Present
Councilor Pelham	-	Present

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**INVOCATION/PRAYER**

Assistant City Manager Charles Dane offered the prayer.

**PLEDGE OF ALLEGIANCE**

Vice Mayor Partin led the members of Council and staff in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Councilor Denton moved to approve the agenda. The motion was seconded by Councilor Pelham. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:        None

Motion passed 6-0

**CONSENT AGENDA**

Vice Mayor Partin moved to adopt the consent agenda with changes to the minutes provided by the City Attorney. The motion was seconded by Councilor Pelham. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:        None

Motion passed 6-0

**PUBLIC HEARINGS**

Two cases were on the agenda for public hearings. Both cases sought approve of an application for conditional use permit (CUP) to install fencing on residential property.

**PH-1 501 Delton Avenue.** Planning Director Tevya Griffin gave a summary presentation regarding the property owners' request to install a five-foot fence in a district that by right permits fencing up to four feet, for the purpose of securing their pet. She reported that the planning staff was in support and that the planning commission had recommended approval. Mayor Bennett opened up the public hearing. Ms. Griffin reported that she had received two written comments that were forwarded prior to the meeting to be read during the public hearing. The comments were sent by Mike Bujakowski, residing at 500 Park Avenue, and Gadinis Elpie, residing at 509 Woodland Road and read into the record by Ms. Griffin. Both comments were in support of the

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property owner's application for a CUP. Receiving no additional comments, Mayor Bennett closed the public hearing.

Councilor Denton moved to approve the request for CUP for 501 Denton Avenue. The motion was seconded by Vice Mayor Partin. There was not any discussion. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None

Motion passed 6-0

**PH-2 3310 Norton Street.** Planning Director Tevya Griffin gave a summary presentation regarding the property owners' request to install a five-foot fence in a district that by right permits fencing up to four feet, for the purpose of securing their pets. She reported that the planning staff was in support and that the planning commission had recommended approval. Mayor Bennett opened up the public hearing. Director Griffin reported that she had not received any comments for the public hearing related to this application. Mayor Bennett closed the public hearing.

Councilor Denton moved to approve the request for a CUP for 3310 Norton Street. The motion was seconded by Vice Mayor Partin. No discussion ensued. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None

Motion passed 6-0

**UNFINISHED BUSINESS**

**UB-1 HRHA Rezoning Request in the Highland Park Subdivision.** Planning Director Griffin summarized the zoning request, and indicated that since the City Council's joint work session with HRHA Board in December, 2020, HRHA had come back with a new voluntary proffer letter, dated December 14, 2020, which had 11 new voluntary proffers.

Mayor Bennett opened up the floor for councilors to ask questions. Vice Mayor Partin began the discussion by going through the list of proffers and indicating those items with which he could agree or disagreed. Councilor Pelham was recognized and she reminded that the proffers had to go through a public hearing before they could be accepted. Councilor Denton was then recognized. She asked for clarification as to when the Council could make a determination relative to the rezoning application. The City Attorney informed that Council could act immediately it did not want or intend to accept the proffers that were made in the December 14, 2020 letter, but as the public hearing had been held in November 2020, the state code required a public hearing before accepting the new proffers.



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The City Manager was recognized and provided February dates for the matter to be continued to for public hearing, and to provide sufficient time for staff to meet with HRHA to further negotiate the voluntary proffers. Vice Mayor Partin moved to postpone the rezoning request until the first City Council meeting in February to allow time for staff to negotiate proffers with HRHA. The motion was seconded by Councilor Denton. Mayor Bennet passed control “gave up the chair” to ask a question relative to the scheduling; there was no additional discussion. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None

Motion passed 6-0

**REGULAR BUSINESS**

R-1    **Request to adjust the fee structure for Hopewell Community Center.** Parks and Recreation Director Aaron Reidmiller made a presentation regarding the new fee structure.

*Prior to end of the presentation, Councilor Randolph interrupted to move to extend the Council meeting to complete R-3. The motion was seconded by Councilor Denton. Mayor Bennet called for the vote by roll call; the vote resulted:*

*Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None*

*Motion to extend the meeting passed 6-0*

The presentation for R-1 continued. Vice Mayor Partin moved to adopt the user fees as presented. The motion was seconded by Councilor Denton. During discussion, Councilor Pelham asked about changes to fee structure for outdoor facilities; no further discussion ensued. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None

Motion passed 6-0

R-2    **Ordinance 2021-01: Establishing the Board of Equalization.** Real Estate Assessor Patrizia Waggoner made a presentation on the need for an ordinance that formalizes the appeal process for contested real estate assessments. Vice Mayor Partin moved to adopt Ordinance 2021-01 establishing the Board of Equalization for the City of Hopewell. The motion was seconded by Councilor Denton. There was not any discussion. Mayor Bennet called for the vote by roll call; the vote resulted:

**January 12, 2021**  
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Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None

Motion passed 6-0

R-3    **The funding of Colonial Corner Demolition and cost for removal of asbestos and debris.** The City Manager gave a presentation for the need of the demolition expenses and the source of funding from the budget to pay for them. The presentation included estimates that had been obtained.

Councilor Denton moved to give the City approval to move forward with the planned burning with the estimates/quotes that were provided by the City Manager and move forward with the removal of the asbestos immediately. The motion was seconded by Councilor Randolph. Discussion ensued.

Councilor Pelham asked whether the estimate obtained a result of an RFP or whether the City had just gotten a contractor. The City Manager answered the quotes had been solicited by phone, were the lowest quotes given, and that an RFP had not been put out. Councilor Pelham then asked whether an RFP was required. There was some discussion as to whether bidding was required by the state code or the City's purchasing policy due to the amount of the \$60,000 quote.

Councilor Pelham questioned as to whether it would be legal for the City to give a contract to the person who bid \$60,000. She said that she would be voting against the estimate because she believes that to award the contract would appear that the City would not be complying with its own purchasing policy, which she speculated was patterned on state law guidelines. Councilor Pelham asked whether the Council would be voting on an unauthorized procurement if an RFP had not been done and that more than two years had passed since the quote was obtained—thereby taking the contract out of an emergency provisions for purchasing without competition.

During this portion of the discussion and pursuant to Rule 106, Mayor Bennett handed over the controls for the meeting so as to speak to the issue. The City Manager indicated that while he thought the \$100,000 state code limitation could apply, the City would put the debris removal contract out to bid if it was not in compliance but he wanted to move forward with the asbestos removal as the quote for it fell within the maximums of the City's purchasing policy.

Councilor Pelham agreed with the course of action then moved to amend Councilor Denton's motion to include the City taking action on the abatement of the property (start the asbestos cleanup and the burn) and during that process put the removal of debris work out for IFB. Councilor Denton indicated that she would accept the amendment provided that it would not interfere with or slow down the timing of the burn which needed to occur while the weather is cold. As the seconder to Councilor Denton's motion, Councilor Randolph agreed to Councilor Pelham's amended motion.

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Mayor Bennett had a point of information relative to whether there needed to be a vote on the amendment. Once it was determined that Councilor Denton accepted the amendment. Mayor Bennet called for the vote by roll call; the vote resulted:

Ayes: 6      Voting yes:    Partin, Gore, Denton, Pelham, Bennett, Randolph  
Noes: 0      Voting no:      None

Pelham asked to have the abstract of her statements be added to the minutes. Mayor Bennett approved this request.

The meeting adjourned.

DRAFT



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: City Council Rules & Procedures**

**ISSUE:** Request a work session to discuss potential changes to City Council’s Rules & Procedures.

**RECOMMENDATION:** Set a date and time for a worksession (Special Meeting) to discuss.

**TIMING:** A Special Meeting is requested on February 9, 2021 at 6:30 p.m.

**BACKGROUND:** City Council has been discussing and updating Council’s Rules and Procedures over the past three (3) years. City Council needs to have discussion to finalize the Rules & Procedures so that Council is operating from the same understanding.

**ENCLOSED DOCUMENTS:**

- None

**STAFF:**

Patience Bennett, Mayor

**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"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE: Stormwater Issues/Plan**

**ISSUE:** Request a work session to discuss stormwater issues in the City and the development of an overall plan to address the concerns.

**RECOMMENDATION:** Set a date and time for a worksession (Special Meeting) to discuss.

**TIMING:** A Special Meeting is requested on February 23, 2021 at 6:30 p.m.

**BACKGROUND:** City Council has been discussing and updating Council’s Rules and Procedures over the past three (3) years. City Council needs to have discussion to finalize the Rules & Procedures so that Council is operating from the same understanding.

**ENCLOSED DOCUMENTS:**

- None

**STAFF:**

John B. Partin, Jr., Vice-Mayor

**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"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**07.01.2020 to 12.31.2020**

**Implementation Plan**

- **External Reporting**
  - **Closing, Reporting and Audit Workflow**
    - **CAFR (FY16, FY17, FY18, FY19)**
    - **APA (FY16, FY17, FY18, FY19)**
    - **Single Audit (FY16, FY17, FY18, FY19)**
  - **Other (FY16, FY17, FY18, FY19, FY20, FY21)**
  - **APA, DEQ, Single Audit, FAC (FY15)**
  - **Significant Issues Impacting Completion - CAFR FY18**
    - **Report Issued Under Separate Cover 06.26.20**
  
- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22**
  
- **Internal Reporting**
  - **Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan**
  - **Reporting for the period of 12.31.2018 – 12.31.2020 will be limited in scope due to priority action given to External Reporting, Budget Development FY20 & FY21 Implementation Plan Close-out and Budget Development FY22 Implementation Plan**

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**07.01.2020 to 12.31.2020**

**Implementation Plan**

- **External Reporting**
  - **Closing, Reporting and Audit Workflow**
    - **CAFR (FY16, FY17, FY18, FY19)**
    - **APA (FY16, FY17, FY18, FY19)**
    - **Single Audit (FY16, FY17, FY18, FY19)**
  - **Other (FY16, FY17, FY18, FY19, FY20, FY21)**

City of Hopewell, Virginia				
Closing, Reporting and Audit Workflow (CRAW)				
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2016	01.03.18	04.30.18	100%	Overall estimated % of completion as of 09.30.18
Phase:				
Comprehensive Annual Financial Report (CAFR)				
Cash reconciliations			100%	Task completed
Beginning general ledger balance reconciliation			100%	Task completed
Year end closing process			100%	Task completed
Fund Balance classifications			100%	Task completed
Pension (GASB 68)			100%	Task completed
Other postemployment benefits (GASB 45)			100%	Task completed
Government Wide Reconciliations			100%	Task completed
Financial Statement Preparation			100%	Task completed
Auditor of Public Accounts (APA) Report			100%	Actual Completion date 10.30.18
Single Audit Report			95%	Task work in process 12.31.20
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2017	05.01.18	08.31.18	100%	Overall estimated % of completion as of 03.29.19
Phase:				
Comprehensive Annual Financial Report (CAFR)				
Cash reconciliations			100%	Task Completed
Beginning general ledger balance reconciliation			100%	Task Completed
Year end closing process			100%	Task Completed
Fund Balance classifications			100%	Task Completed
Pension (GASB 68)			100%	Task Completed
Other postemployment benefits (GASB 45)			100%	Task Completed
Government Wide Reconciliations			100%	Task Completed
Financial Statement Preparation			100%	Task Completed
Auditor of Public Accounts (APA) Report			100%	Task Completed 6.28.19
Single Audit Report			10%	Task work in process 12.31.20
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning	12.01.17	12.31.17	100%	
Fiscal Year Ended June 30, 2018	05.01.18	08.31.18	100%	Overall estimated % of completion as of 11.30.20
Phase:				
Comprehensive Annual Financial Report (CAFR)				
Cash reconciliations			100%	Task Completed
Beginning general ledger balance reconciliation			100%	Task Completed
Year end closing process			100%	Task Completed
Fund Balance classifications			100%	Task Completed
Pension (GASB 68)			100%	Task Completed
Other postemployment benefits (GASB 45)			100%	Task Completed
Government Wide Reconciliations			100%	Task Completed
Financial Statement Preparation			100%	Task Completed
				CAFR FY18 Significant Issues Impacting Completion - Issued Under Separate Cover 6.26.20
				Updated Summary Status Statement Attached
Auditor of Public Accounts (APA) Report			5%	Task work in process 12.31.20
Single Audit Report			5%	Task work in process 12.31.20
	Date Start	Date Due	% Completion Status	Comment(s)
Project Planning - Addendum				
Fiscal Year Ended June 30, 2019	04.01.20	09.30.20	20%	Overall estimated % of completion as of 12.31.20
Phase:				
Comprehensive Annual Financial Report (CAFR)				
Cash reconciliations			0%	
Beginning general ledger balance reconciliation			75%	Task work in process 12.31.20
Year end closing process			30%	Task work in process 12.31.20
Fund Balance classifications			0%	
Pension (GASB 68)			20%	Task work in process 12.31.20
Other postemployment benefits (GASB 45)			20%	Task work in process 12.31.20
Government Wide Reconciliations			0%	
Financial Statement Preparation			0%	
Auditor of Public Accounts (APA) Report			0%	
Single Audit Report			0%	



**City of Hopewell, VA**  
**Closing, Reporting, and Audit Workflow (CRAW)**  
**Attachment**  
**Summary Status Statement - CAFR 2018**

**School Board:** School's finance staff is responding to request to correct/revise information, including footnotes to the FY2018 CAFR. (Last request date 01.11.2021)

**Treasurer:** Documents that were to be researched and provided by the Treasurer to the auditor that will support the resolution of the cash reconciliation difference as inquired by the auditor, has not been provided as of 12.31.2020.

City of Hopewell, VA				
July 1, 2020 to December 31, 2020				
Other				
FY 16, FY17, FY18, FY19, FY20, FY21				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for 2018:</b>	12.01.18	12.31.18	100%	Actual completion date 12.31.18
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2018:</b>	01.01.19	02.15.19	100%	Actual completion date 01.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Perform Assessment &amp; Planning Requirements for 2019:</b>	12.01.19	12.31.19	100%	Actual completion date 12.31.19
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2019:</b>	01.01.20	02.15.20	100%	Task work in process 02.21.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Perform Assessment &amp; Planning Requirements for 2020:</b>	12.01.20	12.31.20	100%	Actual completion date 12.31.20
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Implement Plan for 2020:</b>	01.01.21	02.15.21	0%	
W2s Issuance and Reporting				
1099s Issuance and Reporting				
1094s & 1095s Issuance and Reporting				
<b>Notification &amp; Requests for Reporting</b>				
State Compensation Board Reimbursement -- SCB	07.01.20	06.30.21		
(July 2020)			100%	Task completed
(August 2020)			100%	Task completed
(September 2020)			100%	Task completed
(October 2020)			100%	Task completed
(November 2020)			100%	Task completed
(December 2020)			100%	Task completed
Department of Criminal Justice System -- DCJS	07.01.20	06.30.21		
1st Quarter FY 2020-2021			100%	Task completed
2nd Quarter FY 2020-2021			50%	Task work in process 12.31.20
Department of Criminal Justice System -- DCJS	10.23.20	12.10.20	100%	Task completed
<b>Victim Witness Program:</b>				
<b>Virtual Enhanced Program &amp; Financial Desk Review</b>				
<b>Federal Automated System Implementations:</b>				
<b>1. Justice Grant System ( JustGrants)</b>	7.30.20	10.15.20	100%	Task completed - 10.15.20
<b>2. Department of Treasury's Automated Standard Application for Payment ( ASAP )</b>	7.30.20	10.15.20	100%	Task completed - 11.30.20
<b>Coronavirus Relief Fund (CRF) Va. Department of Accounts Report</b>				
<b>Submission Compliance ( Locality CRF Reporting ):</b>				
<b>*1st Round (March 1 - June 30, 2020)</b>	8.31.20	9.8.20	100%	Task completed - 9.8.20
<b>*2nd Round (July 1 - September 30, 2020)</b>	9.17.20	10.5.20	100%	Task completed - 10.5.20
<b>Subrecipient Monitoring CRF Survey Compliance</b>	10.29.20	11.9.20	100%	Task completed - 11.5.20
<b>*3rd Round (October 1 - December 30, 2020)</b>	10.01.20	1.05.21	100%	Task completed - 1.5.21
Electronic Municipal Market Access -- EMMA			0%	Not applicable year to date
(Escrow Deposit Agreement for 2015 Refunding)				
(Electronic Municipal Market Access (EMMA) Continuing Disclosure	7.16.19	7.31.19	100%	Actual completion date 07.31.19
(Notice Regarding Late Payment on Bonds)				
Residential Sewer Rates Cost of Service Study			0%	Task on hold pending CAFR project completion

City of Hopewell, VA				
July 1, 2020 to December 31, 2020				
External Reporting - APA, DEQ, Single Audit & FAC				
Issuance and/or Completion				
FY 2015				
	Date Start	Date Due	% Completion Status	Comment(s)
Perform Assessment & Contact Prior Auditor -- Cherry Bekaert (CBH); for Issuance and/or Completion Status of	12.01.17	12.31.17	100%	
APA Reports (Comparative Transmittal, Sheriff's Report)				
DEQ (Landfill Financial Assurance Report)				
Single Audit Report				
Federal Audit ClearingHouse (FAC) Reporting				
Other				
<b>Implementation Plan:</b>				
Obtain from CBH Confirmation of Issuance and/or Completion Status	01.03.18	01.31.18		
<b>APA Reports</b>				
FY15 Comparative Transmittal			100%	Actual completion date 01.24.18
FY15 Sheriff Report			NA	The City is required to request its auditor to conduct APA agreed upon procedures and issue a Sheriff report. CBH advised as of <b>01.31.18</b> the City had not made such request for FY15 or FY14.  The City requested on <b>02.01.18</b> CBH and APA to consider the impact on the City's current CAFRs implementation Plans (FY16, FY17 & FY18)  APA advised on <b>02.05.18</b> it will not pursue requesting the FY15 Sheriff's internal controls attesting report for FY15.
DEQ (Landfill Financial Assurance Letter)	01.03.18	01.31.18	NA	The City requested on <b>02.01.18</b> DEQ to advise on the City delinquent reporting (agreed upon procedures) related to the Financial Landfill Letter for FY15, FY16 & FY17.  DEQ advised on <b>02.02.18</b> since the City has recently put a standby trust deposit in place to satisfy DEQ requirements. The City should take measures to ensure the DEQ Letter going forward for the fiscal year ending 6.30.2018 (FY18) is submitted on a current basis.
	01.25.19	02.25.19	100%	As requested by DEQ the City is implementing measures to reaffirm the standby trust put into place to satisfy DEQ requirements.
Single Audit Report FAC Reporting	01.03.18	01.31.18	100%	CBH provided the City with a draft FY15 report on 03.30.18. Finalization & issuance of the report is pending City review of the draft and discussions with the City's current auditors (PB Mares LLP). CBH Issuance of the FY15 single audit & corresponding FAC Reporting is reset for <b>07.31.19</b>

**City of Hopewell, VA  
Finance Department Turnover Assessment  
Implementation Plan  
Progress Report  
07.01.2020 to 12.31.2020**

- **Budget Development FY20 Close-out**
- **Budget Development FY21 Close-out**
- **Budget Development FY22**

City of Hopewell, VA				
June 30, 2020				
Budget Development				
FY 2019 - 2020				
	<b>Date</b>	<b>Date</b>	<b>% Completion</b>	
	<b>Start</b>	<b>Due</b>	<b>Status</b>	<b>Comment(s)</b>
<b>Perform Assessment &amp; Planning Requirements</b>				
<b>for FY 2019 - 2020 Budget Development:</b>	12.01.18	12.31.18	100%	
Annual Operating				
Capital Project				
Capital Improvement Plan (CIP)				
<b><u>Draft Proposed City Budget Calendar for FY 2019 - 2020</u></b>	01.15.19	01.31.19	100%	Task completion 01.31.19
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b><u>Communicate Draft to Stake Holders:</u></b>	01.31.19	02.22.19	100%	Task completion 02.21.19
<b><u>Finalize City Budget Calendar for FY 2019 - 2020</u></b>	02.22.19	02.28.19	100%	Task completion 04.08.19
<b><u>Implement City Budget Calendar for FY 2019 - 2020</u></b>	03.01.19	05.31.19	100%	Task completion 06.03.19
<b><u>Prepare the approved FY20 City Budget for loading to the City's accounting administrative system ( MUNIS)</u></b>	6.17.19	6.28.19	100%	Task completion 06.30.19
<b><u>Review &amp; verify the loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</u></b>	6.24.19	6.28.19	100%	Task completion 06.30.19
<b><u>Confirm &amp; verify City departments having access to their loaded approved FY20 City Budget to the City's accounting administrative system ( MUNIS)</u></b>	6.27.19	6.28.19	100%	Task completion 07.01.19
<b>Finance Department preparing DRAFT FY 2019-2020 Financial Plan (i.e. City budgetary document)</b>	7.15.19	8.30.19	100%	Task completion 10.31.19 Finalized City budgetary document posted on City web site.

City of Hopewell, VA				
July 1, 2020 to December 31, 2020				
Budget Development				
FY 2020 - 2021				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for FY 2021 - 2021 Budget Development:</b>				
Annual Operating (See attached City Manager's 11.22.19 email)	10.31.19	11.30.19	100%	Task completion 11.21.19
Capital Project	12.16.19	01.31.20		
Capital Improvement Plan (CIP)	12.16.19	01.31.20	100%	Task completion 03.20.20
<b>Draft Proposed City Budget Calendar for FY 2020 - 2021</b>	01.15.20	01.31.20	100%	Task completion 04.01.20
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b>Communicate Draft to Stake Holders:</b>	01.31.20	02.21.20	100%	Task completion 04.01.20
<b>Finalize City Budget Calendar for FY 2020 - 2021</b>	02.24.20	02.28.20	100%	Task completion 04.23.20
<b>Implement City Budget Calendar for FY 2020 - 2021</b>	03.02.20	05.29.20	100%	Task completion 06.25.20
<b>Prepare the approved FY21 City Budget for loading to the City's accounting administrative system (MUNIS)</b>	06.15.20	06.19.20	100%	Task completion 06.30.20
<b>Review &amp; verify the loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)</b>	06.22.20	06.25.20	100%	Task completion 06.30.20
<b>Confirm &amp; verify City departments having access to their loaded approved FY21 City Budget to the City's accounting administrative system (MUNIS)</b>	06.26.20	06.29.20	100%	Task completion 07.01.20
Finance Department preparing DRAFT FY 2020-2021 Financial Plan (i.e. City budgetary document)	07.15.20	09.30.20	100%	Task completion 10.15.20 <a href="#">Finalized City budgetary document posted on City web site.</a>

City of Hopewell, VA				
July 1, 2020 to December 31, 2020				
Budget Development				
FY 2021 - 2022				
	Date Start	Date Due	% Completion Status	Comment(s)
<b>Perform Assessment &amp; Planning Requirements for FY 2021 - 2022 Budget Development:</b>				
Annual Operating (See attached City Manager's 11.16.20 email)	11.16.20	12.31.20	100%	Task Completed
Capital Project	12.16.20	01.29.21	30%	Task work in process 12.31.20
Capital Improvement Plan (CIP)	12.16.20	01.29.21	30%	Task work in process 12.31.20
<b>Draft Proposed City Budget Calendar for FY 2021 - 2022</b>				
City Manager				
City Attorney				
City Administration & Staff				
School Administration & Staff				
City Council				
School Board				
<b>Communicate Draft to Stake Holders:</b>	01.29.21	02.22.21		
<b>Finalize City Budget Calendar for FY 2021 - 2022</b>	02.23.21	02.26.21		
<b>Implement City Budget Calendar for FY 2021 - 2022</b>	03.01.21	05.28.21		
<b>Prepare the approved FY22 City Budget for loading to the City's accounting administrative system ( MUNIS)</b>	06.15.21	06.18.21		
<b>Review &amp; verify the loaded approved FY22 City Budget to the City's accounting administrative system ( MUNIS)</b>	06.21.21	06.25.21		
<b>Confirm &amp; verify City departments having access to their loaded approved FY22 City Budget to the City's accounting administrative system ( MUNIS)</b>	06.28.21	06.30.21		
<b>Finance Department preparing DRAFT FY 2021-2022 Financial Plan (i.e. City budgetary document)</b>	07.15.21	09.30.21		

## Michael Terry

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**From:** John M. Altman  
**Sent:** Monday, November 16, 2020 4:58 PM  
**To:** City Manager's Staff; CONSTITUT. OFFICERS; Sandra R. Robinson  
**Cc:** Michael Terry; Ramonda Carroll; Debbie Pershing  
**Subject:** FY 2022 Budget Requests  
**Attachments:** FY2022 Budget Implementation Plan.pdf

**Importance:** High

Good afternoon,

As you know one of our goals has been to return to our previous practice of initiating the next fiscal year budget process no later than the 2<sup>nd</sup> quarter of the current budget year. The attached FY 2021-2022 Operating Budget Implementation Plan outlines the City's steps toward the best practice of starting the new budget development process earlier.

You will receive from Ms. Pershing an "Alpha" FY 2022 Budget template and other related information to be completed and returned to the City Manager's Office. You will be required to enter the budget data into MUNIS once we have completed the FY18 CAFR. I apologize for the redundancy, but we need to begin the process of preparing the FY22 Operating Budget.

Your attention and cooperation are appreciated. If you have any questions, please do not hesitate to contact me.

Thank you,



**March Altman**

City Manager  
City of Hopewell  
300 N. Main Street  
Hopewell, VA 23860

(804) 541-2243  
(804) 541-2248 fax  
[maltman@hopewellva.gov](mailto:maltman@hopewellva.gov)

*"Children are the world's most valuable resource and its best hope for the future." – John F. Kennedy*

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

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This electronic transmission and any or all attachments is privileged and confidential information intended exclusively for the person(s) and/or entities to whom it is addressed. The information transmitted (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521 and is intended only for the person(s) or entity/entities to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient(s) is prohibited. If you received this in error, please contact the sender immediately and delete the material from any and all computers. Thank you.



# **City Manager's FY 2021-2022 Operating Budget Implementation Plan**

**FY 2021-2022 (FY 2022) Operating and Capital Budget Implementation Plan Phases 1 thru 5 are as follows:**

- 1. Alpha FY 2022 Budget**
- 2. Preliminary FY 2022 Budget**
- 3. Draft FY 2022 Budget**
- 4. Proposed FY 2022 Budget**
- 5. Adopted FY 2022 Budget**

## **Phase Description:**

### **Alpha FY 2022 Budget**

Constitutional Officers and Department Directors are to provide an initial budget request for FY 2022 based on the baseline budget equal to the amount of the department adopted budget for FY 2021. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

### **Preliminary FY 2022 Budget**

Upon the completion and submission of the Alpha FY 2022 budget by departments, a preliminary budget will be compiled by the Finance Department and forwarded to the City Manager to review and meet with departments for discussion.

### **Draft FY 2022 Budget**

Concluding the preliminary budget meetings and discussions by departments with the City Manager, Constitutional Officers and Department Directors will be asked to submit through Munis a formal budget request for FY 2022 based on the baseline budget equal to the amount of the department adopted budget for FY 2021. Expenditures exceeding the baseline require an explanation and justification in the department's submission.

### **Proposed FY 2022 Budget**

Information submitted by Departments as requested under the Draft FY 2022 Phase will be compiled by the Finance Department and forwarded to the City Manager. The City Manager will review and frame a FY 2022 proposed budget for City Council's consideration.

### **Adopted FY 2022 Budget**

Concluding the City Manager's presentation of the Proposed FY 2022 Budget to City Council, several work sessions will be conducted. At the conclusion of the work session(s) cycle it is anticipated City Council and the City Manager will agree on a FY 2022 Budget. The adoption of the FY 2022 Budget by City Council will be the confirmation of the agreement that the FY 2022 Budget provides adequate funding which will enable the City Departments to fulfill their mission in rendering of service to the citizens of Hopewell, Virginia

**City of Hopewell, VA**  
**Finance Department Turnover Assessment**  
**Implementation Plan**  
**Progress Report**  
**07.01.2020 to 12.31.2020**

- **Internal Reporting**

- Reporting for the period of 01.03.2018 – 11.30.2018 was deferred due to priority action given to External Reporting and Budget Development FY19 Implementation Plan
- Reporting for the period of 12.31.2018 – 12.31.2020 will be limited in scope due to priority action given to External Reporting, Budget Development FY20 & FY21 Implementation Plan Close-out and Budget Development FY22 Implementation Plan

City Manager's Report on Transfers 07.01.2020 to 12.31.2020					
Activity Date	Account Description	Fund Type	From	To	Comment(s)
7/1-31/2020	City Manager Transfers for Reporting Period-None				
8/17/2020	Contingency	General Fund	\$ 15,200		Transfer for New Rental Space
	Voter Registrar	General Fund		\$ 15,200	
8/31/2020	Contingency	General Fund	\$ 7,500		Transfer for Renovation of New Office Space
	Voter Registrar	General Fund		\$ 7,500	
9/1-30/2020	City Manager Transfers for Reporting Period-None				
10/1-31/2020	City Manager Transfers for Reporting Period-None				
11/1-30/2020	City Manager Transfers for Reporting Period-None				
12/1-31/2020	City Manager Transfers for Reporting Period-None				

**DATE:** January 14, 2021  
**TO:** The Honorable City Council  
**FROM:** Jennifer Sears, Director of Human Resources  
**SUBJECT:** Personnel Change Report

---

**APPOINTMENTS:**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>POSITION</b>	<b>DATE</b>
YOUNG, DAWN	COMMON ATTY	ASST COMM ATTY I	01/04/2021

**SUSPENSIONS:** 0

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

**REMOVALS:**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>POSITION</b>	<b>DATE</b>
BRAGG, HERBERT H	CITY MANAGER	DIR INGOVT PUB AFFAIRS	01/01/2021
INTRAVIA JR, PAUL S	POLICE	POL LT	01/01/2021
YOUNG , BRUCE L	PWS GARAGE	AUTO SUPERINTEND	01/01/2021
SHARBER, DONNA	SOCIAL SERVICES	BEN PROG SUPV	01/01/2021
MCCURRY , ANTHONY C	POLICE	POLICE OFFICER I	01/05/2021
GOBLE , NATHANIAL A	FIRE	FIREFIGHTER / ALS	01/06/2021

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



Zeta Phi Beta Sorority, Inc.  
*Transforming lives for 100 years and counting...*

# Phi Gamma Zeta (PGZ) Chapter Hopewell, VA



# Overview

- I. Our Sorority History
- II. National Programs
- III. Our Chapter History
- IV. Community Service Programs
- V. Scholarships
- VI. We're in the Community and Ready to Serve!
- VII. Social Media and Website
- VIII. Contact Us



# I. Sorority History

Zeta Phi Beta Sorority, Incorporated is an international, historically African American Greek Letter Sorority that was founded on the campus of Howard University (Washington, DC) on January 16, 1920 by five highly principled women who are affectionately known as the Five Pearls.

## Chapters & Membership

800+ chapters in US, Africa,  
Asia, Europe, and the  
Caribbean

125,000+ members and  
growing

## Founding Principles

Scholarship

Service

Sisterhood

Finer Womanhood



## II. National Programs

- Elder Care Initiative
- Stork's Nest
- Zeta Prematurity Awareness Program (ZPAP)
- Adopt-A-School
- Zetas Helping Other People Excel (Z-HOPE)
- Zeta National Educational Foundation (Z-NEF)
- GET ENGAGED™
- ZETAS Have Hearts



# III. Chapter History



## Phi Gamma Zeta Chapter

was chartered on March 12, 2007 and is home to a diverse group of dynamic, energetic, college-educated and professional women who serve the Hopewell/Fort Lee/Prince George communities.

A woman in a blue dress is standing next to a white door. She is wearing a white watch and holding a white bag. The background is a solid blue color.

# IV. Community Service Programs

PGZ participates in the service programs and initiatives below:

## Adopt-A-Spot

- PGZ beautifies Winston Churchill Drive from the intersection of Route 156 to 6th Avenue.

## March of Dimes – March for Babies Sponsor

- Since 1987, Zeta Phi Beta Sorority, Inc. has served as a national partner with the March of Dimes. The March of Dimes' mission is to work together through research and community initiatives for stronger, healthier babies. PGZ participates annually in the Richmond March for Babies walk, raising funds to benefit the March of Dimes. **Join our team:** <http://bit.ly/zpbpgzm4b>

A woman wearing a blue, long-sleeved, lace-trimmed dress is standing next to a white door. She is holding a white handbag and has a white watch on her left wrist. The background is a plain white wall.

# IV. Community Service Programs, continued

## Community/National Outreach

- Carter G. Woodson Middle School
  - Feminine Products Donation
  - Cold and Flu Closet
  - Thanksgiving and Christmas Baskets
  - Woodson Elf (adopt a student for Christmas)
- Hopewell Food Bank
- Underwear Drive – The James House
- Veterans' Blanket Drive
- Elder Care Initiatives
- Wigs for Awareness – American Cancer Society
- Women Veterans Rock
- Premature Awareness
- Sexual Assault and Domestic Violence Awareness

# V. Scholarship

## Phi Gamma Zeta

Is now Accepting Scholarship Applications



Phi Gamma Zeta sponsors the Tiffanie Marie Dixon Memorial Scholarship (current award value is \$1,050). Female 'college bound' Hopewell residents who meet the criteria are eligible for the scholarship. Scholarship information is located on our website.

The Zeta National Educational Foundation (Z-NEF) provides online 24 hour portal access to 15 scholarships with various award values. Students accessing the portal will be guided through the application process and intuitively matched (via a matching tool) with a scholarship(s) which best fits each applicant.

Donations (501(c)(3)) are tax-deductible.



# VI. We're in the Community and Ready to Serve!



# VI. We're in the Community and Ready to Serve!

The Finer ladies of Zeta Phi Beta Sorority, Inc. Phi Gamma Zeta Chapter of Hopewell, Virginia, in partnership with [Women of Endurance](#), presents:

Since 1929

November 3rd  
**FEED THE VOTE**

**FREE FOOD AT THE POLLS**  
FROM 11 AM - 2 PM  
&  
3 PM - 6 PM

**HOPEWELL HIGH SCHOOL**  
\*FOOD TRUCKS MAY VISIT WARDS 4 AND 6  
FOOD PAID FOR BY VOTE LEAD IMPACT, THE NOVA COALITION, THE BLACK WOMEN'S ROUNDTABLE, THE NATIONAL COALITION ON BLACK CIVIC PARTICIPATION AND UNITY '20.

Visit [www.whenweallvote.org](http://www.whenweallvote.org) to find your polling location



**No Bullying!!!**



# VI. We're in the Community and Ready to Serve!



# VI. We're in the Community and Ready to Serve!





A woman in a blue dress with lace detailing on the sleeves and hem, holding a white handbag, stands next to a white door. The image is partially visible on the left side of the slide.

# VII. Social Media and Website

Facebook – [www.facebook.phigammazeta](http://www.facebook.phigammazeta)

Instagram – [www.instagram.com/zetaphibetapgz](http://www.instagram.com/zetaphibetapgz)

Twitter – [www.twitter.com/zetaphibetapgz](http://www.twitter.com/zetaphibetapgz)

Website: [www.PhiGammaZeta.com](http://www.PhiGammaZeta.com)

# VIII. How May We Be of Service to You?

Contact us....

Phi Gamma Zeta Chapter

P.O. Box 1419

Hopewell, VA 23860

Email: [zphib.pgz@gmail.com](mailto:zphib.pgz@gmail.com)



20  
20



ANNUAL REPORT TO  
HOPEWELL CITY COUNCIL



# HOPEWELL DOWNTOWN PARTNERSHIP (HDP)

**MISSION: We are a grassroots, 501(c)3 nonprofit dedicated to building a healthy, vibrant and prosperous central downtown district for the Hopewell community.**

In 2007, a group of citizens gathered together over a shared concern for the future of Downtown Hopewell which is a designated National Historic District. In 2011, we hired an Executive Director and became an accredited program of the National Main Street Center. For over a decade, we have worked in partnership with the City of Hopewell to sustain and develop Downtown as the heart of our community.

As a Main Street America™ Accredited program, HDP is a recognized leading program among the national network of more than 1,200 neighborhoods and communities who share both a commitment to creating high-quality places and to building strong communities through preservation-based economic development. All Main Street America™ Accredited programs meet a set of National Accreditation Standards of Performance as outlined by the National Main Street Center.

**Our objectives are modelled after the Main Street Four Point Approach which includes the following components:**

- **Economic Vitality**
- **Design**
- **Promotion**
- **Organization**



## BOARD OF DIRECTORS

Rita Joyner - President

Meredith Dean - VP

Betty Ware - Secretary

Kathy Ash

Crystal Benjamin

Janice Butterworth

Mary Calos

Mary French Elder

Patrice Gilliam

Virginia Gum

Christina Luman-Bailey

Brian Manning

Michael Moore

Rebecca Redling

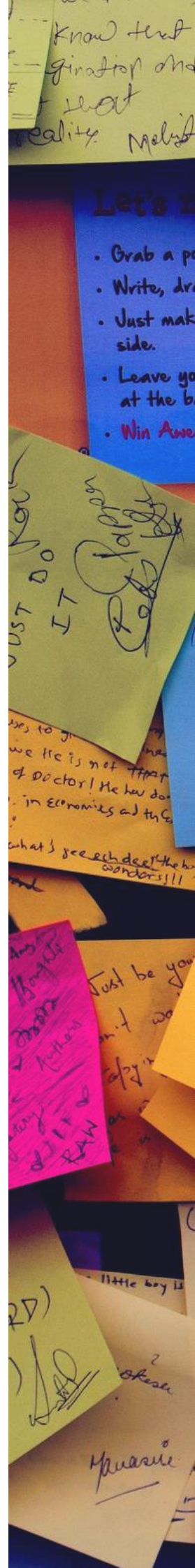
## 01

# Economic Vitality

## 100% Retention Rate Downtown

- Hopewell did not lose a single "brick and mortar" business in its Downtown Historic District as a result of COVID-19.
- We disbursed \$20,000 in COVID relief funds to 11 small businesses operating in downtown. HDP sourced these "Downtown Assistance Grants" with funds from Virginia Main Street in addition to its own funds. We also drafted numerous letters of support for businesses applying to other COVID-19 relief opportunities.
- In lieu of holding an in-person Merchant's Mixer in November, HDP sent out surveys to the major brick-and-mortar businesses operating in Downtown. HDP staff and Board Members reviewed these survey responses in December to ensure that programming for 2021 will be both informed and proactive.
- HDP was a key player in facilitating the reopening of Guncotton Coffee and Art Gallery which has huge economic potential for downtown. We liaised meetings between CAPUP and two local business owners and look forward to seeing this communal anchor back up and running in early 2021.
- We co-designed the "Small Business Marketing Program" with the City of Hopewell's Economic Development team. Using funding provided by the CARES Act, the program is providing local brick-and-mortar business owners with access to free marketing assistance. 27 businesses are currently participating in the program. 11 of these businesses are located in Downtown Hopewell. This pilot program will help business owners to better reach their individual goals.

*DID YOU KNOW? The Economic Development Authority invited our Director to serve on their Proposal Review Committee for the old Luck's Barbershop building (246 E Broadway).*



## 02

## Design

## (5) Creative Projects Implemented

- With generous funding from CultureWorks, we were able to award mini-grants to (5) creative projects aimed at animating spaces in Downtown Hopewell and promoting CultureWorks' commitment to cultural equity by engaging underrepresented audiences in Hopewell's arts and culture and/or highlighting and promoting the art and culture of a particular community underrepresented in the region. Like CultureWorks, we believe that "thriving arts and culture are vital to community health and success". Congratulations to the grantees: David Bartlett, Emily DeCarlo, Savannah Helmer, Daniel Jones (photo featured at right), Eliza Lamb and Tom McCormack. These projects represent the diverse mediums of dance, spoken word, photography, visual art, screen printing and bluegrass music. The majority of these projects have already been implemented or are being showcased in Downtown.
- HDP is in the exploratory phases of spearheading the consolidation of all existing landscape and streetscape plans for downtown and the drafting of an updated plan in partnership with Land Planning and Design Associates (LPDA). The area enclosed by Randolph Rd., E Poythress, E City Point Rd. and Hopewell St. initially inspired this effort as many business owners in this area have asked for additional support. The City's Senior Planner joined us for the LPDA site visit. We forwarded a proposal from LPDA to the City Manager and the Director of Development for review.

### DID YOU KNOW?

Several HDP Board Members and staff serve or volunteer on the City's Downtown Design Review Committee (DDRC) which reviews projects related to exterior changes to properties that are individually designated landmarks or within the City's Downtown Historic District. When considering whether to recommend approval or disapproval of an application, the DDRC is guided by the Secretary of the Interior's Standards for Rehabilitation, the City of Hopewell's Development Code, and any additional design guidelines adopted by City Council.



## 03

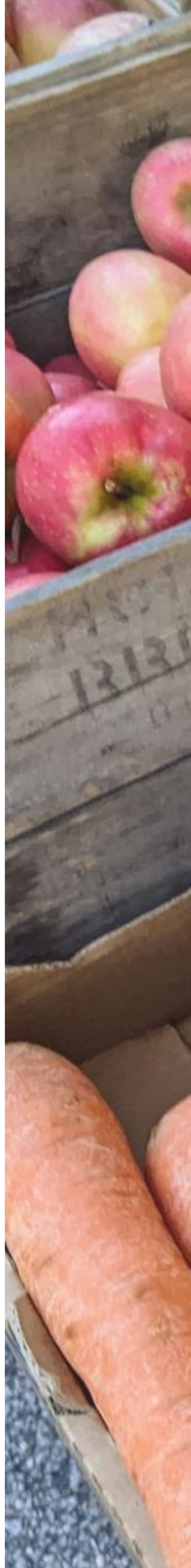
# Promotion & Events

## Making Downtown a Destination

- We received a small grant from the Virginia Tourism Corporation (VTC) to officially brand Route 5 and Route 10 as the "5 & Dime", a collaborative network and road trip. The goal of this project is to bolster Downtown Hopewell's reputation as a tourist destination, to strengthen regional relationships and to bring more attention (and foot traffic) to the unique assets and communities along Route 10 by building an active network and cross-promoting with highly regarded and popular destinations along Route 5. Our primary partner for launching this initiative is the H-PG Chamber and Visitor's Center.
- HDP coordinated and operated the Hopewell Farmers Market from August to November. Our SNAP/EBT eligible market grew to nearly 20 vendors prior to the end of the season and gave folks something to look forward to every week. We met our goals of encouraging foot-traffic in Downtown, providing a safe, open-air and family-friendly event, connecting our community to fresh produce and supporting local farmers, vendors and musicians who are vital to our regional economic ecosystem. We plan to seek grant funds to hire a Market Manager in 2021 and to continue to grow the market.
- We partnered with the H-PG Chamber of Commerce to film and produce (5) videos in honor of "Shop Small Saturday". We featured a range of businesses operating in Downtown and highlighted establishments with extensive retail or COVID-safe options such as drive-thrus and patios. All videos were shared widely on social media to encourage patrons to #ShopSmall throughout the entire holiday season.

### DID YOU KNOW?

*We sponsored Downtown Pups' inaugural "Fall Fur Fest" by obtaining an ABC License and selling beer which enabled patrons to consume beverages within the designated event area. We partnered with Paddy's Pub on this effort and donated all tips received to the Pub.*



## 04

# Organization

## Planning for the Future

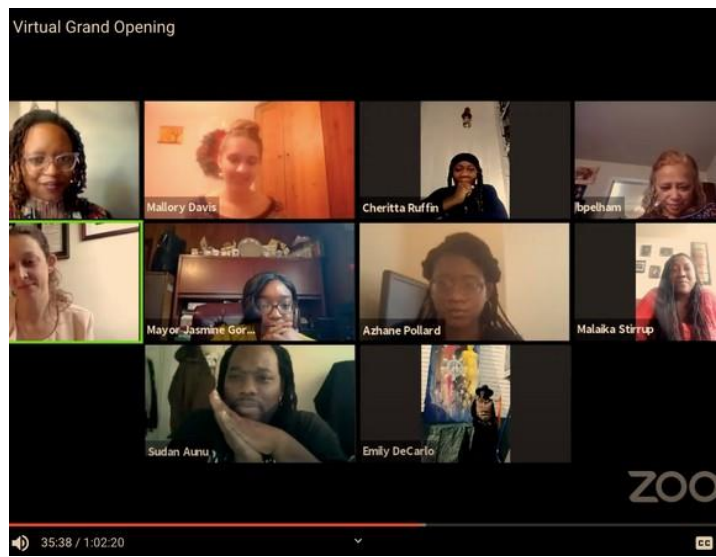
- We completed a Strategic Planning Process (albeit virtually!) under the expertise of Matt Wagner, Vice President of Revitalization Programs for the National Main Street Center. Our entire Board and staff engaged in this process over a period of three weeks in late October and early November. Some of our goals for upcoming years include: diversifying revenue streams, developing special fundraising tools for downtown, planning promotional activities that encourage and highlight diverse participation, beautification of downtown, building and alleyway improvements, entrepreneurial programming, merchant and property owner cohesion, and accentuating the waterfront as our greatest natural asset.
- HDP met with City Staff on a bi-weekly basis to discuss current projects, upcoming plans and ideas with the shared goal of uplifting and strengthening Downtown Hopewell. We found these meetings extremely productive and appreciate this close collaboration with the City of Hopewell.
- If 2020 taught us anything, it's to take chances, to be creative, and to keep going - even when things are far beyond your control. While it was a difficult year to recruit new volunteers, our Board and staff doubled-down and chose to be extremely present and hands-on in Downtown despite the pandemic. We are thankful for all of the organizations and businesses who were right there beside us!

### DID YOU KNOW?

*The Virginia Main Street (VMS) program is coordinated by the Department of Housing and Community Development. HDP is fortunate to receive technical support from VMS and access to a wide range of funding opportunities that can help maintain momentum for the on-going revitalization efforts in downtown Hopewell.*







204 N Main Street, Ste 230  
Hopewell, VA 23860

[www.hopewelldowntown.com](http://www.hopewelldowntown.com)  
(804) 571-1068

UB-1



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:** Colonial Corner Demolition - Debris Removal

**ISSUE:** Approval of funding to remove the debris from the property once the demolition of the structure is complete.

**RECOMMENDATION:** Approve \$55,000 of funding from the Unassigned Fund Balance and authorize City Manager to execute the contract

**TIMING:** Staff Requests action at the January 26, 2021 meeting

**BACKGROUND:** The Building Official has deemed the property at 4100 Oaklawn Blvd. (the former Colonial Corner Shopping Center) unsafe and an immediate danger, and has recommended the demolition of the building in accordance with the City’s Spot Blight Ordinance and Section 118 of the Statewide Uniform Building Code. Notice was provided to the property owner to demolish the structure. The owner of the property did not comply with the notice and therefore the Building Official is permitted to cause the unsafe structure to be demolished. City Council approved the demolition of the building at its August 20, 2019 meeting. The City has taken proactive measures to secure the building at its own cost in August 2020, however the building is still being accessed by squatters/trespassers, to include children. City Council approved \$39,700 from the Unassigned Fund Balance at the January 12, 2021 meeting to proceed with the asbestos abatement.

**ENCLOSED DOCUMENTS:**

Quote for Debris Removal from B&T Excavating

**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"/>	Vice Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

**STAFF:**

Todd Hawkes, Building Official  
Donald Hunter, Fire Chief  
Tevya Griffin, Director Department of Development

**FOR IN MEETING USE ONLY**

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

**Roll Call**

---

**SUMMARY:**

**Y N**  
  Councilor Debbie Randolph, Ward #1  
  Councilor Arlene Holloway, Ward #2  
  Vice Mayor John B. Partin, Ward #3  
  Councilor Jasmine Gore, Ward #4

**Y N**  
  Councilor Janice Denton, Ward #5  
  Councilor Brenda Pelham, Ward #6  
  Mayor Patience Bennett, Ward #7



**John M. Altman, Jr.**  
City Manager

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

300 North Main Street  
Suite 216  
Hopewell, VA 23860

www.hopewellva.gov

## MEMORANDUM

To: The Honorable Mayor Bennett and City Council  
cc: Charles E. Dane, Assistant City Manager  
Tevya W. Griffin, Director of Development  
From: John M. Altman, Jr., City Manager *JMA*  
Date: January 22, 2021  
Re: **Colonial Corner Shopping Center – Demolition/Debris Removal**

The Building Official has deemed the property at 4100 Oaklawn Blvd. (the former Colonial Corner Shopping Center) unsafe and an immediate danger, and has recommended the demolition of the building in accordance with the City's Spot Blight Ordinance. Section 118 of the Virginia Construction Code, which part of the Uniform Statewide Building Code, provides the Building Official with the authority to cause the repair or demolish of unsafe buildings or structures. City Council approved the demolition of the building at its August 20, 2019 meeting. The City has taken proactive measures to secure the building, however the building is still being accessed by squatters/trespassers, to include children.

With the Building Official's determination that the building is unsafe and presents a danger, City staff directed to proceed to solicit cost estimates for the asbestos abatement and debris removal to prepare the building for the controlled burn by the Hopewell Fire Department and to clear the site once the burn is completed. Staff moved forward under the emergency procurement provision of the Virginia Public Procurement Act.

Staff solicited bids for the asbestos abatement and debris removal. The low quote for the asbestos abatement was \$39,700, which is within the City's Small Purchase Policy. The quotes for the debris removal were \$60,000, \$179,760, and \$208,640. After providing City Council with an update on the project at the December 2020 meeting, the City Manager requested that staff contact the contractors to verify the cost estimates prior to presenting the information to City Council in January. The debris removal contractor reduced the low bid of \$60,000 to \$55,000 (see attached cost estimate dated December 16, 2020). Unfortunately, the old cost estimate was put in the January 12, 2021 City Council agenda packet. I apologize for confusion.

City Council approved \$39,700 from the Unassigned Fund Balance at the January 12, 2021 meeting to proceed with the asbestos abatement. Staff is requesting City Council to appropriate \$55,000 from the Unassigned Fund Balance to fund the debris removal portion of the Colonial Corner Demolition project, and authorize the City Manager to execute the contract.

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

# B & T Excavating

13701 Vance Drive  
Chester, VA 23836

## Estimate

Date	Estimate #
12/16/2020	366

Name / Address
City Of Hopewell

			Project
			Colonial Corner
Description	Qty	Rate	Total
Demo building after fire department has burned up, separate burned material from concrete and steel. Pile concrete in one pile and steel in another. Hauling off of un burned material will be done by the load. This is an un know due to how much will not be burned up.	1	55,000.00	55,000.00
<b>Total</b>			\$55,000.00

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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: CARES Coronavirus Relief Funds – Expenditure Update**

**ISSUE:** Update of the CARES Act Coronavirus Relief Funds Expenditures

**RECOMMENDATION:** Staff recommends City Council receive the report and provide comment.

**TIMING:** No action is required.

**BACKGROUND:** Congress passed and the President signed the *Coronavirus Aid, Relief, and Economic Security Act (CARES) of 2020*, which provides funding for programs that address the COVID-19 pandemic. One of the components of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments to address the direct impacts of COVID-19 through the establishment of the Coronavirus Relief Fund (CRF). The Commonwealth of Virginia received approximately \$3.1 billion from the CRF to be used for qualifying expenses of state and local governments (within populations greater than 500,000). Governor Northam, recognizing the impact of COVID-19 on all local governments, has determined to distribute funds to counties and cities based on a proportion of a locality’s population as a percentage of the statewide population. At the May 26, 2020 City Council meeting, Council authorized the receipt of \$1,965,568 in CRF funds from the Commonwealth of Virginia to address the impact of COVID-19 on the City. At the August 18, 2020 City Council meeting, Council authorized the receipt of the 2<sup>nd</sup> round of \$1,965,568 in CRF funds for a total of \$3,931,136 in CRF funds. The funds were required to be expended by December 30, 2020, but in approving the Coronavirus Relief bill in December Congress extended the deadline for expenditures to December 31, 2021.

**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"/>	Vice-Mayor John B. Partin, Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			



**ENCLOSED DOCUMENTS:**

- Proposed CARES Coronavirus Relief Fund Spending Plan

**STAFF:**

John M. Altman, Jr., City Manager  
Michael Terry, Director of Finance  
Benjamin Ruppert, Emergency Management Coordinator

**FOR IN MEETING USE ONLY**

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

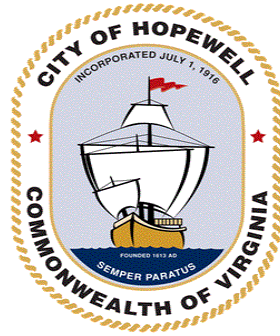
**Roll Call**

---

**SUMMARY:**

<b>Y</b>	<b>N</b>	
<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"/>	Vice-Mayor John B. Partin, Ward #3
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4

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



## DURABLE EQUIPMENT PURCHASED WITH CARES ACT CORNOAVIRUS RELIEF FUNDS

<u>#</u>	<u>ITEM DESCRIPTION</u>	<u>ITEM COST</u>
1	AIR SCRUBBER - CITY HALL	\$16,200.00
2	AIR SCRUBBER - COURT HOUSE	\$9,900.00
3	AIR SCRUBBER - FIRE STATION 1	\$2,700.00
4	AIR SCRUBBER - FIRE STATION 2	\$900.00
5	AIR SCRUBBER - HHS/FOR SHELTER OPERATIONS	\$17,602.00
6	AIR SCRUBBER - POLICE	\$18,000.00
7	AIR SCRUBBERS - SOCIAL SERVICES	\$12,600.00
8	AIR SCRUBBERS - BEACON	\$21,600.00
9	AIR SCRUBBERS - WATER RENEWAL	\$23,400.00
10	AIR SCRUBBER - VISITOR CENTER	\$900.00
11	CAMERAS FOR CITY HALL - CAMERAS	\$34,604.60
12	CAMERAS FOR CITY HALL - SUPPORTING EQUIPMENT	\$8,236.84
13	CARES OFFICE - INTERNET ACCESS POINTS	\$1,815.02
14	CARES OFFICE - PRINTER	\$749.00
15	CARES OFFICE - DESKS/CHAIRS ETC.	\$5,782.64
16	CARES OFFICE - HVAC	\$6,200.00
17	CENTRALIZED REC MANAGEMENT SOFTWARE	\$25,359.00
18	CITY HALL DIGITAL DISPLAYS	\$15,047.37
19	CRISIS MGMT SOFTWARE UPGRADE FOR PPE DISTRIBUTION TRACKING	\$1,936.00
20	DOWNTOWN WIFI PROJECT	\$402,276.00
21	ELECTRICAL PANELS FOR TESTING SITE	\$1,266.86
22	EOC EXPANSION DISPLAYS/MIC/CAMERAS/MISC HARWARE/ETC.	\$72,401.53
23	EOC EXPANSION SETUP TABLES AND CHAIRS	\$8,798.64
24	EOC EXPANSION - COMPUTERS FOR DISPLAYS	\$5,683.96
25	EOC EXPANSION - LAPTOP COMPUTERS	\$13,526.38
26	EXECUTIME SOFTWARE TO SUPPORT TELEWORK	\$92,649.00
27	FIRE DEPARTMENT ONLINE TRAINING SOFTWARE	\$5,386.00
28	FORD F350 PRIME MOVER TO PULL GENERATOR	\$49,038.00
29	IPADS FOR TRACKING PPE DISTRIBUTION	\$2,065.20

30	KEYLESS ENTRY/VIDEO ENTRY-SOCIAL SERVICES	\$3,424.69
31	LIGHT TOWERS FOR PPE DISTRIBUTION/TESTING/ VACCINATION	\$32,025.00
32	OUTDOOR CLASSROOMS	\$156,516.00
33	PHONE SYSTEM WORKGROUP LICENSES FOR COVID-19 ANSWERING LINE	\$4,581.00
34	PICNIC TABLES/OUTDOOR CLASSROOM	\$3,782.00
35	PORTABLE ELECTRONIC MESSAGE BOARD FOR TESTING/VACCINATION	\$7,663.60
36	PROJECTOR FOR IN-PERSON TRAINING IN LARGER VENUES	\$2,848.94
37	RADIOS FOR LOGISTICS OPERATIONS	\$6,686.34
38	ROADSIDE MESSAGE BOARD FOR PPE DISTRIBUTION/VACCINATION	\$18,511.70
39	SERVERS FOR EXECUTIME SOFTWARE	\$16,585.59
40	SHERIFF PRISONER TRANSPORT VAN	\$62,912.97
41	SNEEZE GUARDS - COURT HOUSE	\$1,045.00
42	SNEEZE GUARDS - COMMUNITY CENTER	\$2,612.64
43	SNEEZE GUARDS - VOTER REGISTRATION/CITY MANAGER'S OFFICE	\$1,620.00
44	SNEEZE GUARDS - DMV	\$615.00
45	SNEEZE GUARDS - LIBRARY	\$2,264.69
46	SNEEZE GUARDS - CARES OFFICE	\$1,100.00
47	SNEEZE GUARDS - DEVELOPMENT	\$2,175.00
48	SNEEZE GUARDS - PUBLIC WORKS	\$513.92
49	SNEEZE GUARDS - VISITOR CENTER	\$1,635.00
50	TEMPERATURE SCANNER LAPTOPS	\$40,635.61
51	TEMPERATURE SCANNERS (14)	\$30,757.65
52	TEMPERATURE SCANNERS (5)	\$11,026.50
53	TESTING SITE FOLDING CHAIRS/TABLES	\$423.53
54	TRAIERED STANDBY GENERATOR FOR SHELTERING OPERATIONS	\$253,475.00
55	TRUCK COVER FOR TRANSPORT TESTING EQUIPMENT/SUPPLIES	\$1,150.00
56	WIPEABLE CHAIRS-VOTER REGISTRATION	\$2,755.80

**Total Expenditure \$1,545,967.21**

**IR-1**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Cities of Opportunity/Cameron Foundation

**RECOMMENDATION:** Prior presentations and agenda submissions have been made to solicit a vote from City Council to approve/deny implementing the Cities of Opportunity Grant work previously completed. The Cities of Opportunity Grant addresses social and economic factors that influence life expectancy and quality of life of Hopewell residents. The grant project would create a pilot program that will establish Neighborhood Councils to address resident needs, a 1 Hopewell One Stop Center and Community Enhancement Implementation team for policy/resource changes.

**TIMING:** Immediate

**BACKGROUND:** NONE

**ENCLOSED DOCUMENTS:**

- NONE

**COUNCIL:** 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			

**IR-2**



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

City Council Legislative Agenda Meeting Schedule/Submission - Election of Hopewell Mayor and Vice Mayor

**RECOMMENDATION:** City Council set a Work Session Meeting to revise the Emergency Operations Plan and direct the City Manager to provide the City’s Continuity Operations Plan to City Council. That information is due routinely the first week of December. I would like to submit a Charter change request to change the selection of Mayor/Vice Mayor from appointment by members of City Council to election from Hopewell residents. This request will also keep these position as a member of City Council with equal legislative power as the other 6 members of City Council. This means that they Mayor will still NOT have policy, budget or direct oversight power. In addition, the position will not have veto power. Instead, the position will follow state laws for the Mayor/Chairman and will not eligible for the duties/power of the position to be adjusted by a majority of City Council (4:3) due to personal/political influences. ]

I would like to hold a citizen public hearing to gauge community feedback on the matter.

**TIMING:** Immediate

**BACKGROUND:** NONE

**ENCLOSED DOCUMENTS:**

- NONE

**COUNCIL:** Mayor Gore

**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 |



**IR-3**



## CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Request for members of Hopewell City Council to call a Special Meeting within the first two weeks of October to address the agenda submission backlog by voting on every pending request for final determination. The Mayor is a ceremonial position that does not have policy authority or veto power. As such, any activity that can be conducted within the local government is dependent on a majority of four votes of City Council. The residents within the wards whose City Councilor placed items on the agenda for votes deserve equal and fair representation.

**ISSUE:** An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items.

**RECOMMENDATION:** City Council vote on all requests previously submitted prior to the this Regular Meeting Agenda. If members of City Council cannot commit to staying in this meeting to address all items, City Council calls a Special Meeting within the first two weeks in October to vote on all requests. Members of City Council can vote to approve, deny or amend request. Members can also make suggestions and changes to find common ground on all issues and are encouraged to do so in order to receive affirmative votes.

**TIMING:** Immediate

**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-4**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Request for members of Hopewell City Council to vote that items in the Individual Councilor (IR) and City Councilor Requests (CCR) section of the agenda carry over to Unfinished Business if not voted on to prevent a backlog of requests from going unresolved with no vote from City Council for months at a time.

**ISSUE:** An agenda backlog has been created due to the lack of addressing all items submitted to the City Council Regular Meeting Agendas for a vote. Members of City Council vote to adjourn meetings prior to reaching the Individual Councilor (IR) section, motions have been made to relocate/reassign Councilor requests to other positions the bottom of the agenda, motions have been made to remove Councilor request from the agenda and members of City Council fail to appear for Special Council Meetings to address issues that are time-sensitive to address some backlog items. When this occurs items begin to pile up on the agenda due to lack of action. As such a backlog is created. All requests submitted to the City Council Agenda should be considered "City Business", especially since the purpose of City Council Meetings is for City Council to take action. Any member of City Council (the Governing Body) should have the ability for their requests to be considered as a "new business" item and moved to "unfinished business" if not discussed on the adopted agenda. Currently only City Staff requests moved to "unfinished business."

**RECOMMENDATION:** City Council vote to move all items on the approved agenda that have not been discussed to unfinished business for the next Regular Meeting Agenda to promote efficiency and accountability.

**TIMING:** Immediate

**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:**

**ENCLOSED DOCUMENTS:**

- 

**COUNCIL:** Mayor Gore

**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

**IR-5**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Crater Region Workforce Board – Business Nomination; Wonder City Rehab and Nursing Center

**RECOMMENDATION:** The City of Hopewell City Council is required to vote in a public meeting to approve business nominations for appointment to the Crater Region Workforce Development Board. Every member jurisdiction is required to appoint at least one business member to the Crater Region Workforce Development Board. Members of City Council were asked to submit recommendations and staff within the Economic Development Office/Public Affairs Office assisted with emailing business partners for recruitment. In addition, staff with the Hopewell Downtown Partnership and the Hopewell/Prince George Chamber of Commerce assisted with notifying members of the opportunity to serve. Ultimately, staff at the Crater Workforce Office received an application from the Wonder City Bakery to serve on the board.

**TIMING:** Immediate

**BACKGROUND:** The Crater Workforce Board’s membership currently below the state requirement. All localities have been tasked with confirming their local appointments by the end of January 2021. In order for City Council to meet the City of Hopewell’s obligation, City Council is requested to vote to approve the submitted request.

• Wonder City Application  
**ENCLOSED DOCUMENTS:**

**COUNCIL: Councilor Gore**

### 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			



# I NOMINATION FORM

<b>1-Name (First, MI, Last)</b> Shawanda C Jeter		<b>2-LWDA #</b> 15	<b>3-Date</b> 12/10/20
<b>4-Street Address</b> 905 Cousins Ave		<b>13-Nominee Characteristics</b>	
<b>5-City</b> Hopewell	<b>6-County</b>	Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
<b>7-State</b> Virginia	<b>8-ZIP</b> 23860	Race:	
<b>9-Home Phone (include area code)</b> 8043065118	<b>10-Work Phone (include area code)</b> 8044586325	White <input type="checkbox"/> Black <input checked="" type="checkbox"/>	
<b>11-FAX</b> 8045419131	<b>12-E-Mail</b> sjeter@wondercityhc.com	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
<b>15-LWDA Name</b> Crater Regional Workforce Development Board		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
<b>16-Labor/ CBO/ Apprenticeship Representative</b>		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title <input type="checkbox"/> Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/>		<b>14-Recommended for (see section number)</b>	
		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
		17-Private Sector (Business) <input checked="" type="checkbox"/>	
		18-Education <input type="checkbox"/>	
		19-VEC <input type="checkbox"/>	
		20-Economic Development <input type="checkbox"/>	
		21-VDARS/VDBVI <input type="checkbox"/>	
		22-DSS <input type="checkbox"/>	
		23-Optional/Other <input type="checkbox"/>	
<b>17-Private Sector (Business) Representative</b>		Yes No	
Title <u>Administrator</u>		Minority-Owned Business <input type="checkbox"/> <input checked="" type="checkbox"/>	
Business <u>Wonder City Rehab and Nursing Center</u>		Female-Owned Business <input type="checkbox"/> <input checked="" type="checkbox"/>	
Type of Business <u>Skilled Nursing Center</u>		Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/>	
Number of Employees <u>149</u>			
<b>18-Education Representative</b>		<b>19-VEC Representative</b>	
Title _____		Title _____	
Institution _____			
Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>			
<b>20-Economic Development Representative</b>		<b>21-VDARS/VDBVI Representative</b>	
Title _____		Title _____	
		<b>22-DSS Representative</b>	
		Title _____	
<b>24-Nominator</b>		<b>23-Optional/ Other Representative</b>	
<i>I hereby recommend the above-named person for membership on the Local Workforce Development Board.</i>		Title _____	
Signature _____ Date _____		Agency _____	
Printed/Typed Name & Title of Nominator _____		<b>25-Action by Chief Elected Official</b>	
Nominator Organization _____		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials.	
Phone _____ FAX _____		Term of Appointment: From _____ To _____	
Email _____		Signature of Chief Elected Official _____ Date _____	



**IR-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Request for City Council to provide the Mayor with an approval/denial to serve as the City Representative during the Virginia Municipal League's Annual Business Meeting to discuss Covid-19 and other state legislative updates. Request to include confirmation about the Mayor/Vice Mayor to participate in the National League of Cities Annual Business Meeting to cast votes on behalf of the City of Hopewell. A written response must be provided to each organization about the final determination from the City Council to have representation. This request is outstanding and must be answered by the first week of October.

**ISSUE:** All members of City Council was contacted via email to notify them of an urgent action needed by the Governing Body. " Please be advised that I have received notification that I need to supply VML with an official response regarding our upcoming conferences. The election of the Section Chair and Vice Chair for the City and Town Sections will be conducted, Wednesday, October 7, 2020 during the respective section meetings as part of the Virginia Municipal League (VML) Virtual Annual Conference. The election will occur at the beginning of the meeting. The elected Chair of each section will serve as a member of the VML Executive Committee. The Annual Business Meeting (ABM) will take place during the VML Conference on Thursday, October 8, 2020. Each member locality is entitled to vote at the business meeting. In accordance with Article IV, Section 6 of the VML Constitution, the Mayor or Board Chair, of each regular member shall be deemed to be its official representative for the purpose of voting unless another individual has been designated in writing. I have to supply information to the Executive Director in order for them to comply with their bylaws. Please be advised the NLC has gone virtual as well. I serve on several on the Executive Board for NBC-LEO, the Advisory Board for NLC (fraction of leadership team) and on MMC/Small Cities. I also serve as the voting member for our City during the business meeting. Due to my Executive Board member appointment, I am expected to attend to vote on for the region.

**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			

NLC has provided tentative conference information and fees. NLC Member rate is \$275 per attendee. In addition, NLC is offering:

- 5-14 city officials/staff from the same city 15% discount
- 15-24 city officials/staff from the same city 25% discount
- 25+ city officials/staff from the same city 50% discount

Both items will need to be voted on so that I can forward communication to both groups that the City of Hopewell will not be participating this year in order to comply with their bylaws and correspondence.'

**RECOMMENDATION:** City Council provide a vote and determination so that the Mayor can communicate the final verdict to both VML and NLC.

**TIMING:** Immediate

**BACKGROUND:** NONE

**ENCLOSED DOCUMENTS:**

- NONE

**COUNCIL:** 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 |

**IR-7**

**IR-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

Request for City Council to hold a Community Town Hall to address the public about the current state of the City, Covid-19, the Strategic Plan, Gun Violence, Social/Economic Factors, Social Determinants of Health and City Department Plans. Request for City Council to release a Customer Service Survey and Revised Strategic Plan poll to engage the Community. This request is outstanding.

**ISSUE:** Members of City Council held a Community Crime Summit and invited residents to participate in a discussion about ways to curb gun violence. City Council had not addressed resident feedback or request a plan for gun violence from the Police Department. However, City Staff requested for the Strategic Plan to be adopted to provide support/vision for City Staff to complete goals. The Police Department has an entire section that discusses community policing, outreach and internal strategic planning. Lastly, the Cities of Opportunity Grant pilot program is still waiting for City Council approval to fully implement. All structures and funding required has been obtain. The only item left is approval from City Council to appoint the Steering Committee to address social and economic factors within the community such as jobs, housing, childcare, food access, equity, etc.

**RECOMMENDATION:** City Council to agree to address gun violence and social determinates of heath/social economic factors. Vote to do something to move the needle on these vital issues due to the fact that many within Hopewell are suffering and deeply impacted by these factors.

**TIMING:** Immediate

**BACKGROUND:** NONE

**SUMMARY:**

- |                          |                          |                                    |                          |                          |                                      |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|--------------------------------------|
| <b>Y</b>                 | <b>N</b>                 |                                    | <b>Y</b>                 | <b>N</b>                 |                                      |
| <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:**

- NONE

**COUNCIL:** 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 |

**IR-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE:**

City Council was recently made aware of changes to executing contract agreements to complete the City's Financial Audits. As such, I am requesting for City Council to receive a presentation from the team with the Virginia Municipal League (VML) that is compiling the city's finance documents to hear first-hand about what is causing the audit delays. For the City Council to receive their contract with who approved it and cost. In addition, for City Council to receive all contracts and costs incurred by outside entities related to the FY16-FY18 audits to date and the authority/novation to adjust the current contract approved by City Council. In addition, for City Council to receive the RFP proposals for the Financial Services RFP that was released and evaluated by City Staff prior to making the current contract recommendation/award.

**ISSUE:** City Council needs to be fully be made aware of the all financial matters.

**RECOMMENDATION:** City Council vote to direct the City Manager and staff to provide the requested information and schedule the requested meetings with contract holders.

**TIMING:** Immediate

**BACKGROUND:** NONE

**ENCLOSED DOCUMENTS:**

- NONE

**COUNCIL:** Mayor Gore

**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 |

**IR-10**



# CITY OF HOPEWELL CITY COUNCIL ACTION FORM

**Strategic Operating Plan Vision Theme:**

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

**Order of Business:**

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

**Action:**

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

**COUNCIL AGENDA ITEM TITLE:**

Request for the City Council to market all boards, commissions and authorities to be more inclusive to the public to be decision-makers within their City. City Council appoints the same individuals to serve on boards and does not diversify participation. Request for City Council to approve newspaper ads and social media ads to recruit new applicants. This request is outstanding.

**ISSUE:** Noted above.

**RECOMMENDATION:** City Council vote to direct the City Clerk to market opening and to work with IT to develop a system to share vacancies on the City's website in real-time.

**TIMING:** Immediate

**BACKGROUND:** NONE

**ENCLOSED DOCUMENTS:**

- NONE

**COUNCIL:** 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

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**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

**IR-11**

**IR-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 1<sup>st</sup> Reading
- Approve Ordinance 2<sup>nd</sup> Reading
- Set a Public Hearing
- Approve on Emergency Measure

**COUNCIL AGENDA ITEM TITLE: City Council Laptops & Shared Drive**

**ISSUE:** Request for Vice-Mayor Partin, Councilor Denton and Councilor Randolph to be provided with a City laptop for conducting City Council business, and to establish a shared drive on the City's network for City Council use.

**RECOMMENDATION:** Staff recommends City Council approve of the request to purchase three (3) laptops and four (4) MiFi mobile hotspots, and establish a City Council shared drive.

**TIMING:** Approval is requested on January 26, 2021

**BACKGROUND:** City Council members are provided a laptop for use related to official Council business. Vice-Mayor Partin, Councilor Denton and Councilor Randolph do not have city laptops, and they have requested laptops. The cost of the three (3) Microsoft Surface Book 3 laptops is a total of \$4,852.11. Additionally, staff is recommending the purchase of four (4) MiFi's (\$319.96) to support connectivity to the network, one for each Councilor and one for Councilor Holloway. The MiFi is a mobile hotspot that has a built-in modem and serve as a wireless router to all for the connection to a cellular network. The total cost of the purchase will be \$5,171.71 with a yearly fee for the four (4) MiFi's of \$1,920.00, which is deducted from the telephone/fax/video line item in the annual budget. Total initial cost of \$7,091.11. The cost to the FY21 budget will be \$5,171.71, plus \$800 for monthly MiFi cost for a total of \$5,971.71.

The establishment of a City Council shared drive will provide access for all members of City Council to information, such as agendas, project updates, budgets, etc.

Funds have been identified in City Council's budget to cover the cost.

**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"/> | Vice Mayor John B. Partin, Ward #3 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor 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"/> | Mayor Patience Bennett, Ward #7  |



**ENCLOSED DOCUMENTS:**

- City Council FY21 Budget Report

**STAFF:**

Deborah Randolph, Councilor, Ward 1  
John M. Altman, Jr., City Manager

**FOR IN MEETING USE ONLY**

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

\_\_\_\_\_

**Roll Call**

---

**SUMMARY:**

**Y N**

- Councilor Debbie Randolph, Ward #1
- Councilor Arlene Holloway, Ward #2
- Vice Mayor John B. Partin, Ward #3
- Councilor Jasmine Gore, Ward #4

**Y N**

- Councilor Janice Denton, Ward #5
- Councilor Brenda Pelham, Ward #6
- Mayor Patience Bennett, Ward #7



City of Hopewell, Virginia

01/20/2021  
16:05:58

City of Hopewell, Virginia  
FLEXIBLE PERIOD REPORT

PAGE 1  
glflxprt

FROM 2021 01 TO 2021 12

ACCOUNTS FOR:  
011 GENERAL FUND

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11110001 COUNCIL							
11110001 501100 FTSALARY	85,000	0	85,000	45,769.36	.00	39,230.64	53.8%
11110001 502100 FICEMPLRC	6,225	0	6,225	3,361.98	.00	2,862.94	54.0%
11110001 502300 EMPHLTHINS	13,723	0	13,723	6,861.60	.00	6,861.60	50.0%
11110001 502700 WC INS	85	0	85	41.58	.00	43.18	49.1%
11110001 503320 SERV CONTR	5,200	0	5,200	.00	.00	5,200.00	.0%
11110001 503600 ADS	15,000	0	15,000	1,961.29	.00	13,038.71	13.1%
11110001 505210 POSTAGE	500	0	500	.00	.00	500.00	.0%
11110001 505230 PHONE/FAX	1,500	0	1,500	90.39	.00	1,409.61	6.0%
11110001 505550 MEALS	4,000	0	4,000	.00	.00	4,000.00	.0%
11110001 505841 VIDEO REC	6,000	0	6,000	.00	.00	6,000.00	.0%
11110001 506001 OFFICESUPP	3,500	0	3,500	.00	.00	3,500.00	.0%
11110001 508203 G0024 ADD COMM	1,500	0	1,500	.00	.00	1,500.00	.0%
11110001 508203 G0025 ADD COMM	1,500	0	1,500	.00	.00	1,500.00	.0%
11110001 508203 G0026 ADD COMM	1,500	0	1,500	.00	.00	1,500.00	.0%
11110001 508203 G0027 ADD COMM	1,500	0	1,500	1,455.00	.00	45.00	97.0%
11110001 508203 G0028 ADD COMM	1,500	0	1,500	.00	.00	1,500.00	.0%
11110001 508203 G0029 ADD COMM	1,500	0	1,500	.00	.00	1,500.00	.0%
11110001 508203 G0030 ADD COMM	1,500	0	1,500	.00	.00	1,500.00	.0%
TOTAL COUNCIL	151,233	0	151,233	59,541.20	.00	91,691.68	39.4%
TOTAL GENERAL FUND	151,233	0	151,233	59,541.20	.00	91,691.68	39.4%
TOTAL EXPENSES	151,233	0	151,233	59,541.20	.00	91,691.68	

**IR-13**