



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

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CITY COUNCIL

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

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

March 9, 2021

ELECTRONIC MEETING

Closed Meeting: 6:30 PM

Regular Meeting: 7:30 PM

6:30 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; (A)(6) and (7) to consult with legal counsel regarding specific legal matters and actual litigation requiring the provision of legal advice and where such consultation in open meeting would adversely affect the City's interest; 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

REGULAR MEETING

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

Prayer by Mr. Charles Dane, followed by the Pledge of Allegiance to the Flag of the United States of America led by Councilor Gore.

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:

C-2 Pending List:

C-3 Information for Council Review: Planning Commission Minutes for 2020

C-4 Personnel Change Report & Financial Report: Personnel Report – March 4, 2021

C-5 Public Hearing Announcements: March 23, 2021 – Hopewell Public Schools FY21 Budget Amendment and 2408 Lynchburg Street CUP Request; April 13, 2021 – Spot Blight List

C-6 Routine Approval of Work Sessions: March 23, 2021 – City Council’s Boards and Commissions

C-7 Ordinances on Second & Final Reading:

C-8 Routine Grant Approval:

SUGGESTED MOTION: To amend/adopt consent agenda

Information/Presentations

NONE

Public Hearings

NONE

Unfinished Business

UB-1. **Unfinished Business** – Motion to Reconsider: HRHA Rezoning Request, Highland Park, R-3 & B-3 to R-4 with Proffered Conditions

MOTION: _____

Roll Call

Regular Business

Reports of Boards and Commissions:

R-1. **Regular Business** – District 19 Community Services Board Update

MOTION: _____

Roll Call

Reports of City Manager:

R-2. **Regular Business** – FY22 City Budget Calendar

MOTION: _____

Roll Call

R-3. **Regular Business** – School Resource Officer FY22 Continuation Grant

MOTION: _____

Roll Call

R-4. **Regular Business** – Ashland Chemical – Industrial Expansion Update

MOTION: _____

Roll Call

R-5. **Regular Business** – Project Doughboy Economic Development Agreement

MOTION: _____

Roll Call

R-6. **Regular Business** – Francisco Landing Development Agreement Amendment

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

Councilors Request

CR-1 Councilor Request – Request to develop Participatory Budgeting platform to include/engage Hopewell residents in the creation of the FY 21-22 Budget and implement the Open Finance software previously adopted by City Council. (Gore)
MOTION: _____

Roll Call

CR-2 Councilor Request – Role of the Vice-Mayor (Pelham)

MOTION: _____

Roll Call

CR-3 Councilor Request – Formal Creation of the City Council Finance Committee (Pelham)

MOTION: _____

Roll Call

CR-4 Councilor Request – Audit Deadline of 9/11 and Accountability- Discussion (Pelham)

MOTION: _____

Roll Call

CR-5 Councilor Request – Committee for the Shiloh Lodge Museum Discussion (Pelham)

MOTION: _____

Roll Call

CR-6 Councilor Request – COVID-19 Expenditures (Pelham)

MOTION: _____

Roll Call

CR-7 Councilor Request – Anchor Point Complaints – Road Infrastructure Status and Ground Maintenance from Contractor/Developer (Gore)

MOTION: _____

Roll Call

CR-8 Councilor Request – Purchase and Utilize MUNIS Software Module for Boards and Commissions (Randolph)

MOTION: _____

Roll Call

CR-9 Councilor Request – Feasibility of conducting City Council meetings back in the City Council Chambers (Denton)

MOTION: _____

Roll Call

CR-10 Councilor Request – Feasibility of setting up Enterprise Accounts for Recreation and Parks for Community Memberships, and Development for grass cutting, trash violations and permits (Partin)

MOTION: _____

Roll Call

CR-11 Councilor Request – Expand stormwater program into an independent and more comprehensive Environmental Engineering Department (Partin)

MOTION: _____

Roll Call

Presentations from Boards and Commissions

Other Council Communications

Adjournment

CLOSED MEETING

CONSENT AGENDA

**MINUTES OF THE JANUARY 16, 2020 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, January 16, 2020 at 6:00 p.m. in City Council Chambers/City Council Board Room located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot T. Eliades, Chairman
Todd Butterworth, Vice-Chairman
Chris Neal
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened the meeting at 6:00 pm.

By roll call, Commissioner Jenkins was not present, Vice-Chairman Butterworth led the prayer.

Withdrawals/Deferrals

A motion was made by Commissioner Vanderkeift to move public hearings before administrative matters. Motion was second by Vice-Chairman Butterworth. Motion passed 4-0.

Public Hearings

1. Mrs. Griffin gave an overview of a request received from Oaklawn Boulevard LLC for a Modification to the Development Standards of Article XVIII of the Hopewell Zoning Ordinance for 3616 Oaklawn Boulevard to park more than five (5) cars on a graveled area.

Applicant was present and Mrs. Griffin showed some pictures of the property. The applicant is currently parking more than five cars on a graveled area, which is a violation. He came into the development office and spoke with Mrs. Griffin on how to come into compliance without having to pave. He was advised that outside of paving all he could do was to request a modification and that is what he is doing now.

Public hearing opened at 6:06 By Chairman Eliades.

Applicant Mr. Hamil came up to the podium and gave an overview of why he submitted the application. He is currently operating a business at 3610 Oaklawn Blvd but that property does not have enough space for the amount of cars he currently has and was in violation of zoning for parking cars on gravel he had put down on the property and on the grass at the adjacent lot 3616

Oaklawn Blvd. He is part owner of that property and the other partner was present but Mr. Hamil is the responsible party. He has been at the business location for a year. Mr. Hamil has already graveled the property in question and is requesting to park more than five cars on graveled area as is the current zoning regulation. He has no set time at the moment when he will be able to pave the lot. Mr. Hamil also provided the Commission with pictures of the lot in question.

Vice-Chairman Butterworth made a motion to approve the request for a Modification of the Development Standards with the following conditions.

1. No more than 20 vehicles on graveled area of 3616 Oaklawn Boulevard;
2. No more than 40 cars for the entire business to include 3610 and 3616 Oaklawn Boulevard;
3. Paving must be complete within two (2) years or on June 9, 2022;
4. If 3616 Oaklawn Boulevard is not paved by June 9, 2022, the operation can only have eighteen (18) cars in total; and
5. The City Engineer will review and approve the traffic circulation plan.

Commissioner Neal seconded the motion. The Planning Commission voted 4-0 to approve the Conditional Use Permit with conditions.

2. The public hearing to consider a Conditional Use Permit submitted by Ann Hyatt with Hyatt Properties LLC, owner of 804 Kenwood Avenue (Sub-Parcel #050-0390), to use an accessory structure as an apartment. The property is zoned Residential, Medium Density District (R-2).

The public hearing was opened. The applicant spoke and explained that she wanted to use a second building as an accessory apartment. There were no other persons in the audience to speak regarding this matter. The public hearing was closed.

The applicant, Ann Hyatt, requested to table her request until after she speaks with Mrs. Griffin. Commissioner Vanderkeift said she has not been by the property but was going to vote denial.

Unfinished Business

1. Mrs. Griffin outlined the request for a Conditional Use Permit at 106 North Main Street, also identified as Sub-Parcel # 011-0040, to allow apartments in mixed use buildings on the first floor and apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors.

Commissioner Neal made a motion to discuss with audience and applicant, seconded by Commissioner Jenkins. Passed 4-0. Applicant explained he reached an agreement with the John Randolph Foundation to lease 10 parking spots and the agreement is being drawn up by Mr. Vergara. Mr. Vergara got up and expressed some new concerns with the square footage of

the apartments not meeting the zoning ordinance but also that the apartments did not qualify under any special circumstance. He also had issues with ingress and regress for the first floor apartments.

Mrs. Griffin explained that per the building official a window to the outside counts as a second form of ingress and regress for residential. Chairman Eliades spoke about not agreeing with approval of any apartments in the first floor because the area was B-1 and commercial uses should be the prominent use. He also spoke about the second floor having 5 units at 700 sq. ft. instead of the required by right 900 sq. feet.

Commissioner Vanderkeift seconded the motion to allow further discussion with applicant and it was seconded by Commissioner Neal. The applicant explained that the first floor apartments would be located behind the commercial space and not visible from the front of the building. He also explained that financially it would not be feasible to have less apartments when calculating the cost and the new parking agreement. A motion was made by Commissioner Neal to table a decision to the January 2nd meeting. The motion was seconded by Commissioner Vanderkeift. Passed 3-1 (Vanderkeift).

2. Mrs. Griffin spoke on the ordinance to amend Article IX-A, Central Business District (B-1) and Article X, Limited Business District (B-2), to add a section that governs sidewalk dining for restaurants in the B-1 and B-2 Zoning Districts. Revisions are being handled by Mr. Ward and will be ready for review at the January 2 meeting. There was discussion regarding allowing music to play outside and if a certificate of occupancy included the sidewalk café dining patrons. Staff was asked to examine other jurisdictions to determine how the occupancy capacity for outdoor dining was handled. Commissioner Vanderkeit mentioned using a per person square footage method.
3. Mrs. Griffin read over the draft copy of the Standard Operating Procedure (SOP) on Sober Housing. The city attorney will review the draft SOP and provide a response.
4. Chairman Eliades tabled the discussion on the regulation of Airbnb's in the City to the next meeting since the sub-committee will not meet in December.
5. Mrs. Griffin spoke about the rezoning of properties in the Broadway Subdivision and reviewed the map and next steps. She is recommending keeping current zonings with an addition of an overlay district. The overlay district will be add additional regulations but will provide more incentives to the developers in certain instances, such as density. . A draft of the overlay districts will be provided for review around February 2020.

Presentation

None

New Business of the Planning Commission

Mrs. Griffin spoke about the January public hearing where there will be a request to modify the Development Standards Article 18 that deals with parking. The applicant wants to have more parking spots than are currently allowed on gravel temporarily until he can afford to pay for paved parking spaces on his location on Oaklawn Blvd.

Report of Council's Boards & Commissions

1. Mrs. Griffin said that the request to vacate a portion of an alley adjacent to 511 Sherman Ave., which the Planning Commission recommended denial, will be heard at the December 10 City Council meeting.

2. Commissioner Vanderkeift explained that BZA approved the height of the pole sign at the new Holiday Inn Express because the sign may not have been very visible to traffic and they did not want the sign to be the reason why they did not receive business.

3. The Downtown Design Review Committee has approved several request to include the sign for the new taco restaurant Roja and will be meeting on Monday.

4. The Architectural Review Board will not meet in December.

Report of the Director

Chairman Eliades would like more guidance from City Council as to what they would like a report on. Mrs. Griffin and the Commission reviewed 2020 meeting dates for the calendar.

Report of Planning Commission Member

Hopewell High School will play in the State football semifinals on Saturday at 2:00 pm.

Adjourn

Motion to adjourn at 7:27 p.m. by Commissioner Neal, and seconded by all.

Respectfully submitted,



Tevya W. Griffin
Director



Elliot Eliades
Chairman

**MINUTES OF THE MARCH 5, 2020 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, March 5, 2020 at 6:00 p.m. in City Council Chambers/City Council Board Room located at 300 North Main Street, Hopewell, Virginia.

Planning Commission Members present:

Elliot T. Eliades, Chairman
Todd M. Butterworth, Vice-Chairman
Fara Jenkins
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened the meeting at 6:00 pm.

By roll call, Commissioner Neal was not present, Vice-Chairman Butterworth led the prayer.

Withdrawals/Deferrals

A motion was made by Vice-Chairman Butterworth to move public hearings before administrative matters. Motion was second by Commissioner Jenkins. Motion passed 4-0.

Public Hearings

Public hearing opened at 6:07 p.m. by Chairman Eliades.

1. Mrs. Griffin gave an overview of the request received from Stephen H. Barnes, Jr. for a Modification to the Development Standards at 3112 Winston Churchill Drive (Sub-Parcel #047-0045) to park more than five (5) cars on a graveled area.

Applicant was present and Mrs. Griffin showed some pictures of the property. She also gave the staff's recommendation of denial. According to the ordinance if item D (financial reasons) is met the recommendation should be denied. The applicants reasoning for not paving because there are utility, sewer and water lines running thru the property renders a recommendation of denial since that is the same thru out the city.

Mr. Barnes the applicant, showed pictures of the property before it was taken over by him and after. He also gave a history of the development in the area. He explained he was unable to get a commercial loan for the property because of the property being branded Conditional Use. The

property has discharge lines from nearby fast food restaurants running thru it making it impossible to move the building anywhere else on the property.

Chairman Eliades asked Mr. Barnes about the legacy grant given to him from the City.

Mr. Barnes explained that when it was granted but he had a very bad accident and was unable to use the grant.

The property owner also spoke about how the development done by the city in the 70's with the sewer lines has devalued the property greatly.

Mr. Barnes said that he feels consideration should be given since the development in the city caused the property to be a difficult one to deal with.

Public hearing closed at 6:20 pm By Chairman Eliades.

Commissioner Butterworth asked Mrs. Griffin for further explanation of the ordinance.

Commissioner Jenkins asked for clarification on applicant's request.

A motion to table the request was made by Vice-Chairman Butterworth until further guidance is given to Planning Commission from city attorney based on a previous similar case. Motion was second by Commissioner Jenkins. Motion passed 4-0

Mrs. Griffin explained to applicant that he will come back to the next Planning Commission meeting in April and notice of the date will be sent to him.

2. Mrs. Griffin gave an overview of a request received from Virginia American Water/Reynolds Construction for a Modification to the Development Standards at 900 Industrial Street (Sub-Parcel #048-0233) to park more than five (5) cars on a graveled area. The staff recommends approval because the request does not meet any of the four criteria's outlined in the ordinance for denial.

Rick Butcher with Reynolds Construction explained the parking limitations because of the large scope of construction taking place. The project is set to be complete by March 2021 and they will be removing all gravel and will seed and straw the area once the extra parking is no longer needed.

David Clefton the operation manager for American Water spoke and stated that he was in agreement with all that was said by Mr. Butcher and is excited about the positive changes the 25 million dollar will bring to the city.

Public hearing closed at 6:39 pm by Chairman Eliades.

Motion to approve request based on staff recommendation was made by Vice-Chair Butterworth and second by Commissioner Jenkins. Motion passed 3-1.

Mrs. Griffin explained that the request will now go to City Council for a final decision at the April meeting. A notice of the date will be provided.

3. Mrs. Griffin gave an overview of a request submitted by the Hopewell Redevelopment and Housing Authority to amend the Hopewell Zoning Map to rezone vacant parcels identified as Sub-Parcel # 042-0195, #042-0252, and # 042-0095 from R-3, Residential, High Density District and B-3, Highway Commercial District, respectively, to the R-4, Residential Apartment Zoning District. This is a request previously brought to Planning Commission in 2018 and by law after a year it can be resubmitted. Staff's recommendation of approval is the same as it was in 2018 but would like the Commission to verify with the applicant that the previously volunteered conditions will still be met.

The Comprehensive Plan has outlined that the city is committed to working with developers to move people out of environmentally unsafe areas such as Davisville/Bland Court since it is surrounded by the Intensive Industrial District (M-2) and we see this as an opportunity and a great idea which is another reason why we recommend approval. With the rezoning request it gives the city an opportunity to express any concerns and have some input in the development.

Public Hearing opened by Chairman Eliades at 6:48.

Mr. McCoy representing HRHA explained that nothing has changed from the original 2018 request and that they are still willing to do everything said in the volunteered conditions outlined in the letter from March 27, 2018 letter. As a matter of fact he stated they (conditions) have been worked into the conceptual drawings provided.

Chairman Eliades asked Mr. McCoy if this property will be like the Summit apartment.

Mr. McCoy said it will not be in terms of having a third party developer as HRHA will be the developer of this new property and that the main reason for this project is to redevelop their own properties.

Vice-Chair Butterworth asked if HRHA is still committed to March 27, 2018 conditional letter.

Mr. McCoy said that they are and can update with a current date, sign and submit again.

Commissioner Jenkins asked if he would be willing to give a report on crime statistics in the past 5 years.

Mr. McCoy said he could give a blanket response and explained that he has been in constant communication with the police department and what they have found is that their properties are no more or less crime centers than any other part of the city.

Commissioner Jenkins asked if the property will be fenced off and in what neighborhood it will be located.

Mr. McCoy explained that in keeping with the cities desire to have more walking and bike paths the goal is to be connected to the neighborhood surrounding such as Cavalier Square where the property will be located behind. HRHA's goal is to already have a path there that can eventually be connected to the cities future paths.

Vice-Chair Butterworth asked did they anticipate the project to be complete and have you heard been in contact with Cavalier Square.

Mr. McCoy said they anticipate completion to be spring 2022 and that they have been in contact with Cavalier Square and they believe their project will benefit the shopping center.

Public hearing closed at 6:56 by Chairman Eliades.

Commissioner Vanderkeift motioned to approve rezoning request following staff recommendation provided in the staff report Section. VIII numbers 1 to 5. Motioned second by Commissioner Jenkins. Motion passed 4-0.

Mrs. Griffin explained to applicant that City Council will most likely want to have a work session before the public hearing sometime in April and we will notify him of that date.

Meeting Minutes

Commissioner Vanderkeift motioned to approve December 5, 2019 meeting minutes. Seconded by Commissioner Jenkins. Motion approved 3-0.

Unfinished Business

1. Sober Housing: Mrs. Griffin explained that the city attorney feels sober housing should be allowed out right just like group homes from her interpretation of the state code. It was agreed that Planning Commission will still move forward with their request that applicant are requested to get a Conditional Use Permit and request that operators take some kind of training whether online or in person.
2. Airbnb regulations: The Sub-committee continues to work on this effort.
3. Rezoning of properties in the Broadway Subdivision: Mrs. Griffin is still working on this.

Presentation

None

New Business of the Planning Commission

None

Report of Council's Boards & Commissions

1. City Council: March 17th Public Hearing meeting will have three different applications previously reviewed by the Planning Commission. Mrs. Griffin requested Commissioners to

attend. Chairman Eliades asked for a meeting with the Director prior to the City Council meeting.

2. Board of Zoning Appeals: Have not had any meetings
3. Downtown Design Review Board: Meeting regularly.
4. Architectural Review Board: Meeting regularly.

Report of the Director

Comprehensive Plan books have been received and will be distributed. Vice Chairman Butterworth will be able to attend school in April via online. The 2020 Census is underway and there will be several options for filling it out.

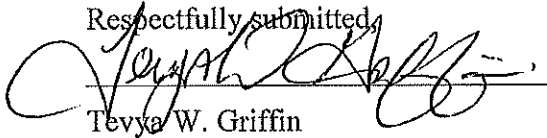
Report of Planning Commission Member

None

Adjourn

A motion to adjourn the meeting was made by Vice Chairman Butterworth second by Commissioner Vanderkeift. The motion passed unanimously.

Respectfully submitted,



Tevya W. Griffin

Director



Elliot Eliades
Chairman

**MINUTES OF THE MAY 16, 2020 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, May 16, 2020 at 6:00 p.m. Pursuant to the authority granted by Governor Northam's State of Emergency, by Va. Code §15.1- 1413, and by the Emergency Ordinance adopted by Council at its April 28, 2020 meeting the Planning Commission will conduct a regular meeting via zoom.

Planning Commission Members present:

Elliot T. Eliades, Chairman
Todd M. Butterworth, Vice-Chairman
Fara Jenkins
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened the meeting at 6:00 pm.

By roll call, Commissioner Neal was not present, Chairman Eliades led the prayer.

Meeting Minutes

None

Public Hearings

1. Mrs. Griffin gave overview of a Zoning Ordinance Amendment submitted by Robert & Yong Bebout to amend Article VII-A, Residential High Density – Offices, Section A. Use Regulations, to add a beauty salon and an alteration shop as uses within the district. Applicants are in attendance via phone.

Mr. Bebout explained that they recently moved to the area and have been watching the property for it to be used by his wife as a salon. Once they saw the price drop they bought it and did some work to improve the building but did not know anything about zoning. His goal is for his wife to have her own business.

Commissioner Vanderkeift asked Mr. Bebout how many businesses they are trying to put into that building. He explained for now they only want a one person salon.

Commissioner Jenkins asked if the company of brand of products they will be using will require any specific signage outside. Mr. Bebout said they will be including the logo of the products on the signage of the business name on the outside.

Vice Chairman Butterworth asked Mr. Bebout if they bought the property with the intention to use as a salon and was he aware when he purchased the property that it was not zoned for the use he intended. Mr. Bebout said yes that was the intention and yes he was aware it was not currently zoned for it. Vice Chairman Butterworth also asked if the intention of that property in the Comprehensive Plan was to keep properties in that area as part of the medical field. Chairman Eliades explained that yes as he understand it that is the intent of the Comprehensive Plan- Health Care District.

Commissioner Jenkins acknowledged that the Comprehensive Plan designated this area as the medical district but inquired that if the salon offered treatments for hair loss would this be considered medical treatment. Mrs. Griffin explained that even if that was the case the issue would be that currently a salon is not an allowable use in the RO-4 Zoning District. She also explained that the main use would need to be a use that is allowed and unfortunately Mr. Bebout main use they have requested is a salon which is not allowed.

Public hearing opened at 6:45 pm. Mrs. Griffin explained no comments were received by citizens. Chairman Eliades closed the public hearing at 6:47 pm.

There was conversation between commissioners and staff about the Comprehensive Plan and lack of parking in the district. Mrs. Griffin added that the Zoning Ordinance requires two parking spaces for each salon chair. Mrs. Griffin also explained that allowing the use for this property also allows the use for any property with the same zoning, RO-4.

Vice Chairman Butterworth motioned to recommend City Council amends Zoning Ordinance to allow a salon/barbershop by right only on the parcels mentioned in the staff report page 9 as opposed to it being allowed in the entire zoning district. Motion second by Commissioner Vanderkeift. Motion passed 4-0. The area approved by the Planning Commission does not include the property owned by the applicant.

Mrs. Griffin explained to the applicant that there next step is to attend a Council Work Session to discuss his request and the Planning Commission recommendation after that there will be a Public Session for City Council where the decision will be made. Staff will send an email to applicant with those dates.

2. Mrs. Griffin gave an overview of a Zoning Ordinance Amendment submitted by the City of Hopewell to amend Article XIV-B, Tourist/Historic District (TH-1), Section V, to comply with the National Park Service standards required for Certified Local Government (CLG) designation. Chris Ward, Senior Planner, also spoke. He explained that the new designation can add more transparency to the public on how historic districts are designated and offer the city the ability to apply for future grants for the historic district.

Mr. Ward spoke on the process of how property owners will be notified of these changes and their opportunity to be a part of the historic district. It will be a combination of letters to both owners and tenants as well as two public meetings at a minimum.

Chairman Eliades asked Mr. Ward what would be the down fall of this. Mr. Ward explained he does not feel there are any. National and State historic districts will only be effected. There's no current desire to establish new local historic districts which require regulations and an architectural review board.

Public hearing opened at 7:14. The City did not receive any comments regarding this request. Chairman Eliades closed the public hearing at 7:15.

Commissioner Vanderkeift asked about the involvement of the Architectural Review Board (ARB). Mr. Ward explained that ARB has been involved and will be informed of the change when and if it happens. He also explained CLG status can make many opportunities available for the City that are not currently available.

Motion to recommend approval of the request to amend Article XIV-B, Section V of the City of Hopewell Zoning Ordinance to comply with the National Park Service standards required for Certified Local Government designation was made by Vice-Chair Butterworth and seconded by Commissioner Vanderkeift. Motion passed 4-0.

Unfinished Business

1. A request received from Stephen H. Barnes, Jr. for a Modification to the Development Standards at 3112 Winston Churchill Drive (Sub-Parcel #047-0045) to park more than five (5) cars on a graveled area; On hold until decision of City Council on previous Modification to the Development Standards case because of pandemic no public hearing can be had at this time so a decision has not been made.
2. Sober Housing: Request for a zoning ordinance amendment forthcoming. Staff and Chairman Eliades will research to see if local community college has classes for management staff of sober houses.
3. The regulation of Airbnb' in the City: Provided to subcommittee for research but committee has been unable to meet due to pandemic.
4. Rezoning of properties in the Broadway Subdivision: staff recommendation forthcoming also held up during pandemic.

New Business of the Planning Commission

1. The Hopewell Wetlands Board will consider a request from the City of Hopewell to disturb wetlands to reconstruct a portion of Hummel Ross Road from State Rt. 10 (Randolph Road) approximately 2,300 feet northeast to the bridge over Gravelly Run. The improvements include installation of pavement, curb and gutter, and drainage structures.

Austin Anderson, Construction Manager for the City of Hopewell, explained the scope of the project and how it will be paid for.

Mrs. Griffin explained that the Planning Commission must review this project because it is located in the wetlands and according to the City Ordinance it must be reviewed by the Wetlands Board. She also explained that the project qualifies as maintenance and repairs and does not require a wetlands permit.

Mr. Anderson also explained there will be three permanent impacts that will help in drainage in the area and are less than .1 acre combined.

Commissioner Jenkins asked if fish would be impacted, about the impact to traffic on the main road, and access to emergency vehicles. Mr. Anderson explained that fish species will not be affected and that they will only be closing lanes at night time and they will have systems in place to help with traffic flow. There will be a contingency plan set in place for any emergencies.

Motion made by Vice-Chairman Butterworth to acknowledge that the project impacts wetlands but that no permit will be required because it is an allowable activity in the wetlands in accordance with Hopewell City Code Chapter 27.5, Sec. 27.5-23.(7). Motion was second by Commissioner Jenkins. Motion passed 4-0.

Report of Council's Boards & Commissions

1. City Council: No report they are currently holding budget meetings.
2. Board of Zoning Appeals: Have not met.
3. Downtown Design Review Committee: Have not met.
4. Architectural Review Board: Have not met.

Report of the Director

No public hearing for the June meeting. The Planning Commission will not meet in June. The next meeting will be in July.

Report of Planning Commission Member

Request from Commissioner Jenkins to not meet on Tuesdays and Thursday due to a conflict with a class she is attending for her employment.

Adjourn

Motion to adjourn at 8:00 p.m. by Vice Chairman Butterworth and seconded by Commissioner Jenkins. Motion passed 4-0.

Respectfully submitted,



Tevya W. Griffin

Director

Respectfully submitted,



Elliot Eliades

Chairman

**MINUTES OF THE JULY 2, 2020 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, July 2, 2020 at 6:00 p.m. Pursuant to the authority granted by Governor Northam's State of Emergency, by Va. Code §15.1- 1413, and by the Emergency Ordinance adopted by Council at its April 28, 2020 meeting the Planning Commission will conduct a regular meeting via zoom.

Planning Commission Members present:

Todd Butterworth, Vice-Chairman
Fara Jenkins
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director

Chairman Eliades opened the meeting at 6:00 pm.

By roll call, Commissioner Neal and Elliot Eliades were not present, Vice-Chairman Butterworth led the prayer.

Withdrawals/Deferrals

Vice-Chairman Butterworth made a motion to move Public Hearing # 1 before Administrative Matters. Public Hearing #2 was postponed at the applicant's request. The motion also included moving the following items; Unfinished Business number 1, New Business and then back to Unfinished Business 2, 3, 4. The motion was seconded by Commissioner Vanderkeift. Motion passed 3-0.

Public Hearings

Mrs. Griffin gave an overview of a request submitted by Barber Construction Company, Inc. for an amendment to a Conditional Use Permit at 1818 Liberty Avenue to increase the lot coverage by more than five percent (5%) than what was originally approved.

Public hearing opened at 6:12 pm and immediately closed as there were no comments received.

Vice Chairman Butterworth made a motion to approve request to amend Conditional Use Permit at 1818 Liberty Avenue as a driveway is allowed and the use conforms to Comprehensive Plan and existing zoning. The motion was second by Commissioner Vanderkeift. Motion approved 3-0.

Unfinished Business

1. Mrs. Griffin gave an overview of a request received from Stephen H. Barnes, Jr. for a Modification to the Development Standards at 3112 Winston Churchill Drive (Sub-Parcel #047-0045) to park more than five (5) cars on a graveled area.

Vice-Chairman Butterworth motioned to deny as the request does not meet standards. Motion was second by Commissioner Vanderkeift.

Applicant explained if he was to pave it would cost \$30,000 and he would need more time to raise the funds. No additional time was given.

New Business of the Planning Commission

Mrs. Griffin explained to the Commission that they are the City Wetlands Board according to City Code of Hopewell Chapter 27.5. A copy had been provided to each commissioner. As such they would be tasked with reviewing any wetland permits received.

1. Mrs. Griffin gave an overview of a request from the Hopewell High School c/o of Joseph Battiata, Hopewell Stormwater Program Manager, for a water quality improvement project at Hopewell High School and Mathis Park. The proposed project consists of restoring approximately 4.55-acres and will consist of the restoration and enhancement of approximately 1,145 linear feet of total stream, including 33 linear feet of intermittent stream and 1,112 linear feet of perennial stream.

Motioned made by Vice Chairman Butterworth that no permit was needed because the use is exempt. The motion was second by Commissioner Vanderkeift. Vote 3-0 no permit required.

2. Mrs. Griffin gave overview of request from the City of Hopewell to restore approximately 462 linear feet of stream at City Point Road (CPR). The site is approximately +/-1.00-acre and will consist of the restoration and enhancement of an intermittent and perennial stream.

Motioned made by Vice Chairman Butterworth that no permit was needed because the use is exempt. The motion was second by Commissioner Vanderkeift. Motion passed 3-0.

Unfinished Business

Sober Housing, Air BnB's and Rezoning of Broadway Subdivision are all programs that have had to take a back seat as COVID programs are the priority at this time.

Report of Council's Boards & Commissions

None

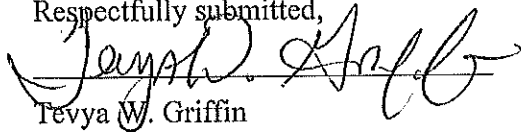
Report of the Director

Scheduled next Planning Commission meeting to be Aug 18, 2020 and September 15, 2020. October, November and December will be the regular meeting times. Motion to approve dates by Vice-Chairman Butterworth and second by Commissioner Vanderkeift.

Adjourn

Motion to adjourn at 7:46 p.m. by Commissioner Vanderkeift, and seconded by Vice-Chairman Butterworth. Motion passed 3-0.

Respectfully submitted,



Tevya W. Griffin

Director

Todd Butterworth
Vice Chairman

**MINUTES OF THE AUGUST 19, 2020 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Wednesday, August 19, 2020 at 6:00 p.m. Pursuant to the authority granted by Governor Northam's State of Emergency, by Va. Code §15.1- 1413, and by the Emergency Ordinance adopted by Council at its April 28, 2020 meeting the Planning Commission will conduct a regular meeting via zoom.

Planning Commission Members present:

Todd Butterworth, Vice-Chairman
Fara Jenkins
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director

Vice-Chairman Butterworth opened the meeting at 6:00 pm.

By roll call, Chairman Eliades and Commissioner Neal were not present, Vice-Chairman Butterworth led the prayer.

Withdrawals/Deferrals

A motion was made by Commissioner Vanderkeift to move public hearings before administrative matters. Motion was second by Vice-Chairman Butterworth. Motion passed 3-0.

Public Hearings

1. Mrs. Griffin gave an overview of a request for a Conditional Use Permit at 106 North Main Street, also identified as Sub-Parcel # 011-0040, to allow apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors.

Public hearing opened at 6:18 pm by Vice-Chairman Butterworth and immediately closed as there were no comments received.

Vice-Chairman Butterworth explained how the applicant had met the six recommendations given to them by staff.

Commissioner Jenkins motioned to recommend approval by City Council for the request of a Conditional Use at 106 North Main Street since it aligns with future Comprehensive Plan and existing Zoning Ordinance. Motioned was second by Commissioner Vanderkeift. Motion approved 3-0.

Mrs. Griffin gave the applicant a tentative City Council Work Session meeting date of September 15, 2020 at 5:30 pm.

Mrs. Griffin then asked the Commission if they wished to add the condition added previously; apartments 740 sq ft or larger. Vice Chairman Butterworth explained that under the plans they were given the apartments are all 740 sq ft or larger so he felt no need to specify this.

Mrs. Griffin requested that the applicant please provide her with an updated set of plans to be provided to City Council members at the work session. Applicant assured Mrs. Griffin one would be provided before the end of week.

New Business of the Planning Commission

Mrs. Griffin explained to the Commission that they are also considered to be the City's Wetland Board according to City Code of Hopewell Chapter 27.5. A copy had been provided to each commissioner. As such they would be tasked with reviewing any wetland permits received.

A presentation of Phase II of the Hopewell Riverwalk by Austin Anderson, City of Hopewell Construction Manager and Hopewell Riverwalk Project Manager. Since a wetlands permit isn't needed there is no vote to be rendered and there for it was just an informative presentation.

The application was discussed among Commissioners and Mrs. Griffin. Although an application isn't required, the Commissioners must agree. Commissioner Jenkins motioned that even though the project involves wetlands it does not require a permit in accordance to chapter 27.5 Sec. 23-24. Motion was second by Vice Chair Butterworth. Motion passed 3-0.

Unfinished Business

1. Sober Housing, Air BnB's and Rezoning of Broadway Subdivision are all programs that have had to take a back seat as COVID programs are the priority at this time.

Report of Council's Boards & Commissions

1. Mrs. Griffin explained that as of now any meetings are to be hel virtually until further notice.
2. Mrs. Griffin pointed out that there will be 8 applications going before the next City Council Public Hearing meeting.
3. BZA has not met as they have not had any cases.
4. DDRC and ARB have been meeting virtually.

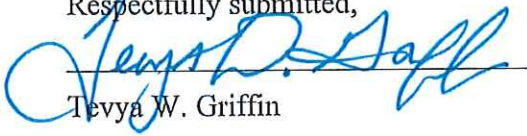
Report of the Director

1. There are two surveys being distributed to the community on fair housing and COVID-19. They are available thru email, website or in paper form.
2. City offices are set to reopen to the public by appointment only sometime in September.

Adjourn

Motion to adjourn at 7:15 p.m. by Commissioner Vanderkeift, and seconded by Commissioner Jenkins.

Respectfully submitted,



Tevya W. Griffin

Director

Todd Butterworth
Vice Chairman

**MINUTES OF THE NOVEMBER 5, 2020 MEETING
OF THE PLANNING COMMISSION
CITY OF HOPEWELL, VA**

A meeting of the Planning Commission for the City of Hopewell was held on Thursday, November 5, 2020 at 6:00 p.m. Pursuant to the authority granted by Governor Northam's State of Emergency, by Va. Code §15.1- 1413, and by the Emergency Ordinance adopted by Council at its April 28, 2020 meeting the Planning Commission will conduct a regular meeting via zoom.

Planning Commission Members present:

Todd M. Butterworth, Vice-Chairman
Fara Jenkins
Cassandra Vanderkeift

Staff Members present:

Tevya W. Griffin, Director
Absent Planning Commission Members:

Elliot T. Eliades, Chairman
Chris Neal

Chairman Eliades opened the meeting at 6:03 pm.

By roll call, Commissioner Neal was not present, Chairman Eliades led the prayer.

Withdrawals/Deferrals

A motion was made by Vice Chairman Butterworth to move public hearings before administrative matters. Motion was second by Commissioner Vanderkeift. Motion passed 3-0.

Public Hearings

1. Mrs. Griffin gave an overview of a request for a Conditional Use Permit at 106 North Main Street, also identified as Sub-Parcel # 011-0040, to allow apartments containing an average square footage below nine hundred (900) gross square feet on the second and subsequent floors.

Public hearing opened at 6:18 pm by Vice-Chairman Butterworth and immediately closed as there were no comments received.

Vice-Chairman Butterworth explained how the applicant had met the six recommendations given to them by staff.

Commissioner Jenkins motioned to recommend approval by City Council for the request of a Conditional Use at 106 North Main Street since it aligns with future Comprehensive Plan and existing Zoning Ordinance. Motioned was second by Commissioner Vanderkeift. Motion approved 3-0.

Mrs. Griffin gave the applicant a tentative City Council Work Session meeting date of September 15, 2020 at 5:30 pm.

Mrs. Griffin then asked the Commission if they meant to not mention what was requested at the last meeting that apartments be 740 sq. ft. or larger. Butterworth explained that under the plans they were given the apartments are all 740 sq. ft. or larger so he felt no need to specify this.

Mrs. Griffin requested that the applicant please provide her with an updated set of plans to be provided to City Council members at the work session. Applicant assured Mrs. Griffin one would be provided before the end of week.

New Business of the Planning Commission

Mrs. Griffin explained to the Commission that they are also considered to be the City's Wetland Board according to City Code of Hopewell Chapter 27.5. A copy had been provided to each commissioner. As such they would be tasked with reviewing any wetland permits received.

A presentation of Phase II of the Hopewell Riverwalk by Austin Anderson, City of Hopewell Construction Manager and Hopewell Riverwalk Project Manager. Since no permit is needed there is no vote to be rendered and there for it was just an informative presentation.

The application was discussed among Commissioners and Mrs. Griffin. Although no application is required the Commissioners must agree. Commissioner Jenkins motioned that even though the project involves wetlands it does not require a permit in accordance to Chapter 27.5 Sec. 23-24. Motioned was second by Vice Chairman Butterworth.

Unfinished Business

1. Sober Housing, Air BnB's and Rezoning of Broadway Subdivision are all programs that have had to take a back seat as COVID programs are the priority at this time.

Report of Council's Boards & Commissions

1. Mrs. Griffin explained that as of now any meetings are to be had virtually until further notice.
2. Mrs. Griffin pointed out that there will be 8 applications going before the next City Council Public Hearing meeting.
3. BZA has not met as they have not had any cases.
4. DDRC and ARB have been meeting virtually.

Report of the Director

1. There are two surveys being distributed to the community on fair housing and COVID-19. They

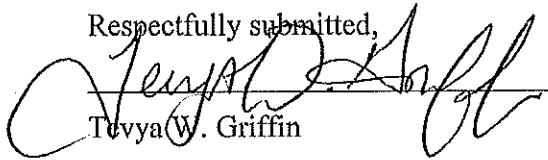
are available thru email, website or in paper form.

2. City offices are set to reopen to the public by appointment only sometime in September.

Adjourn

Motion to adjourn at 7:15 p.m. by Commissioner Vanderkeift, and seconded by Commissioner Jenkins.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tevya W. Griffin", written over a horizontal line.

Tevya W. Griffin

Director

A handwritten signature in black ink, appearing to read "Elliot Eliades", written over a horizontal line.

Elliot Eliades
Chairman

DATE: March 4, 2021
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
CHRISTOPHER BASS	DEVELOPMENT	COMBO BLDG INSPECTOR I	01/27/2021
BRUCE YOUNG	FIRE	PT AUTO MECHANIC	02/01/2021
TONITREA BAILEY	RECREATION	PT GYM ATTEND	02/17/2021
PENNY BALSH	SOCIAL SERVICES	HUMAN SER AST III	02/17/2021
BARRY COLE	WATER RENEWAL	WW MAINT MECH I	02/24/2021

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
ANGELA BACH	POLICE	COMMUNICATIONS OPERATOR	01/31/2021
JEREMY JOHNSON	FIRE	FIRE FIGHTER I	01/31/2021
HOWARD CARTER	WATER RENEWAL	WWT SHIFT SUPV	02/11/2021
MELINDA MILLS	WATER RENEWAL	ENTERPRISE ACCOUNTANT	02/12/2021
STACEY ENGLISH	CITY MANAGER	PT INTERN - PAID	02/12/2021
ROBERT MOORE	PWS GARAGE	AUTO MECHANIC	02/19/2021
TONITREA BAILEY	RECREATION	PT GYM ATTEND	02/24/2021
VICKI JACKSON-WADE	POLICE	COMMUNICATIONS OPERATOR	02/25/2021
ANDY HARVEY	POLICE	POL SGT	02/26/2021
NAOMI KRASNOGOR	POLICE	POLICE OFFICER	02/26/2021

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

UNFINISHED BUSINESS



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Motion to Reconsider – HRHA Rezoning Request

ISSUE: A member of City Council wishes to change their vote on the rezoning request submitted by the Hopewell Redevelopment and Housing Authority (HRHA) voted on by City Council at the February 23, 2021 Council meeting

RECOMMENDATION: n/a

TIMING: Action is requested at the March 9, 2021 meeting

BACKGROUND: At the February 23, 2021 City Council meeting, Council voted 3-4 denying the request of HRHA to rezoning parcels of land in the Highland Park Subdivision from R-3 and B-2 to R-4 to facilitate the development of the parcels for a 60+ units apartment complex. A motion to reconsider can be made by any member voting with the prevailing side, and it can be seconded by any member of Council. The motion presented to Council again to vote must be the exact same motion that was made by Councilor Randolph (and seconded) and acted upon at the February 23, 2021 meeting.

ENCLOSED DOCUMENTS

- February 23, 2021 City Council Agenda Materials – HRHA Rezoning Request

STAFF:

John M. Altman, Jr, City Manager
Sandra R. Robinson, City Attorney

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, Jr., Ward #3	<input type="checkbox"/>	<input type="checkbox"/>	Mayor Patience Bennett, Ward #7
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Jasmine Gore, Ward #4			

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, Jr., Ward #3
 Councilor Jasmine Gore, Ward #4

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



Owner/Applicant: Hopewell Redevelopment and Housing Authority

Rezoning from R-3 (Residential, High Density) and B-3 (Highway Commercial District) to R-4 (Residential Apartments)

Staff Report prepared for the City Council Public Hearing

Revised – January 5, 2021

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

I. MEETINGS AND WORKSESSIONS:

Meeting Type	Date	Action Taken
Planning Commission Public Hearing	March 5, 2020	Recommended Approval
City Council Work Session	September 29, 2020	
City Council Public Hearing	November 10, 2020	Tabled
City Council & Housing Authority Board Joint Meeting	December 2, 2020	
City Council Meeting	December 8, 2020	Tabled
City Council Meeting	January 12, 2021	No Action Taken
City Council Public Hearing with new voluntary proffered conditions	February 23, 2021	Pending

II. IDENTIFICATION AND LOCATIONAL INFORMATION:

Proposed Zoning: R-4, Residential Apartments

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

Parcel Size: Total Acreage: Approximately 3.8 acres

Owner: Hopewell Redevelopment & Housing Authority

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

Election Ward:	Ward 2
Land Use Plan Recommendation:	2028 Comprehensive Plan – Medium Density Residential to High Density Mixed Use
Zoning of Surrounding Property:	North: R-4 & M-1 South: B-3 & R-4 East: R-4 & B-3 West: M-1

III. EXECUTIVE SUMMARY:

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

IV. FUTURE LAND USE:

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

The Neighborhood Commercial Land Use has the following criteria:

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

Typical Density Range:

Detached – 5-7 DU/AC

Multifamily – 20-40 DU/AC

Attached: 10-14 DU/AC

Mixed Use: Variable Mix & Density by Small Area Plan

Typical Dwelling 500-2000 SF/DU

V. APPLICABLE CODE SECTIONS:

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

Article XXI-A, Initiation:

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

Article XXI-B, Action by Planning Commission

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

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

Article XXI-B, Action by City Council

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

VI. SUBJECT PROPERTY:

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

Blocks 5, 7 and 10 of the subdivision shown on the enclosed map are zoned R-3 and Block 3 is zoned B-3. The applicant is requesting the rezoning of all parcels to R-4. The size of the property is sufficient to build apartments as proposed. The parcels are not located within a Chesapeake Bay Protected area such as the Resource Protection Area (RPA) or Resource Management Area (RMA). Additionally, the property is located in Zone X, as identified on the most recent approved FEMA maps. This means it is in an area of minimal flood hazard. Parcels in Blocks 5 and 7 of the property are fairly flat, while the parcel in Block 10 has a grade change from 50 to 66. There are no known environmental constraints that would impede the development of the property.

VII. ZONING/STAFF ANALYSIS:

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

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

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

dwelling unit, two thousand four hundred (2,400) square feet for each two (2) bedroom dwelling unit, and two thousand eight hundred (2,800) for each three (3) bedroom dwelling unit.

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

Reason for the Rezoning Request

First, the rezoning is requested to yield a higher density development. As mentioned previously 40 apartments can be built by right (does not need approval by City Council). The rezoning will allow the construction of 64-68 apartments.

Second, as discussed at the September 25, 2020 work session, the Authority plans to redevelop Thomas Rolfe Court and relocate residents to the property in question. The Authority has sited structural issues at Thomas Rolfe Court that warrant redevelopment.

Project Financing

This project will be financed using Low Income Housing Tax Credit (LIHTC) which is administered through the Virginia Housing Development Authority (VHDA). The LIHTC allows for the financing of affordable housing for persons at 40, 50 and 60 percent of the Area Median Income as assessed in the Richmond Metropolitan Statistical Area. For a family of 4, income cannot exceed the following:

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

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

Based on the financial eligibility requirements above, current residents of Thomas Rolfe Court would be eligible to live in the proposed development.

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

VIII. STAFF RECOMMENDATION:

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

1. A portion of the property is already zoned for residential purposes. The proposed zoning, will increase the density, which is in keeping with the 2028 Comprehensive Plan land use designation.
2. The rezoning will provide quality housing in the City.
3. The applicant has provided voluntary conditions that address concerns of Staff and the Planning Commission regarding site design, connectivity, and exterior building materials. A letter from the applicant listing the conditions is provided with this report.

IX. PLANNING COMMISSION RECOMMENDATION:

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

X. CITY COUNCIL RESOLUTION:

The Hopewell City Council votes ___ to ___, to approve, approve with condition(s) or deny a request submitted by the Hopewell Redevelopment and Housing Authority to rezone Sub-Parcels #042-0195, 042-0095, and 042-0252, and to amend the Official Hopewell Zoning Map from R-3, Residential, High Density and B-3, Highway Commercial District to R-4, Residential Apartments, and to accept the voluntary proffered conditions dated December 14, 2020.

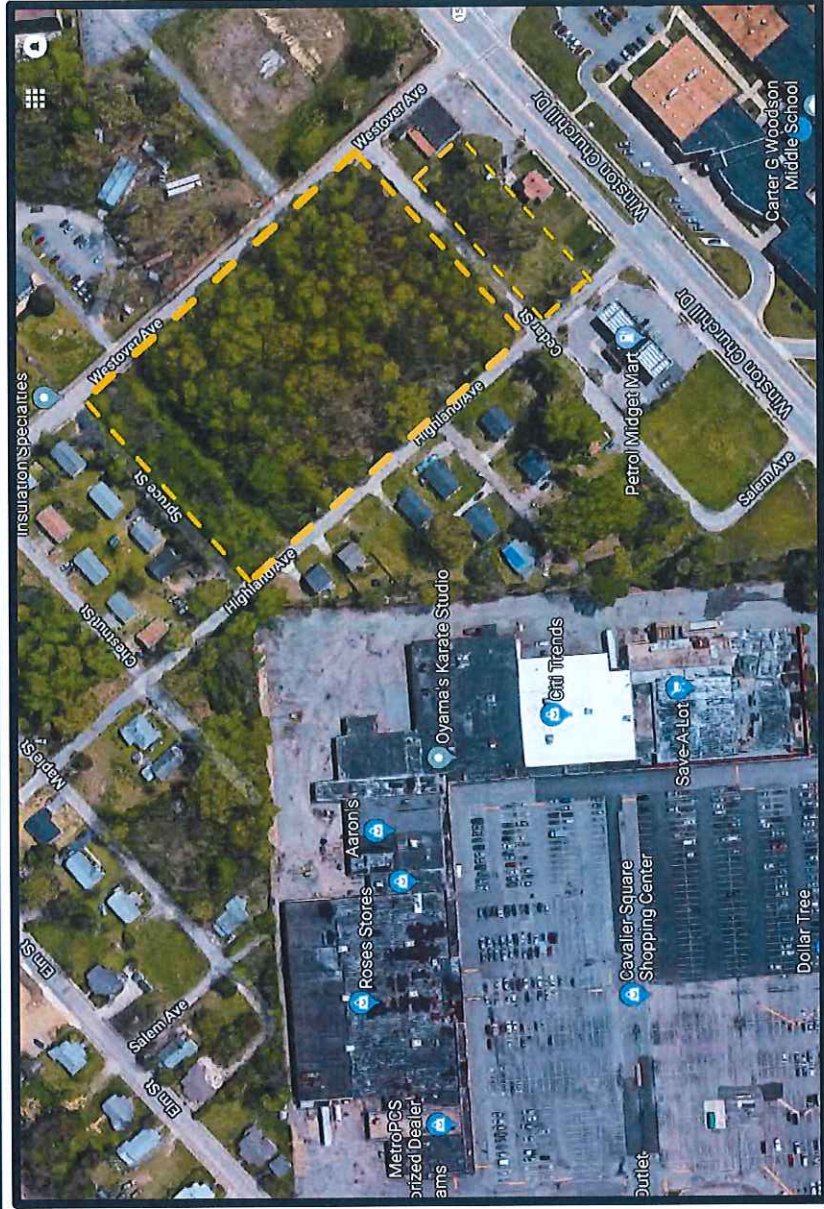
CITY COUNCIL MEETING

HOPEWELL REDEVELOPMENT AND HOUSING AUTHORITY REZONING REQUEST
FROM R-3/B-3 TO R-4 IN THE HIGHLAND PARK SUBDIVISION

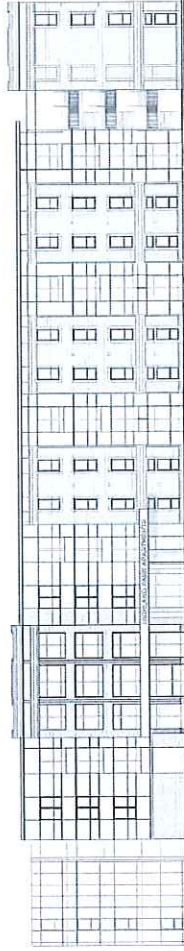


PROPERTY LOCATION

Proposed
Parcels to
Rezone



BUILDING ELEVATION- 64 UNITS



DATE ELEVATION: 07/2015
DRAWN BY: J. SMITH



UPDATED VOLUNTARY PROFFERED CONDITIONS

- 1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
 - a. Buildings will be built close to the street.
 - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
 - c. There will be well designed open space.
 - d. Parking will be behind or under the building.
 - 2. The development shall contain no more than 64 units.
 - 3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of primarily brick and hardi board material.
 - 4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
- The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
 - We will present conceptual plans and drawings once available for:
 - (a) the Planning Commission to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval.
 - We will work with the city to evaluate and mitigate effects of the development on the city's storm water system.
 - We will continue redevelopment conversations with City Council to discuss and confirm redevelopment decisions.

UPDATED VOLUNTARY PROFFERED CONDITIONS

- We will include community space and supportive services for the benefit of residents.
- We will adhere to Virginia Storm Water Management regulations, Chesapeake Bay Preservation Area regulations, and Erosion and Sediment Control regulations
- We will provide an onsite community center for residents.
- This housing will be for replacement of subsidized housing, consistent with Comprehensive Plan Housing Chapter 9
- We will preserve at least 15% tree canopy which is greater than the requirement in Hopewell Site Plan Regulations, Article XVI.
- We will provide adequate lighting on site using energy efficient lighting to meet or exceed Virginia Housing (VH) lighting requirements.
- We will prioritize the relocation to consider preferences of elderly or disabled early in the process.
- Residents of the proposed development will have access to all Envision Center resources, including, but not limited to supportive services.
- Functioning security cameras will be on site.

Hopewell Redevelopment & Housing Authority



350 East Poythress Street
P.O. Box 1361
Hopewell, Virginia 23860
Phone: (804) 458-5160
Fax: (804) 458-3364
TTY/TDD & Voice 711

“Where People Matter Every Day”

February 3, 2021

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

Dear City Council Members:

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

1. We will design and build using the principles of Traditional Neighborhood Design. This includes but is not limited to:
 - a. Buildings will be built close to the street.
 - b. There will be sidewalks/ walking paths and/or bike paths to connect to future pedestrian scale paths developed by the city.
 - c. There will be well designed open space.
 - d. Parking will be behind or under the building.
2. The development shall contain no more than 64 units.
3. The buildings will be well-designed with high quality construction materials. Specifically, the building will have its exterior composed of primarily brick and hardi board material.
4. The buildings will meet the energy efficiency requirements for EarthCraft certification.
5. The plans will be discussed with the police department to include elements of Crime Prevention through Environmental Design.
6. We will present conceptual plans and drawings once available for: (a) the Planning Commission to review and approve the design of the building(s), (b) the height and number of floors of building(s), (c) the building setbacks and (d) the overall site layout; prior to site plan approval.
7. We will work with the city to evaluate and mitigate effects of the development on the city's storm water system.
8. We will continue redevelopment conversations with City Council to discuss and confirm redevelopment decisions.
9. We will include community space and supportive services for the benefit of residents.

10. We will adhere to Virginia Storm Water Management regulations, Chesapeake Bay Preservation Area regulations, and Erosion and Sediment Control regulations
11. We will provide an onsite community center for residents.
12. This housing will be for replacement of subsidized housing, consistent with Comprehensive Plan Housing Chapter 9
13. We will preserve at least 15% tree canopy which is greater than the requirement in Hopewell Site Plan Regulations, Article XVI.
14. We will provide adequate lighting on site using energy efficient lighting to meet or exceed Virginia Housing (VH) lighting requirements.
15. We will prioritize the relocation to consider preferences of elderly or disabled early in the process.
16. Residents of the proposed development will have access to all Envision Center resources, including, but not limited to supportive services.
17. Functioning security cameras will be on site.

Sincerely,

Steven A. Benham

Steven A. Benham
Chief Executive Officer



I certify that this letter was sent on _____ by _____

R-1

DISTRICT 19 COMMUNITY SERVICES BOARD



District 19 Community Services Board (D19 CSB) is a multi-jurisdictional, community-based organization

- Mission is to improve the quality and productivity of the lives of individuals who experience, or are at risk of experiencing, mental disabilities and/or substance abuse.
- We are licensed by the Virginia Department of Behavioral Health and Developmental Services to provide mental health, intellectual/developmental disability, substance abuse and prevention services to the citizens of the cities of **Colonial Heights, Emporia, Hopewell**, and **Petersburg**, and the counties of **Dinwiddie, Greensville, Prince George, Surry, and Sussex**.

Board of Directors

A volunteer Board of Directors provides oversight to District 19. Interested citizens are appointed by each of our participating localities for terms of three years. Our current officers are listed below, and Board members are named according to the localities they represent.

Brenda Ebron-Bonner, Chair — Dinwiddie County
Col. Mark Shiflett, Vice Chair — Greensville County
Daphne Turner, Treasurer — City of Petersburg

W. Joe Green, Jr.

Vacant

Natachia Randles

Sherry Saunders

Mark Shiflett

Shamika Lewis

Vacant

Gary Talley

Shel Boyd-Douglas

Jean Grim

Frances Randolph

William Hagy

City of Colonial Heights

City of Colonial Heights

Dinwiddie County

City of Emporia

Greensville County

City of Hopewell

City of Petersburg

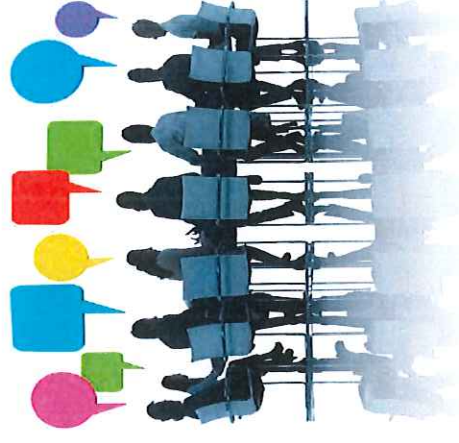
City of Petersburg

Prince George County

Prince George County

Surry County

Sussex County



SERVICES

- District 19 CSB offers Mental Health (MH), Intellectual/Developmental Disability (ID/DD), and Substance Use Disorder (SUD) services. We also offer emergency services for people in crisis, early intervention services for young children, and prevention services to reduce risk and promote wellness.
- In FY20, we provided direct services to 4,722 individuals.

Adult Services

- Mental Health Case Management
- Psychosocial Rehabilitation
- Substance Use Services
- I-Work Program
- Psychiatric and Nursing Services
- Transitional Living/Supportive Housing
- Intellectual/Developmental Disability Services
- PACT (Program for Assertive Community Treatment)

Child and Adolescent Services

- School-Based Therapy
- Juvenile Corrections
- Prevention
- Mental Health Case Management
- Intellectual/Developmental Disability Case Management
- Court Services
- Early Intervention

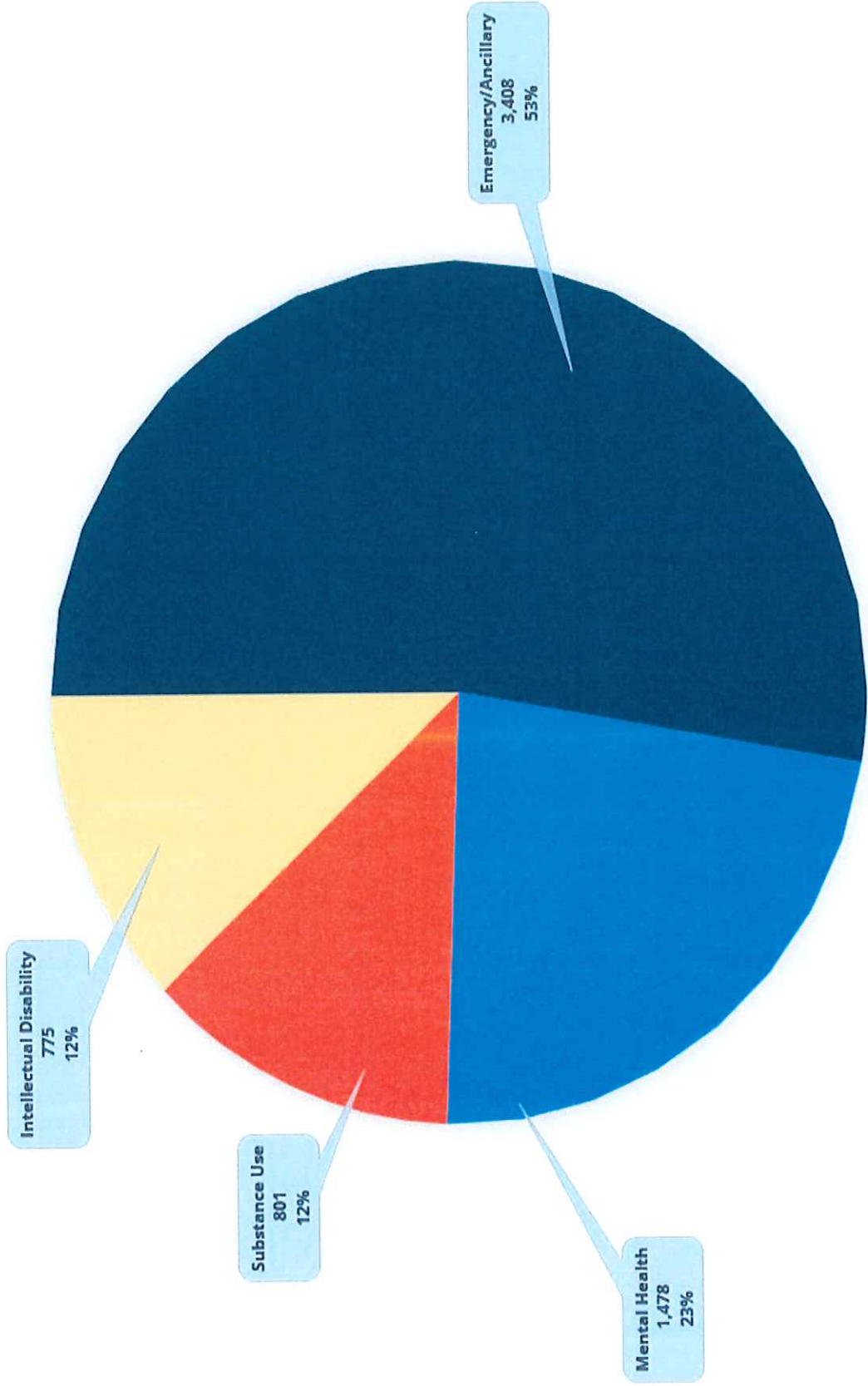
Community Integration and Crisis Services

- Emergency Services 24/7
- Same Day Access
- Crisis Intervention Teams
- Crisis Assessment Centers
- Mental Health Outpatient Therapy

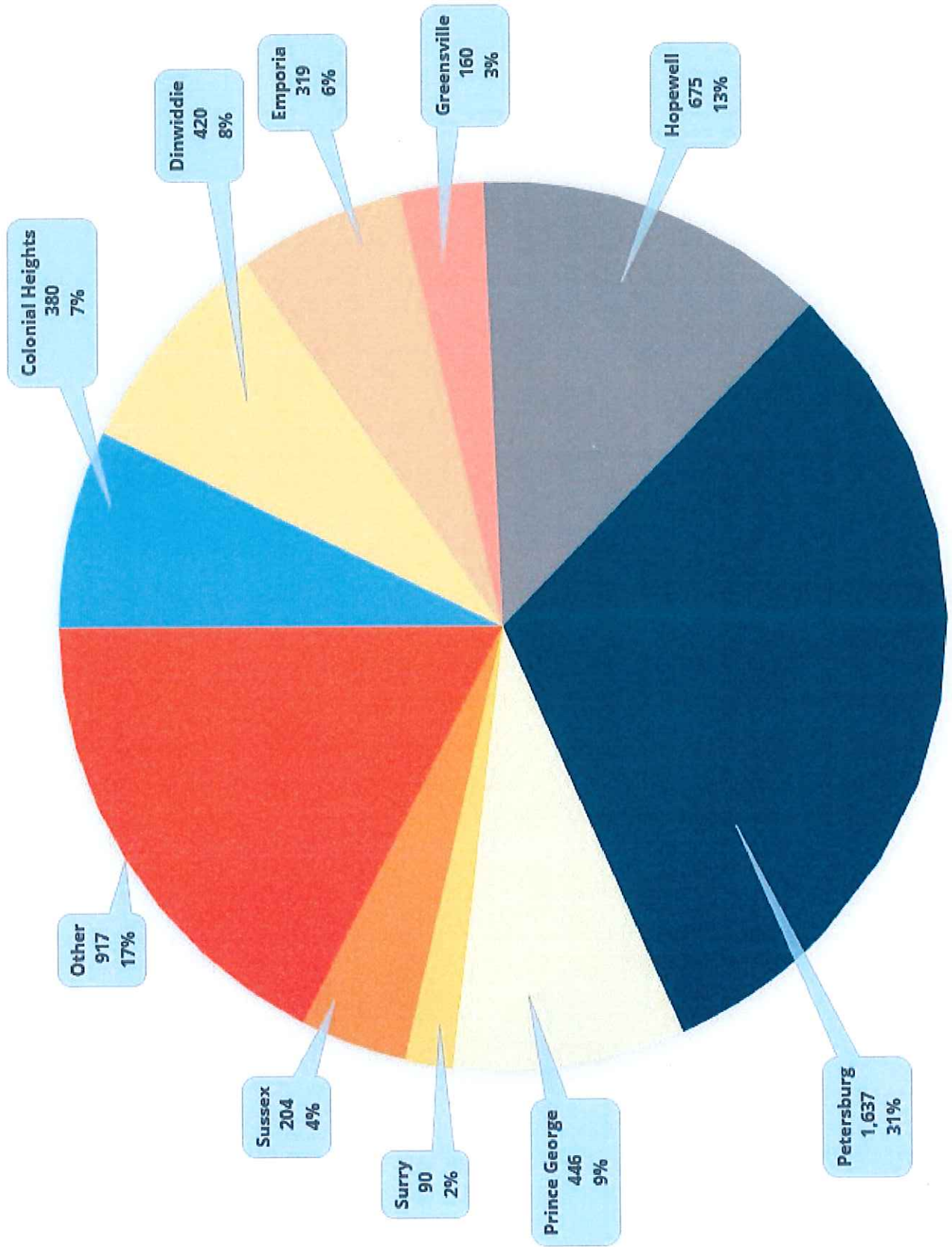
New Division: Developmental Disability Services

- Adult ID/DD Case Management
- Children's ID/DD Case Management
- Prevention

Individuals Served in FY20



*Count is not unduplicated. Individuals receiving more than one service will be counted in each service



D19 | CSB

District 19 Community Services Board

Summary of Services Provided by Month Individuals Residing in Hopewell

Mental Health Services

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY Total
Total Services Provided	433	399	364	447	380	376	403	390	438	636	591	527	5,384
Total Service Hours	291.92	322.22	266.60	308.70	257.20	286.00	267.03	226.98	237.65	308.70	269.78	239.48	3,282.27
Total Bed Days	4.00	0.00	8.00	31.00	36.00	36.00	31.00	31.00	31.00	30.00	31.00	39.00	308.00
Unduplicated Consumers Served													
Adult	95	87	97	111	105	110	106	102	100	110	102	101	176
Child/Adolescent	77	72	80	82	77	82	82	86	83	87	88	87	134
	18	15	17	29	28	28	24	16	17	23	14	14	42

Developmental Services

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY Total
Total Services Provided	170	168	206	202	151	161	197	220	245	341	380	342	2,783
Total Service Hours	70.83	76.80	84.12	96.37	81.37	74.57	96.12	123.93	126.87	201.87	210.83	216.03	1,459.70
Total Bed Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unduplicated Consumers Served													
Adult	46	60	58	63	54	54	50	56	61	80	64	61	108
Child/Adolescent	20	25	23	26	26	26	26	27	29	28	28	26	31
	26	35	35	37	28	28	24	29	32	52	36	35	77

D19 | CSB

District 19 Community Services Board

Summary of Services Provided by Month Individuals Residing in Hopewell

Substance Use Disorder Services

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY Total
Total Services Provided	298	241	255	273	204	177	211	163	262	298	291	333	3,011
Total Service Hours	450.83	395.17	395.67	443.23	359.18	295.53	331.53	237.45	227.25	152.08	161.50	224.50	3,673.93
Total Bed Days	0.00	0.00	0.00	8.00	30.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00
Unduplicated Consumers Served													
Adult	43	36	41	42	36	33	30	29	32	29	34	35	136
Child/Adolescent	3	2	2	2	1	2	1	2	4	2	2	1	7

Emergency & Ancillary Services

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY Total
Total Services Provided	75	50	95	104	86	92	111	126	121	76	110	77	1,123
Total Service Hours	97.83	80.50	114.77	140.63	99.08	91.25	135.65	150.00	121.97	84.67	145.72	90.02	1,352.08
Total Bed Days	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unduplicated Consumers Served													
Adult	46	32	52	57	53	64	61	65	59	48	63	42	404
Child/Adolescent	8	8	18	22	21	17	17	19	24	20	15	11	99

D19 | CSB

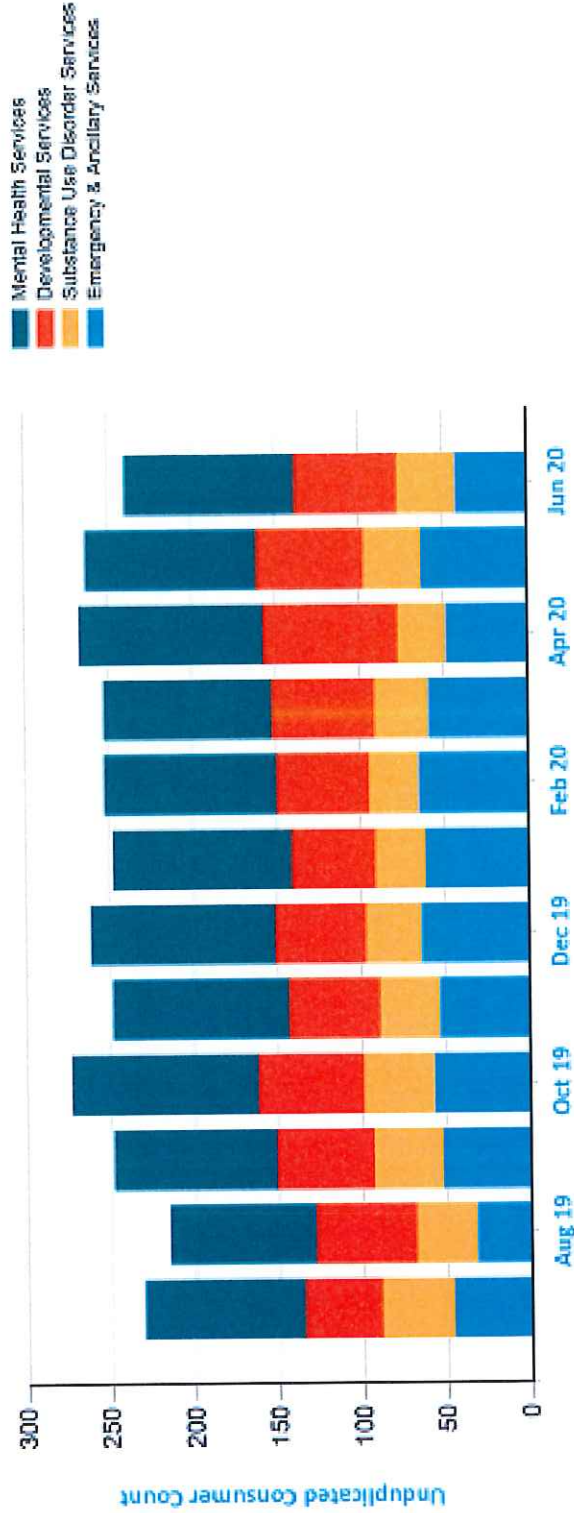
District 19 Community Services Board

Summary of Services Provided by Month Individuals Residing in Hopewell

Total Services for Hopewell

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY Total
Total Services Provided	976	858	920	1,026	821	806	922	904	1,066	1,351	1,372	1,279	12,301
Total Service Hours	911.42	874.68	861.15	988.93	796.83	747.35	830.33	738.37	713.73	747.32	787.83	770.03	9,767.98
Total Bed Days	4.00	0.00	8.00	39.00	66.00	42.00	31.00	31.00	31.00	30.00	31.00	39.00	352.00
Unduplicated Consumers Served													
Adult	175	155	176	183	170	186	181	186	175	170	196	178	467
Child/Adolescent	55	60	72	90	78	75	66	66	77	97	67	61	202

Consumers Served by Month



Community & Crisis Services

FY20 Division Highlights

Crisis Assessment Center

The CIT Crisis Assessment Centers (CAC) were created to provide an assessment site for law enforcement to use as an alternative to incarceration and as a services access point. The CAC provides on-site emergency services/clinical personnel who can determine clinical status and assess treatment needs for the individual, as well as security to support the site in accepting transfer of the Emergency Custody Order (ECO), providing for the safety of all persons involved. The CAC possesses ready access to dispositional options including TDO beds, crisis stabilization, detox, and other community based services.

In March 2020, the CAC revised its operations to account for staff and consumer safety in the face of the COVID-19 crisis: CAC staff began completing all assessments via telehealth. CAC officers respond directly to ERs when law enforcement transports an ECO to the emergency room. Callers who do not meet the criteria for a prescreen are referred to other D19 programs, telehealth providers, community agencies providing requested services or needed resources identified.

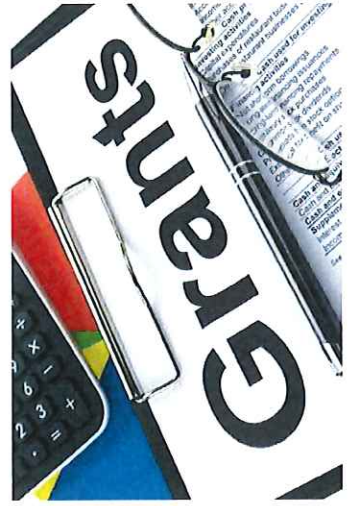
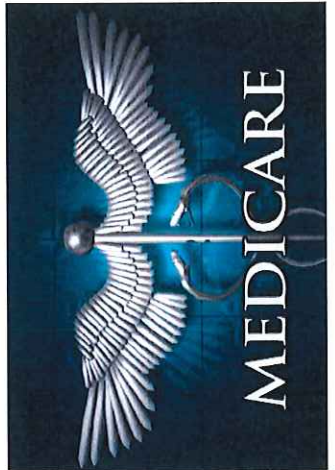
Despite the pandemic, the CACs continued to provide service to the District 19 catchment area seven days a week.

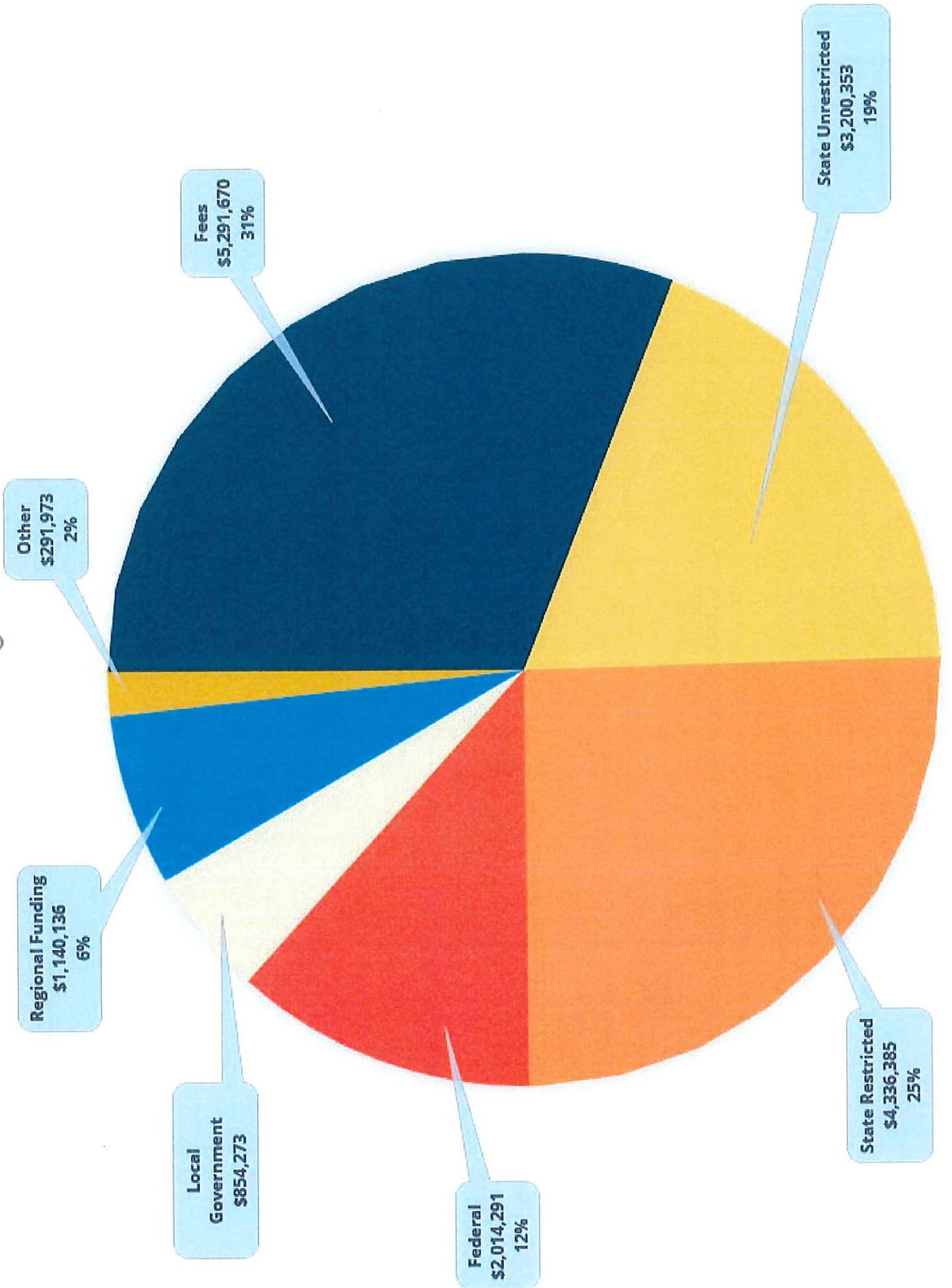
FY20 Law Enforcement Referrals to Crisis Assessment Centers

	Calls to CAC	Law Enforcement Referrals	Referrals Requiring Prescreen
July 2019	71	30	22
August 2019	36	13	17
September 2019	62	25	24
October 2019	65	23	24
November 2019	49	28	25
December 2019	37	24	18
January 2020	55	30	32
February 2020	64	24	38
March 2020	91	23	13
April 2020	181	43	43
May 2020	142	53	44
June 2020	118	42	51
Total Referrals	971	358	351

DISTRICT 19 FUNDING

District 19 CSB finances its work through a combination of public and private sector funding. Funding comes from federal, state, and local entities. District 19 serves a high volume of individuals that are uninsured. Service fee revenue comes primarily from Medicaid, but also from other sources. District 19 began accepting some commercial insurances for services in February 2019.





Local Funding Match Requirement

- Sections 37.2-509 and 37.2-611 of the Code of Virginia establish establishes the minimum local matching funds requirement reciprocally at 10 percent.
- *FY21 State fund contribution to District 19: \$8,510,923
- FY21 local matching funds requirement: \$900,243

* State fund contribution is based on current “known” funding allocations. This amount can change throughout the year when the State allocates additional funds for specific purposes.

Local Match Request for FY22

**Level funding

- Due to CARES Act Funding and other restricted funding streams due to COVID-19 that are still unknown, District 19 has requested that all nine localities provide the same amount of funding in FY22 as was allocated in FY21.
- Local funding requests sent to local officials separately.

New Legislation that impacts your locality:

Marcus Alert

What is MARCUS Alert?

- Mental health awareness response and community understanding services alert system = Marcus Alert system
- Named for Marcus-David Peters who was shot and killed by Richmond police in 2018 in the midst of a behavioral health crisis
- Marcus alert is a series of protocols aimed to divert to the behavioral health system or respond with a specialized law enforcement response, including:
 - 1. Protocols to divert from 911 to crisis call center
 - 2. MOUs for law enforcement backup to a crisis response
 - 3. Minimum standards/best practices for law enforcement response

What is the MARCUS Alert seeking to change and/or implement?

- Reform governmental responses to Virginians in behavioral health crisis
- Implement a set of protocols, procedures, and response teams to ensure that Virginia provides a behavioral health response “no force first” response to a behavioral health crisis

How will the MARCUS Alert be included in the Step-VA Crisis Continuum Buildout?



HIGH-TECH CRISIS CALL CENTERS

These programs use technology for real-time coordination across a system of care and leverage big data for performance improvement and accountability across systems. At the same time, they provide high-touch support to individuals and families in



24/7 MOBILE CRISIS

Mobile crisis offers outreach and support where people in crisis are. Programs should include contractually required response times and medical backup.



CRISIS STABILIZATION PROGRAMS

These programs offer short-term "sub-acute" care for individuals who need support and observation, but not ED holds or medical inpatient stay, at lower costs and without the overhead of hospital-based acute care.



ESSENTIAL PRINCIPLES & PRACTICES

These must include a recovery orientation, trauma-informed care, significant use of peer staff, a commitment to Zero Suicide/Suicide Safer Care, strong commitments to safety for consumers and staff, and collaboration with law enforcement.

- The Crisis Call Center will include a triage for when they need to involve 911 or Law Enforcement in a response to a behavioral health crisis. Situations such as need for an active rescue or presence of a weapon would lead to calling for Law Enforcement to join mobile crisis (FYI: for active rescue, Emergency Response would proceed with or without mobile crisis).

Overall Goals of MARCUS Alert and the build out of Crisis Services in Virginia:

1. To provide Crisis services rooted in a comprehensive crisis system framework with essential elements based on national best practice models;
2. Supports the rights of all Virginians, regardless of area of residence and race/ethnicity to access behavioral health care safely, in a timely fashion, and in the least restrictive environment
3. Decreases Virginia's reliance on law enforcement as the *de facto* response to behavioral health crises, and
4. Ensures that Virginians with disabilities receive appropriate accommodations to include a safe, compassionate, trauma-informed response when law enforcement is involved during a behavioral health crisis

Timeline for Marcus Alert Implementation

- **July 1, 2021:** Plan, with diverse stakeholder input, due to general assembly. Will include requirements for protocol development, clarity on what protocols are state-standard vs. individualized, and process for review and approval
- **December 1, 2021:** 5 initial areas covered by all components of Marcus Alert (protocols and response teams) (Please note: D19 was not selected as an initial area to implement MARCUS Alert).
- **July 1, 2022:** all localities covered by Marcus Alert protocols; 5 more areas covered by all components (including response teams)
- *Response teams built out over following years until statewide coverage of all components*

What is D19 doing to prepare for MARCUS Alert?

- **Taking steps toward readiness**
 - researching similar geographical areas and multijurisdictional models across the state and country w/ similar initiatives in place
- **Seeking representation on state group, stay engaged and attend forums, calls for comments, etc.**
 - D19 was not selected as a representative on the state group but does attend MARCUS Alert listening sessions and will participate in the regional groups
- **Form local group following release of state requirements (July 1, 2021)**
 - Group will built on the foundation of the current CIT stakeholders group that meets at least every quarter
 - Additional city/county governmental officials, community partners, and others will be invited to join once the guidelines are received.
- **Focus of first year will be on protocols for diversion from PSAPs (Public Safety Answering Point), protocols to serve as back up to regional mobile crisis, and changes to police presentation when responding**
 - Will be developed once the group is formed.
- **During first year, may determine plan for team coverage (mobile crisis vs. community care vs. co-responder)**
- **Will submit plans for approval to implement by July 1, 2022**

Long Term Outcomes and Additional information

- See more about Crisis Now Model at www.crisisnow.com
- Coordinated crisis response between state, regional, and local work at Intercept 0 and Intercept 1 (Sequential Intercept Model)
- Increased diversion to the behavioral health system for individuals in crisis, decreased police involvement in behavioral health/developmental disability crisis
- Improved safety and better outcomes for individuals experiencing a behavioral health crises at risk of law enforcement involvement
- Health centered approach for individuals in behavioral health crisis, whether response is by mobile crisis, community care, or law enforcement/specialized responses

R-2



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: FY22 City Budget Calendar

ISSUE: Approval of FY22 City Budget Calendar

RECOMMENDATION: Staff recommends approval of the proposed budget calendar

TIMING: Action is requested at the March 9, 2021 meeting

BACKGROUND: The proposed budget calendar sets the worksessions and public hearing dates for the presentation and review of the proposed FY22 City Budget.

ENCLOSED DOCUMENTS

- Proposed FY22 Budget Calendar

STAFF:

John M. Altman, Jr, City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

Proposed City Budget Calendar for FY 2022

- February 26, 2021:** Deadline for MUNIS Close Out of FY 2020
- March 5, 2021:** Deadline for MUNIS Entry of FY 2022 Budget Requests by Departments
- April 1, 2021:** City Manager's Proposed FY 2022 Budget to City Council
- April 2, 2021:** Advertise Public Hearing (5-11-2021) on Tax Rate in Newspapers
- April 6, 2021:** Work Session on Revenue Projections and Department Requests
- April 9, 2021:** Advertise Public Hearing (5-11-2021) on FY 2022 School Division Budget
Advertise Public Hearing (5-11-2021) on City Budget in Newspapers
- April 13, 2021:** Notice of Public Hearing on Tax Rate (5-11-2021) on Consent Agenda
- April 14, 2021:** Joint City Council/School Board Budget Meeting
- April 20, 2021:** Discussion of City Manager's Budget Objectives
Budget Work Session on City Manager's Proposed FY 2022 Budget
- April 27, 2021:** Notice of Public Hearing (5-11-2021) on FY 2022 School Division Budget on Consent Agenda
Notice of Public Hearing (5-11-2021) on City FY 2022 Budget on Consent Agenda
Budget Work Session on City Manager's Adjusted FY 2022 Budget
- May 4, 2021:** Work Session on FY 2022-2026 Capital Improvement Plan
- May 7, 2021:** Begin Preparation of Tax Bills
- May 11, 2021:** Public Hearing on FY 2022 School Division Budget
Adoption of FY 2022 School Division Budget on First Reading
Public Hearing and Approval on 1st Reading of the FY 2022 City Budget
Adoption of the Tax Rate Resolution
- May 14, 2021:** Tax Bill Mailing Date
- May 18, 2021:** Work Session on FY 2022 Budget and Capital Improvement Plan (if needed)
- May 25, 2021:** Approval on Second Reading of the FY 2022 City Budget
Approval on Second Reading of FY 2022 School Division Budget
- June 15, 2021:** Real Estate Tax Bill Payments Due

R-3



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: School Resource Officer FY 22-Continuation Grant

ISSUE: Hopewell Police Department has an opportunity to continue the second grant funded School Resource Officer position at Hopewell High School. The total grant award allowable (includes state funds and local match) is \$70,000 and covers salaries and benefits only. A 20.53% cash match is required. This cash match is based on the Virginia Department of Education's 2020-2022 Composite Index of Local Ability to Pay scale. The twelve month funding period is July 1, 2021 to June 30, 2022. The title and grade for this position is Police Officer, Grade 25. Current FY21 grant award is for \$66,234.

RECOMMENDATION: Authorize Hopewell Police to apply for \$52,636 in School Resource Officer grant funding. City of Hopewell's cash match requirement is \$13,598. Total budget costs for this position is \$66,234.

TIMING: Application Deadline is March 19, 2021

ENCLOSED DOCUMENTS:

- DCJS Grant Application

STAFF:

Kamran Afzal, Chief of Police

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			

1012 - School Resource Officer-Hopewell High School

Application Details

Funding Opportunity: 12-SRO/SSO Incentive Grant Program - Continuation FY22
Funding Opportunity Due Date: Mar 19, 2021 5:30 PM
Program Area: School Resource Officers
Status: Editing
Stage: Final Application

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:

Contact Information

Primary Contact Information

Name*: Mrs. Kimberly Middle Name Parson Suffix
Salutation First Name Last Name
Title*: Administrative Support Manager
Email*: kparson@hopewellva.gov
Address*: 150 W Randolph Road

Phone*: Hopewell Virginia 23860 2721
City State/Province Postal Code/Zip Zip +4
804-541-2272 Ext.
Phone
###-###-####
Fax: 804-541-2345
###-###-####

Organization Information

Federal ID Number*: 546001354
Organization Name*: City of Hopewell Virginia
Organization Type*: City Government
Unique Entity Identifier (UEI): 010060101
SAM Validation:
SAM Expiration Date:
Organization Website: For example, <http://www.dcjs.virginia.gov>
Address*: City of Hopewell
300 N. Main Street

Hopewell Virginia 23860 Zip +4
 City State/Province Postal Code/Zip
Phone*: (804) 541-2306 Ext.
 ###-###-####
Fax: ###-###-####
Faith Based Organization*: no
FIPS Code (Only Required for Local Government): 670-Hopewell

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: 4th
 Choose all that apply.

Best Practice?: For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: HOPEWELL
 Choose all that apply.

Program Title: FY 22 School Resource Officer Continuing Position

Click here to see if you are certified.

Certified Crime Prevention Community?*: No

Type of Application*: Continuation of Grant

If Continuation or Revision of a grant.

Grant Number: 21-C4564FR21

If Continuation of a grant,

Performance Statement:

Hopewell Police Department will continue to staff Hopewell High School with a second grant funded School Resource Officer.

Check the box(s) that best describes the applicant service area.

Community Setting*: Urban

In this space, provide a short description of the project.

Brief Project Overview*:

Hopewell Police Department will continue to staff Hopewell High School with a second grant funded School Resource Officer. Our goals and objectives for this position are to continue to reduce the incidence of student involved assaults; to continue to reduce the incidence of assaults involving adults; and to continue to reduce the incidence of property crimes. As needed, the School Resource Officer will continue to assist with virtual learning initiatives like Park and Learn and School Innovation Makerspace programming.

Project Director

Name: Mr. Kamran NMN Afzal Suffix
 Prefix First Name Middle Name Last Name

Title*: Chief of Police

Address*: 150 W. Randolph Road
 Address Line 2

Hopewell Virginia 23860 2721
 City State Zip Code +4

Phone Number*: 804-541-2282

Fax Number: 804-541-2345
Email Address*: kafzal@hopewellva.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2
City Virginia Zip Code +4
State

Project Administrator

Name: Mr. John March Altman Jr.
Prefix First Name Middle Name Last Name Suffix

Title*: City Manager

Address*: 300 N. Main Street

Address Line 2
Hopewell Virginia 23860 2721
City State Zip Code +4

Phone Number*: 804-541-2243

Fax Number: 804-541-2348

Email Address*: maltman@hopewellva.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2
City Virginia Zip Code +4
State

Finance Officer

Name: Mr. Michael NMN Terry Suffix
Prefix First Name Middle Name Last Name

Title*: Finance Director

Address*: 300 N. Main Street

Address Line 2
Hopewell Virginia 23860 2721
City State Zip Code +4

Phone Number*: 804-541-2306

Fax Number: 804-541-2318

Email Address*: mterry@hopewellva.gov

Is the mailing address the same as the physical address?

Mailing Address*: Yes

Mailing Address:

Address Line 2
City Virginia Zip Code +4
State

Budget

Budget

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$52,636.00	\$0.00	\$13,598.00	\$0.00	\$66,234.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$52,636.00	\$0.00	\$13,598.00	\$0.00	\$66,234.00

Match Percentage

Match Percentage: 20.53%

Funds From Other Sources

Source

Amount

No Data for Table

Project Narrative Form

Project Narrative

Demonstration of Need*:

From July 1, 2019 to February 1, 2020, more than sixty criminal incident reports were written for incidents that occurred on school property during the school year. Reports written include assault-intimidation, physical assault, disorderly conduct, drug/narcotics possession, trespassing, weapons offense, underage possession of tobacco, and vandalism. The School Resource Officer sought juvenile petitions in about half of these incidents. Hopewell High School needs effective and consistent law enforcement and security services during the in-person school day.

Project Description*:

Before the COVID 19 pandemic, Hopewell Public Schools was scheduled to begin year round school with student instruction broken down into 45-day blocks followed by three week breaks. If that plan remains or if that plan is modified, student readjustment to the in-school environment will require teamwork, collaboration, and a supportive environment. The School Resource Officer will be integral to the smooth transition from a virtual school environment to an in-person and possibly year round school environment. The School Resource Officer will work to reduce the number of student and student assaults, reduce the number of student and adult assaults, and reduce the number of property crimes at Hopewell High School.

Service Area Demographic/Target Population*:

City of Hopewell high school students, students' families, teachers, and administrators are the demographic/target population to be served by the Police Officer in this position.

Sustainment Plan*:

This position will be sustained with City of Hopewell General funds. The City of Hopewell has funded a School Resource Officer position in the middle school and the high school for more than 20 years. In partnership with Hopewell Public Schools, Hopewell Police Department is committed to providing in-school law enforcement and security services.

Goals and Objectives

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity? Yes

Goals and Objectives

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
1	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce student on student assaults.	In FY19/20, there were 42 student involved assaults at Hopewell High School. Our objective is to reduce the number of student assaults from 42 to 21.	Daily, the SRO will patrol Hopewell High School during normal school day hours and will interact with students, staff, and visitors each school day, serving as a visible and consistent presence.	September
1	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce student on student assaults.	In FY19/20, there were 42 student involved assaults at Hopewell High School. Our objective is to reduce the number of student assaults from 42 to 21.	Weekly, the SRO will patrol all on-property and off-property school sponsored events and activities and will interact with students, staff and visitors at the events; serving as a visible and consistent presence	September
1	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce student on student assaults.	In FY19/20, there were 42 student involved assaults at Hopewell High School. Our objective is to reduce the number of student assaults from 42 to 21.	Twelve times during the school year with school staff, the SRO will co-facilitate student mediation sessions, designed to resolve conflicts between students.	September
1	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce student on student assaults.	In FY19/20, there were 42 student involved assaults at Hopewell High School. Our objective is to reduce the number of student assaults from 42 to 21.	Twelve times during the school year with school staff, the SRO will co-mentor students placed in In-School Detention. In-School Detention provides a platform to discuss various student-centric topics (i.e. staying safe in schools).	September
1	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce student on student assaults.	In FY19/20, there were 42 student involved assaults at Hopewell High School. Our objective is to reduce the number of student assaults from 42 to 21.	Twelve times during the school year with school staff, the SRO will work to identify students that may be eligible for District 19 (Behavioral Health) services and will make recommendations to District 19 when appropriate.	September
1	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce student on student assaults.	In FY19/20, there were 42 student involved assaults at Hopewell High School. Our objective is to reduce the number of student assaults from 42 to 21.	Twelve times during the school year (when/ff youth are charged criminally), the SRO will liaison between the school, Courts and Juvenile Intake as diversion, behavioral counseling, and other community services in lieu of detention are considered.	September
2	The Hopewell Police Department and Hopewell Public Schools will continue to promote school safety and reduce student on staff member/adult assaults.	In FY19/20, there were six student and staff member/adult assaults. Our objective is to reduce the number of student and staff member/adult assaults from six to zero.	Daily, the SRO will patrol Hopewell High School during normal school day hours and will interact with students, staff, and visitors each school day, serving as a visible and consistent presence.	September
2	The Hopewell Police Department and Hopewell Public Schools will continue to promote school safety and reduce student on staff member/adult assaults.	In FY19/20, there were six student and staff member/adult assaults. Our objective is to reduce the number of student and staff member/adult assaults from six to zero.	Twelve times during the school year, the SRO will educate students about criminal law with an emphasis on assaults. Instruction will be in person in a classroom setting.	September
2	The Hopewell Police Department and Hopewell Public Schools will continue to promote school safety and reduce student on staff member/adult assaults.	In FY19/20, there were six student and staff member/adult assaults. Our objective is to reduce the number of student and staff member/adult assaults from six to zero.	Six times during the school year during football/basketball season, the SRO will collaborate with SROs from neighboring school districts prior to sporting events to share information about potential threats and/or hostilities to minimize assaults.	September

2	The Hopewell Police Department and Hopewell Public Schools will continue to promote school safety and reduce student on staff member/adult assaults.	In FY19/20, there were six student and staff member/adult assaults. Our objective is to reduce the number of student and staff member/adult assaults from six to zero.	Six times during the school year during football/basketball season, the SRO will collaborate with school staff on ways to safely host school sporting events. This could involve hiring off duty officers or simply setting barriers to direct flow.	September
3	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce property crime.	In FY19/20, there were eight property crimes at Hopewell High School. Our objective is to reduce the number of property crimes from eight to four.	Daily, the SRO will patrol Hopewell High School during normal school day hours and will interact with students, staff, and visitors each school day, serving as a visible and consistent presence.	September
3	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce property crime.	In FY19/20, there were eight property crimes at Hopewell High School. Our objective is to reduce the number of property crimes from eight to four.	Four times during the school year, the SRO will educate students about criminal law with an emphasis on property crimes (vandalism, theft). Instruction will be in person in a classroom setting.	September
3	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce property crime.	In FY19/20, there were eight property crimes at Hopewell High School. Our objective is to reduce the number of property crimes from eight to four.	Four times during the school year, the SRO will collaborate with and co-teach with the criminal justice teacher a legal process and/or criminal justice system course	September
3	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce property crime.	In FY19/20, there were eight property crimes at Hopewell High School. Our objective is to reduce the number of property crimes from eight to four.	Twice during the school year, the SRO will collaborate with school administrators on the development and revision of school discipline practices, policies and procedures, to include charging students with crimes when necessary.	September
3	The Hopewell Police Department and Hopewell Public Schools will continue to partner to promote school safety and reduce property crime.	In FY19/20, there were eight property crimes at Hopewell High School. Our objective is to reduce the number of property crimes from eight to four.	Twelve times during the school year (when/if youth are charged criminally), the SRO will liaison with the school, Courts and Juvenile Intake as diversion, behavioral counseling, and other community service options in lieu of detention are considered.	September

FREE - Personnel and Employee Fringe Benefits

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?*

Personnel

Employee Name	Position Title	Assigned School Name	Type of School Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-sourcas)	Percent being requested	Number of Grant-Funded Hours per year	Grant-Funded Full Time Equivalent (?FTE?)	Total Salary Requested from Grant	New Position?	Date of DCJS certification in the category of Law Enforcement	Federal Funds	State Funds
School Resource Officer	Patrol Officer	Hopewell High School	Full Time		2080	\$47,862.00	79.7%	1658	0.80	\$38,146.01	No	07/22/2019	\$0.00	\$38,036.00
				0	2080	\$47,862.00		1658	0.8	\$38,146.01			\$0.00	\$38,036.00

Employee Fringe Benefits

Employee Name	FICA	Retirement	Group Life Insurance	Health Workers? Comp	Unemployment	Disability	Other	Requested Employee Fringe if Other, Benefits Please Describe		Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match
								Total						
School Resource Officer	\$3,661.00	\$6,356.00	\$259.00	\$6,216.00	\$1,880.00	\$0.00	\$0.00	\$0.00	\$18,372.00	\$0.00	\$14,600.00	\$0.00	\$3,772.00	\$0.00
	\$3,661.00	\$6,356.00	\$259.00	\$6,216.00	\$1,880.00	\$0.00	\$0.00	\$0.00	\$18,372.00	\$0.00	\$14,600.00	\$0.00	\$3,772.00	\$0.00

Position and Justification

Employee Name	Description of Position	Justification for Position
No Data for Table		

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$52,636.00
Special Funds:	\$0.00
Match Funds	
Cash Match:	\$13,598.00
In-Kind Match:	\$0.00

Personnel/Fringe Total

TOTAL:	\$66,234.00
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Consultants

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?*

Consultant

Name of Consultant	Consultant Hourly Rate	Total Number of Hours	Total Consultant Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Total
No Data for Table									

Consultant Subsistence (lodging + meals) & Travel

Name of Consultant	Number of Nights	Lodging Rate	Total Number of Days	Per Diem Rate	Total Number of Meals	Mileage Rate	Total Other Travel	Total Subsistence/Travel	Total					Consultant In-Subsistence & Travel Total
									Other Travel	Federal Funds	State Funds	Special Funds	Cash Match	
No Data for Table														

Consultant Role Description and Justification

Name of Consultant	Description of Consultant's Role	Justification for Use of Consultant
No Data for Table		

Consultant Subsistence & Travel Totals

DCJS FUNDS

Federal Funds:

State Funds:

Special Funds:

Match Funds

Cash Match:

In-Kind Match:

Consultant Subsistence & Travel Total

TOTAL:

Travel

Requested

If this is not requested, please indicate that here and then mark this form as complete

Is Travel being requested?*: No

Local Mileage

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total
No Data for Table								

Non-Local Mileage

Number of Miles	Mileage Rate	Total	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Non-Local Mileage Total
No Data for Table								

Mileage Description and Justification

Type	Description of Mileage	Justification for Mileage
No Data for Table		

Travel Totals

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Travel Total

TOTAL: \$0.00

Subsistence/Other Travel Costs

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being requested?*: No

Subsistence

Event Title	Number of People Attending	Number of Nights	Lodging Rate Total	Number of Days	Per Diem Rate Total	Total Subsistence	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Subsistence Total
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No Data for Table

Subsistence Description and Justification

Event	Description of Costs	Justification for Costs
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No Data for Table

Other Travel Costs

Event Title	Number of People Attending	Number of Airfare Tickets	Airfare Rate	Total Other Travel Airfare	Total Cost for Air and Other Fares	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Other Travel Costs Total
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No Data for Table

Other Travel Costs Description and Justification

Event	Description of Other Costs	Justification for Other Costs
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No Data for Table

Subsistence/Other Travel Costs Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Subsistence/Other Travel Costs Total

TOTAL: \$0.00

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete

Is Equipment being requested?*

Equipment

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
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No Data for Table

Equipment Description and Justification

Equipment Item	Description of Equipment	Justification for Equipment
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No Data for Table

Additional Documentation

Description	File Name	Type	Size	Upload Date
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No files attached.

Equipment Totals

DCJS FUNDS

Federal Funds:

State Funds:

Special Funds:

Match Funds

Cash Match:

In-Kind Match:

Equipment Total

TOTAL:

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?*

Supplies & Other Expenses

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
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No Data for Table

Supply/Item Requested Description and Justification

Supply/Item	Description of Supply/Item	Justification for Supply/Item
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No Data for Table

Supplies & Other Expenses Totals

DCJS FUNDS

Federal Funds:

State Funds:

Special Funds:

Match Funds

Cash Match:

In-Kind Match:

Supplies & Other Expenses Total

TOTAL:

Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?*

Attachments

Description	File Name	Type	Size	Upload Date
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No files attached.

Non-Supplantation

Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*:

Project Administrator*:

First Name

Last Name

Title

Date

Authority Certification

Authority Certification

Authorized Individual*:

First Name

Last Name

Title

Date

R-4



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Ashland Chemical – Industrial Expansion Update

ISSUE: To update City Council of the Project Moving Forward

RECOMMENDATION: Information Only

TIMING: N/A

BACKGROUND: City Council previously approved an Economic Development Incentive Grant for a \$90 Million expansion to Ashland chemical to increase their capacity for the Thickening Agent they produce

ENCLOSED DOCUMENTS:

- Economic Development Incentive Grant Agreement

STAFF:

Charles Dane, Assistant City Manager
March Altman, City Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

Y	N		Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Janice Denton, Ward #5
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2	<input type="checkbox"/>	<input type="checkbox"/>	Councilor Brenda Pelham, Ward #6
<input type="checkbox"/>	<input type="checkbox"/>	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 Gorc, Ward #4			

DRAFT

ECONOMIC DEVELOPMENT PERFORMANCE AGREEMENT

THIS AGREEMENT is made this ___ day of _____, 2015, by and among the **City of Hopewell, Virginia (the "City")**, a political subdivision of the Commonwealth of Virginia, the **Industrial Development Authority of the City of Hopewell, Virginia (the "Authority")** and **PHM Brands, (the "Company")**, a [Virginia?] corporation, and it recites and provides as follows.

WHEREAS, the Company intends to purchase certain real estate in the City located at 701 South 6TH Avenue and depicted on Exhibit A hereto (**the "Property"**), and build and operate thereon a Flour Mill facility, all as more fully described below (**the "Project"**); and

WHEREAS, the Company has represented to the City and the Authority that the Project, once construction is complete, will consist of an approximately [??] square foot Flour Mill facility and employ a minimum of 50 people at market rate salaries within 12 months of completion; and

WHEREAS, the Company will make a capital investment in the Project of at least \$10 million in improvements to real estate and \$30 million in personal property for a total investment of \$40 million; and

WHEREAS, the City Council of the City (**the "City Council"**) is empowered under Sections 15.2-953 and 15.2-1205 of the *Code of Virginia*, 1950, as amended (**the "Code"**) to make appropriations of money to the Authority for promotion of economic development and to give, lend or advance to the Authority, in any manner that it deems proper, funds or other City property, not otherwise specifically allocated or obligated; and

WHEREAS, the Authority is empowered under Sections 15.2-4901, *et seq.*, of the Code to develop trade by inducing commercial enterprises to locate in the Commonwealth of Virginia and specifically under Sections 15.2-4905(12) and (13) of the Code to accept monies from the City and to make grants to any business in furtherance of the purposes for which the Authority was created; and

WHEREAS, the City and the Authority have agreed to provide certain incentives to the Company to induce it to build and operate the Project in the City, all as set forth herein; and

WHEREAS, the City, the Authority and the Company desire to set forth their understanding and agreement as to these matters in writing;

NOW, THEREFORE, for and in consideration of the premises, the mutual benefits, promises and undertakings of the parties to this agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby covenant and agree as follows.

1. The Company shall:
 - a. Construct, occupy and operate an approximately ???? square foot Flour Mill facility on the Property (**the "Facility"**);
 - b. Create and maintain throughout the term of this agreement a minimum of 50 new, full time, permanent jobs to support the operations of the Facility within 12 months of the Commencement Date (as hereafter defined) (**the "Required Jobs"**);
 - c. Pay market rate salaries relative to the skill sets required for the job functions to be performed at the Facility or in support thereof;
 - d. Invest approximately \$10 million in real property improvements at the Property and approximately \$30 million in personal property as part of the development of the Property and the Project, for a total investment in the Project of \$80 million (such \$40 million total investment being hereafter referred to as the **"Required Investment"**);
 - e. Maintain such \$40 million investment level in the Project during the term of this agreement, subject to the provisions of paragraph numbered 4 hereafter; and
 - f. Make its best efforts to commence operation of the Facility no later than the year 2021.
2. The Authority, with the assistance of the City, shall:
 - a. Make funds available to the Company, on annual basis, to reimburse an amount up to fifteen percent (15%) of the machinery and tools (**"M&T"**) taxes paid to the City annually for twenty (20) years from the date of commencement of operation of the Project (**the "Commencement Date"**) subject to the provisions of paragraphs numbered 4 hereafter (**the "Reimbursement Funds"**). The maximum amount of Reimbursement Funds available for payment to the Company in any one (1) year shall be fifteen percent (15%) of the M&T taxes paid by the Company to the County in such year and shall be reduced in twenty-five percent (25%) increments based on the then current Investment and Job Level Determination (as hereafter defined), all as provided for in paragraph numbered 4 hereafter. The Reimbursement Funds shall be paid within sixty (60) calendar days of delivery of a written request therefor by the Company to the Authority, with a copy to the City, and confirmation by the City that such taxes have been paid for the period being reimbursed.
3. The City shall:
 - a. Commencing on the date that the Company first pays M&T taxes to the City following the Commencement Date, provide funds to the Authority on an annual basis in an amount equal to fifteen percent (15%) of the annual amount of M&T taxes paid by the Company and received by the City on the Project (subject to the limitations of

paragraph 4 hereafter), such funds to be used by the Authority solely for the purpose of funding the Authority's payment obligation to the Company hereunder.

b. In the context of its budget approval process, the City shall appropriate and transfer to the Authority funds sufficient for the Authority to meet its obligations to the Company under this agreement. Anything in this agreement to the contrary notwithstanding, all obligations of the City and the Authority hereunder are subject to annual approval and appropriation by the City Council in accordance with Virginia law, and shall not be considered, deemed, or construed to be a debt or other obligation of the City or the Authority.

4. Anything in this agreement to the contrary notwithstanding:

a. The City will evaluate and determine the levels of investment and jobs actually attained by the Company under paragraph numbered 1 every five (5) years, such determination commencing on the fifth (5th) anniversary of the Commencement Date (each an "**Investment and Job Level Determination**").

b. The amount of Reimbursement Funds paid to the Company annually shall be calculated based on the following percentages as of the date of each Investment and Job Level Determination and such percentage shall remain at such level until the next succeeding Investment and Job Determination date:

Level of Required Investment and Required Jobs	Percentage of Total Reimbursement Funds to Be Paid
\$40 million - \$60 million investment AND 50-70 jobs	100% of total
\$30 million - < \$40 million investment AND 40-50 jobs	75% of total
\$20 million - < \$30 million investment AND 20-40 jobs	50% of total
0 - < \$20 million investment AND 1-20 jobs	25% of total
0 investment and/or 0 jobs	No reimbursement

c. Both the Required Jobs and the Required Investment must reach the minimum level set forth in subparagraph 4,b above to qualify for the percentage of total Reimbursement Funds set forth opposite such level to be used. In the event that the Required Jobs and the Required Investment do not both reach the same minimum level, then the percentage of total Reimbursement Funds for the lowest level reached by either

the Required Jobs or the Required Investment shall be used to determine the amount of Reimbursement Funds to be paid.

5. While recognizing that it is not empowered under Virginia law to make any binding commitment beyond the current fiscal year of the City, it is the current intention of the City Council to make sufficient annual appropriations during the term of this agreement to fund all financial obligations of the Authority hereunder. To that end, the City Council hereby directs the City Manager or other officer charged with the responsibility of preparing the City's budget to include in the budget for each fiscal year of the City during the term of this agreement a request that the City Council appropriate the amounts due under this agreement during such fiscal year. If at any time during any fiscal year of the City, the City determines that the amount appropriated in the budget is insufficient to pay such funds when due that fiscal year, then the City Manager (or other officer charged with the responsibility of preparing the City's budget) shall submit to the City Council at the next scheduled meeting of the City Council, or as promptly as practicable, a request for a supplemental appropriation sufficient to cover the deficit.

6. The term of this agreement shall be for a period of twenty (20) years from the Commencement Date.

7. This agreement shall not create a joint venture, or any relationship of agency, employer-employee, or contractor between any of the parties to this agreement.

8. The covenants of the City and Authority as stated in this agreement shall not be interpreted to establish any pledge, security interest, lien, or other encumbrance on property of the City and/or the Authority. All obligations of the City and the Authority hereunder are contingent upon the satisfaction and continued performance by the Company of its obligations set forth in this agreement.

9. In the event of dispute, the affected party shall provide written notice of dispute to all other parties. The parties shall make all reasonable efforts to resolve differences by negotiation. However, in the event that a resolution by negotiation is not reached within a reasonable time, the parties agree that as a condition precedent to litigation the parties shall submit the dispute to mediation. All mediation shall be conducted in the City of Hopewell, Virginia. All mediation shall be concluded within sixty (60) days of initiation of mediation unless agreed otherwise in writing signed by all parties. The parties agree to make a good faith effort to resolve the dispute by mediation. At the conclusion of mediation, if the dispute is not resolved to the satisfaction of the parties, the matter may be submitted for litigation.

10. This agreement shall be governed by the laws of the Commonwealth of Virginia, and, in the event of litigation, jurisdiction and venue shall be in the Circuit Court of the City of Hopewell, Virginia, and all legal actions involving this agreement shall be brought only in such court. All parties hereto agree that in the event of any action brought to enforce the terms and provisions hereof, the prevailing party shall be entitled to reimbursement of reasonable attorney's fees, expenses and court costs. All parties to this agreement have standing to enforce any covenants, terms, provisions, and agreements set forth herein. There are no third party beneficiaries to this agreement.

11. This agreement is the entire agreement between the parties hereto, sets forth all of promises, agreements, conditions, and understandings between the parties respecting the subject matter hereof and supersedes all prior and contemporaneous negotiations, conversations, discussions, correspondence, memoranda, and agreements between the parties concerning such subject matter.

12. This agreement is subject to modification only by written agreement signed by all parties hereto.

13. All notices required under this agreement shall be given in writing, and shall be deemed to be received five business days after being mailed by first class mail, postage prepaid, return receipt requested, or one business day after being placed for next day delivery with a nationally recognized overnight courier service, or upon receipt when delivered by hand, addressed as follows:

if to the City or the Authority, to:
300 North Main St., Room 216
Hopewell, VA 23860
Attention: Mr. John M. Altman, Jr., City Manager, and

if to the Company, to:

14. This agreement may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument. This agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. If any provision of this agreement is determined to be unenforceable, then the remaining provisions of this agreement shall be interpreted as in effect as if such unenforceable provisions were not included therein. Each of the parties to this agreement represents that it is fully authorized to enter into, and that it will be bound by, this agreement.

15. The provisions of this agreement are intended to and shall survive closing, the delivery of any deed or other instrument, and any other event.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first written above.

CITY OF HOPEWELL, VIRGINIA

By: _____
John M. Altman, Jr.
City Manager

**INDUSTRIAL DEVELOPMENT AUTHORITY
OF THE CITY OF HOPEWELL, VIRGINIA**

By: _____
Chairman

PHM Brands

By: _____

Title: _____

EXHIBIT A

R-5



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Project Doughboy – Economic Development Incentive Grant

ISSUE: Staff is seeking City Council Approval of an Economic Development Incentive Grant for an industrial prospect

RECOMMENDATION: Approval of Economic Development Incentive Grant

TIMING: Staff requests action at the March 9, 2021 meeting

BACKGROUND: Staff has been working with the Virginia Economic Development Partnership to locate an industrial prospect in the City. This economic development recruitment effort is a competitive process with other locations under consideration by the prospect. Consistent with the City’s previous industrial recruitment efforts, a formula based incentive package has been developed for the prospect pending City Council’s approval. This approach has been successful over the past five to seven years as the City has experienced major expansions of three of our industrial partners. The City is applying the same matrix approach to this industrial prospect.

ENCLOSED DOCUMENTS:

- Proposed Economic Incentive Grant Agreement – Closed Session Packet

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:

Charles Dane, Assistant City Manager

March Altman, City Manager

FOR IN MEETING USE ONLY

MOTION: To approve the Economic Incentive Grant Agreement presented by City Staff (Enclosed in your Closed Session package) and authorize the City Manager to sign all documents necessary to complete this deal.

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

R-6



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Francisco Landing Tax Rebate Request

ISSUE: Seeking Approval of a Tax Rebate To Enable the Francisco Landing Project to break ground and begin construction in the next 90 or so days

RECOMMENDATION: To Approve the request for an Economic Development Grant to be disbursed by the City of Hopewell EDA, equal to 100% rebate on Real Estate taxes on the first building only of the Francisco Landing project for the life of the VHDA note. If the note is refinanced at any time the rebate will not continue.

This rebate will be somewhat offset by a contractual agreement written by and/or approved by the City Attorney for an annual donation from W E Bowman to the City for \$50,000 beginning in year 11 and continuing until the VHDA agreement reaches full term (35 years) or upon refinancing the VHDA financing; and there will also be a variable donation in addition to the above donation made annually from W E Bowman in an amount equal to any amount of rebate which occurs beyond the base year initial assessed value.

TIMING: Due to the anticipated increase in borrowing rates in both the short term and long term, it is imperative this action be approved immediately before rates increase and the project becomes financially impractical.

BACKGROUND: The Francisco Landing project went to Financing approval this past summer with the expectation that it would be fully financed based on the projected revenues versus expenses in the model. At the very end of the approval process the underwriters required a change in the revenue projections based on comparable rents used. This resulted in a reduction

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 | | | |

in borrowing capacity in the amount of \$2,000,000. This gap cannot be closed through borrowing from another source as that would still be a lien against the property.

To determine the Economic Impact of this project on our community we asked the Virginia Gateway Region Economic Development Partnership to perform an Economic Impact Study for the City. The study shows nearly \$45,000 in taxes exclusive of Real Estate Taxes, approximately 15 jobs create in the community, and over \$2,000,000 in economic impact annually for the City of Hopewell. Additionally, the Construction project alone is projected to generate \$7.5 million in local economic impact, \$186,000 in state and local taxes, 82 jobs, and \$4.9 million in labor salaries. This project is a significant positive economic engine and will have a tremendous short term and long term effect on this community.

After exhausting all options to find a path forward following the VHDA lending decision, the only path forward that we could determine was to reduce the annual cost of the operation by approximately \$140,000. The projected assessed value of the property is anticipated to generate \$139,000 in Real Estate Taxes. The rebate of these taxes would offset the lending gap and allow the full borrowing necessary to build this important project. However, based on City Council's concerns, we felt there should be some sharing of this gap coverage and have negotiated terms which offset the impact of not receiving these taxes. Attached you will see both a summary of the proposed terms of an annual donation back to the city from W E Bowman, as well as a spread sheet of the actual impact. The projected real estate taxes of \$139,000 would generate \$4.8 million in taxes over 35 years. During this same period the economic impact for our community exceeds \$70 million. There is a by-right real estate tax rebate in the enterprise zone that would have resulted in approximately \$750,000 in rebates over the first 10 years. This program exists for any project within the enterprise zone. That resulted in a net rebate of approximately \$4 million over the 35 year term of the note. Looking to share equally in the gap solution we proposed to W E Bowman that they make an annual contribution back to the City in the amount of \$50,000 to offset and participate in the gap closure. We also asked for them to cap the annual rebate at the base year initial assessed value. Therefore any amount of rebate beyond the base amount (estimated at \$139,000/year) would be refunded to the city in the form of a donation from W E Bowman. They accepted both of these terms and conditions. These changes result in the projected \$4 million in rebated real estate tax being reduced to a net of \$1.78 million in rebates, thereby assuring that the gap reduction solution is equally shared between the City and the developer.

This negotiated deal will assure the construction of the most transformational project our community and downtown has ever seen, and will be the launch pad for further development for the downtown as the market rate adjustments will make projects more financially viable in the future. None of the funds committed in this proposed deal are existing city funds. They only exist if this project is built.

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

ENCLOSED DOCUMENTS:

- Abatement Analysis
- Abatement Narrative
- Economic Impact Study

STAFF:

Charles Dane

J. March Altman

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



To: The Honorable City Council and Mr. Altman

From: The City of Hopewell's Economic Development Office

Date: February 12, 2021

Regarding: The Francisco Landing Project – Real Estate Tax Abatement

WE Bowman Construction has worked closely with the City of Hopewell's Economic Development office over the past few years on the Francisco Landing project, encompassing the old Patrick Copeland site. Currently, WE Bowman is working with the Virginia Housing Development Authority (VHDA) to obtain financing for the \$14 million project. VHDA has a keen interest in funding this project, because it meets and fulfills their mission. However, they are stretching to the top of their regulatory limits for the deal. Also, the market rates in Hopewell are not established to underwrite class A- quality construction, because this product does not yet exist in Hopewell. Because there are no sales comps in Hopewell, VHDA will not give credit to Bowman in their revenue projections used to finance the deal. VHDA will only allow for 85% of the projected rent to be used in the financing model on the application. This results in a reduction of borrowing capacity on the project of over \$2.1 million over the life of the 35 year loan.

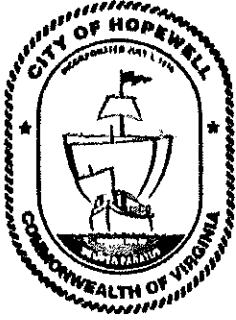
This project does not lend to any of the usual gap financing reduction programs, including Historic Tax Credits, New Market Tax Credits or Low income Tax Credits. After many lengthy discussions to try to solve this gap in financing, WE Bowman Construction is proposing a Real Estate tax abatement that takes the tax burden (on G building only) to zero for the life of the 35 year loan. This rebate is estimated to be \$139,000 annually. This will increase the borrowing ability to enable this project to proceed almost immediately. Future phases of the project will be looked at individually, but the current issues will hopefully be mitigated on future phases, because the projected rent on this building will establish a new market value for rents on future buildings.

According to an Economic Impact Study conducted by Mangum Economics, the Francisco Landing project will net 82 jobs and \$4.2 million in labor income during construction. After the construction of the first building, which will include 87 units, it is estimated that the project will spur \$381,117 in annual consumer spending in our local retail, restaurant and personal care establishments. This would result in an increase of 15 local jobs to support the new population, increasing labor income by \$500,584. The estimated household income will be \$50,939, and it is estimated that there will be 131 additional vehicles in the City, increasing the Personal Property tax base. The city tax revenue is projected to increase by \$43,844 annually because of the new resident population (this includes Sales Tax, Meals Tax, Business License Tax, Personal Property Tax, and Vehicle Registration Fees). It is estimated that the total economic activity will be \$2,001,331 annually as a result of the construction of the G building.

This project's ROI is estimated to be \$70 million over the life of the loan (35 years) that will be infused into the community. There will not be any current City funds committed to this project. The \$139,000 real estate tax abatement serves as a refund of taxes paid by WE Bowman on the new construction of the G building. Currently, the city is not receiving this tax income, because building G is not yet built. If the building is not built, the city will not have this income, but it will also not have the \$2 million in economic activity associated with the building. The \$139,000 (or \$5,000,000 over the life of the loan) does not ever become our money, because the project will not be built

without the rebate. This proposal is asking City Council to invest \$139,000 per year in a new project that will generate \$2 million per year for the community (and over \$40,000 directly to the City in tax revenues).

If you have any questions, please contact Charles Dane at cdane@hopewellva.gov or 804-541-2271.



February 2, 2021

**Economic
Development
Authority**

300 North Main Street
Room 218
Hopewell, VA 23860

The Honorable City Council,

As chairman of the Hopewell Economic Development Authority, I would like to express our support of the WE Bowman Construction Real Estate Tax Abatement that was requested at the January 26, 2021 City Council work session. At our February 1, 2021 meeting, the EDA voted unanimously to provide this letter of support for the Francisco Landing project.

The Francisco Landing project will serve as a cornerstone in development for downtown Hopewell. Not only will this project will bring much needed residents within walking distance of our downtown businesses and amenities, it will also bring additional advantages and revenues to businesses throughout the community.

Previously, projects in our downtown district have served as catalyst projects, spurring other business developments and projects. Francisco Landing has the potential to serve as a catalyst to pave the way for development of the other blighted properties throughout the district.

The Hopewell Economic Development Authority would like to thank City Council for their thorough research on this project, and we are looking forward to see the project move forward.

Please feel free to contact us if you have any questions.

Sincerely,

Stephen Pettler,
Chairman,
Hopewell Economic Development Authority

FRANCISCO LANDING ADDITIONAL INFORMATION

- Every potential Economic Development deal should be viewed from a pure **Return on Investment (ROI)** perspective. The \$5,000,000 over 35 years is not the issue that needs to be weighed, it's walking away from \$70,000,000 (\$2,000,000 per year) which will be infused into the community if the rebate of \$139,000 per year is not approved.
- The **ROI** on this proposed project is estimated to be **\$1,861,000 per year or \$65,135,000 over the 35 years** of the rebate.
- Not one dime from City Coffers is committed to this project.
- Even the standard Enterprise Zone benefits everyone receives does not exist in our coffers, if the project is not built, as it is a rebate of funds actually generated by the project. Therefore it is not mutually exclusive.
- In our system of governmental accounting, and in every reasonable accounting standard, you cannot just measure revenue without also comparing expenses, nor vice versa. You cannot weigh the impact of the rebate without also comparing the impact of the value of the Economic Impact generated.
- The \$139,000 real estate tax that Bowman has requested as a tax rebate does not exist if the project is not built.

- Comparing keeping the \$139,000 in taxes versus rebating it is a non-existing scenario or discussion point as the project will not be built without the rebate. Therefore for the purpose of discussion, there is NO Real Estate Tax to keep if we do not rebate it.
- Using the talking point that we are giving away nearly \$5,000,000 in potential tax payer funds over 35 years, is not valid for the following reasons:
 - The \$5,000,000 never becomes our money as the project will not be built without the rebate. The tax will never be paid to the city if it is, or is not, rebated.
 - Further it is more than offset by the \$2,000,000 in Economic Impact.
- If the City's investment committee came forward and said that they are recommending that city council commit \$139,000 per year in new revenue from a coming project which does not currently exist, into a 35 year investment that would yield \$2,000,000 per year, City Council would likely jump on it. This issue is no different. That is exactly what this proposal is; an investment in the community.

Term Sheet
Francisco Landing Building G
City of Hopewell

Purpose: To summarize the details of Real Estate Taxes that will result from improvements commonly being referred to as Francisco Landing Building G along with its parking and accompanying support structures.

Approach: Two separate and independent agreements

Rebate Agreement

Contract Parties	<ul style="list-style-type: none"> • Francisco Landing LLC • City of Hopewell
Applicable Assessed Values	This rebate will be applied only to the proposed improvements commonly being referred to as Francisco Landing Building G (along with its parking and accompanying support structures)
Amount	100% of taxes due and paid on the Applicable Assessed Values
Remaining R/E Taxes to be paid	Taxes due on the value of the land will be paid in the ordinary course, as billed and due
Term	35 years to match the VHDA financing
Cancellation	If refinanced to another lender
Payment Timing of Rebate	The rebate payment will be made within 7 business days following the payment of the taxes by the taxpayer, notwithstanding, the taxes and rebate must both always occur in the same calendar tax year.
Other Clarifications	<ul style="list-style-type: none"> • This rebate will only apply to Building G improvements, not the underlying land value or future phases of Francisco Landing • The existing Enterprise Zone benefits will remain in place and be applied first before the rebate • Hopewell's assessment practices to be consistently applied over time • This rebate agreement does not create an ownership interest for Hopewell in the project

Contribution Agreement

Contract Parties	<ul style="list-style-type: none"> • Bowman Development LLC or its assigns • City of Hopewell
Applicable Structures	This contribution will be applied only as it relates to taxes paid on improvements commonly being referred to as Francisco Landing Building G along with its parking and accompanying support structures
Term	35 years to match the Rebate Agreement
Base Year	The year in which Building G is fully completed and the complete improvements are initially assessed
Fixed Contribution	<p>Starting in year 11 and continuing as long as the Rebate Agreement remains in place:</p> <ul style="list-style-type: none"> • A \$50,000 tax deductible contribution will be made to the City of Hopewell
Variable Contribution	<p>For the full term, if the tax assessment on the Building G improvements rises above its Base Year initial assessed value, then a contribution will be made, calculated as follows:</p> <ul style="list-style-type: none"> • The amount of the difference between the current assessment and the Base Year initial assessment multiplied by the then applicable real estate tax rate for the City of Hopewell • All Variable Contributions will be tax deductible
Contribution Eligible Uses	Repair, maintenance or improvement of Francisco Landing Park, City Park, or other City of Hopewell public use holdings in the Historic Downtown District
Cancellation	<ul style="list-style-type: none"> • Immediately upon cancellation of the Building G Rebate Agreement • After 35 years
Payment Timing of Contribution	The contribution payment will be made within 7 business days following the payment of the rebate due under the Rebate Agreement on Building G
Other Clarifications	<ul style="list-style-type: none"> • Hopewell's assessment practices to be consistently applied over time

Assumptions:

Building G Improvements
 Starting Assessment is estimated to be \$12,300,000
 For the first 5 years the assessment is not projected to increase or decrease
 Enterprise Zone Abatement is applied first for years 1-10 after Building G Completion
 For years 6-35 the assessment is projected to depreciate equally over the period to a terminal value of 50% of the original value
 Annual Tax Deductible \$50,000 contribution from Bowman Development LL or assigns years 11-35

Year	Estimated Assessment	Tax Rate	Full Tax	Less existing Ent. Zone Abatement	Remaining Tax Due	Bowman Dev. Contribution	Non EZ amount Rebate after Contribution is made
1	12,300,000.00	1.13	\$ 138,990.00	100%	\$ -	\$ -	\$ -
2	12,300,000.00	1.13	\$ 138,990.00	90%	\$ 13,899.00	\$ -	\$ (13,899.00)
3	12,300,000.00	1.13	\$ 138,990.00	80%	\$ 27,798.00	\$ -	\$ (27,798.00)
4	12,300,000.00	1.13	\$ 138,990.00	70%	\$ 41,697.00	\$ -	\$ (41,697.00)
5	12,300,000.00	1.13	\$ 138,990.00	60%	\$ 55,596.00	\$ -	\$ (55,596.00)
6	12,095,000.00	1.13	\$ 136,673.50	50%	\$ 68,336.75	\$ -	\$ (68,336.75)
7	11,890,000.00	1.13	\$ 134,357.00	40%	\$ 80,614.20	\$ -	\$ (80,614.20)
8	11,685,000.00	1.13	\$ 132,040.50	30%	\$ 92,428.35	\$ -	\$ (92,428.35)
9	11,480,000.00	1.13	\$ 129,724.00	20%	\$ 103,779.20	\$ -	\$ (103,779.20)
10	11,275,000.00	1.13	\$ 127,407.50	10%	\$ 114,666.75	\$ -	\$ (114,666.75)
11	11,070,000.00	1.13	\$ 125,091.00	0%	\$ 125,091.00	\$ (50,000.00)	\$ (75,091.00)
12	10,865,000.00	1.13	\$ 122,774.50	0%	\$ 122,774.50	\$ (50,000.00)	\$ (72,774.50)
13	10,660,000.00	1.13	\$ 120,458.00	0%	\$ 120,458.00	\$ (50,000.00)	\$ (70,458.00)
14	10,455,000.00	1.13	\$ 118,141.50	0%	\$ 118,141.50	\$ (50,000.00)	\$ (68,141.50)
15	10,250,000.00	1.13	\$ 115,825.00	0%	\$ 115,825.00	\$ (50,000.00)	\$ (65,825.00)
16	10,045,000.00	1.13	\$ 113,508.50	0%	\$ 113,508.50	\$ (50,000.00)	\$ (63,508.50)
17	9,840,000.00	1.13	\$ 111,192.00	0%	\$ 111,192.00	\$ (50,000.00)	\$ (61,192.00)
18	9,635,000.00	1.13	\$ 108,875.50	0%	\$ 108,875.50	\$ (50,000.00)	\$ (58,875.50)
19	9,430,000.00	1.13	\$ 106,559.00	0%	\$ 106,559.00	\$ (50,000.00)	\$ (56,559.00)
20	9,225,000.00	1.13	\$ 104,242.50	0%	\$ 104,242.50	\$ (50,000.00)	\$ (54,242.50)
21	9,020,000.00	1.13	\$ 101,926.00	0%	\$ 101,926.00	\$ (50,000.00)	\$ (51,926.00)
22	8,815,000.00	1.13	\$ 99,609.50	0%	\$ 99,609.50	\$ (50,000.00)	\$ (49,609.50)
23	8,610,000.00	1.13	\$ 97,293.00	0%	\$ 97,293.00	\$ (50,000.00)	\$ (47,293.00)
24	8,405,000.00	1.13	\$ 94,976.50	0%	\$ 94,976.50	\$ (50,000.00)	\$ (44,976.50)
25	8,200,000.00	1.13	\$ 92,660.00	0%	\$ 92,660.00	\$ (50,000.00)	\$ (42,660.00)
26	7,995,000.00	1.13	\$ 90,343.50	0%	\$ 90,343.50	\$ (50,000.00)	\$ (40,343.50)
27	7,790,000.00	1.13	\$ 88,027.00	0%	\$ 88,027.00	\$ (50,000.00)	\$ (38,027.00)
28	7,585,000.00	1.13	\$ 85,710.50	0%	\$ 85,710.50	\$ (50,000.00)	\$ (35,710.50)
29	7,380,000.00	1.13	\$ 83,394.00	0%	\$ 83,394.00	\$ (50,000.00)	\$ (33,394.00)

30	7,175,000.00	1.13	\$	81,077.50	0%	\$	81,077.50	\$	(50,000.00)	\$	(31,077.50)
31	6,970,000.00	1.13	\$	78,761.00	0%	\$	78,761.00	\$	(50,000.00)	\$	(28,761.00)
32	6,765,000.00	1.13	\$	76,444.50	0%	\$	76,444.50	\$	(50,000.00)	\$	(26,444.50)
33	6,560,000.00	1.13	\$	74,128.00	0%	\$	74,128.00	\$	(50,000.00)	\$	(24,128.00)
34	6,355,000.00	1.13	\$	71,811.50	0%	\$	71,811.50	\$	(50,000.00)	\$	(21,811.50)
35	6,150,000.00	1.13	\$	69,495.00	0%	\$	69,495.00	\$	(50,000.00)	\$	(19,495.00)
Totals											
						\$	3,031,140.25	\$	(1,250,000.00)	\$	(1,781,140.25)

REPORTS OF
THE CITY
ATTORNEY

REPORTS OF CITY CLERK

REPORTS OF
THE CITY
COUNCIL

COUNCILOR REQUESTS



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: Participatory Budgeting

Request to develop Participatory Budgeting platform to include/engage Hopewell residents in the creation of the FY21-22 Budget and implement the Open Finance Software previously adopted by City Council.

ISSUE: The City of Hopewell has an opportunity to increase education and citizen engagement as it related to its annual financing. Since local government is created to support the will of the people, the annual budget should directly include the element of citizen polling. Almost all public improvement efforts, projects, plans, etc. are funded using taxpayer dollars, members of the community should have a role in determining which financial goals they would like to see for the betterment of the City of Hopewell. For years, members of City Council have advocated for increased roads (infrastructure funding), youth program, community events, etc. The last two years, there has been a reduction to many of these desires and efforts. Citizens should be included in the budget process by listening sessions (virtual) and online polling.

RECOMMENDATION: City Council vote to direct the City Manager to work with the City's Information Technology (IT) Director and Finance Director to provide recommendations at the March meeting to develop participatory budgeting that will include citizens in the next FY budget process. Also for City Council to direct the City Manager to implement the Open Finance software adopted by City Council to ensure that citizens have a clean, interactive and accessible way to view the City's finances in real-time.

TIMING: Approval is requested on February 5, 2021

ENCLOSED DOCUMENTS:

STAFF: Jasmine Gore, Councilor, Ward 4

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

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"/> | 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 |



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Role of the Vice Mayor

Continue the precedent of agenda oversight assigned to Vice Mayor to ensure that the role of Chair/Mayor is ceremonial to avoid authority to act as a Strong Mayor/Policy-Maker for City Council. Keeping in line with the past two years.

ISSUE: A majority of members of City Council internally decided to temporarily shift Agenda oversight from the Chair/Mayor of Hopewell to the Vice Mayor due to disagreements within the City Clerk’s Office. City Council conducted an inquiry, received legal guidance on personnel matters, and held interviews with prior City Clerk staff. Ultimately, a majority of City Councilors opted to ignore legal guidance, voted to not submit the Chair/Mayor’s concerns about the Clerk Office operations to unbiased external experts and did not investigate claims submitted for personnel records by Chair. A majority of City Council voted to support the request of the Vice Mayor to permanently move all duties under the Chair/Mayor, with the exception of presiding over City Council meetings.

The position of a majority of City Council included the role of the Mayor should not a “Strong Mayor.” The duties of the office should be divided to ensure that the Chair/Mayor remained a ceremonial role and did not have policy/oversight of City Council. The Vice Mayor assumed all duties pertaining to:

- City Council Open Public Meeting Agenda, to include adjusting Meeting Template
- Organizing the City Council Closed Meeting Agenda
- Overseeing the City Clerk’s Office and Talent Bank Resumes from citizens wishing to serve on Hopewell Boards, Commissions and Authorities.

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

Since the members of Hopewell's City Council remain the same after the November election and a majority voted to reorganize the City Council structure, the same layout of duties should remain in place.

RECOMMENDATION: City Council vote to assign the Vice Mayor the duties of Chair/Mayor, excluding presiding over meetings, to ensure that the role of Chair/Mayor is ceremonial to avoid authority to act as a Strong Mayor/Policy-Maker for City Council, keeping in line with the past two years.

TIMING: Immediate.

BACKGROUND: A majority of City Council voted to redefine the role of Mayor and reorganize after the City Council bi-annual reorganization meeting by shifting duties of the Chair. The structural changes should continue with all of those in favor to avoid personal/political interference in the operations of local government.

ENCLOSED DOCUMENTS:

- None

STAFF:

Councilor Pelham

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			



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COUNCIL AGENDA ITEM TITLE:

Formal creation of the City Council Finance Committee

ISSUE: The City Council Standing Finance Committee was not officially established by ordinance or resolution. As such, the City Council does not have clear guidelines of the role of the committee and members do not have cited authority to staff/information as it relates to the City of Hopewell finances.

Members of the last term's Finance Committee (Councilor Gore and Councilor Pelham) requested for City Council to support providing support and guidance to support the effort to provide financial oversight. A majority of City Councilors chose to not vote to direct staff to support the Finance Committee and did not provide clear guidance. In addition, the belief of a majority of City Council was that all finance information should be provided to the entire body and not just the finance committee. Due to this effort, the Finance Committee did not meet on a routine basis.

RECOMMENDATION: City Council vote to formally establish a Finance Committee or void new appointments.

TIMING: At the will of City Council.

BACKGROUND: None

ENCLOSED DOCUMENTS:

- None

STAFF: Councilor Pelham

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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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 CITY COUNCIL ACTION FORM

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COUNCIL AGENDA ITEM TITLE:

Purchase and Utilize Software Module of Municode for Council Boards and Commissions

ISSUE: Currently all Council and Citizen Boards, Commissions, and Committees are managed manually by the Clerk or a designee.

RECOMMENDATION: Council Vote to procure a software module from Municode to track and maintain Boards and Commissions, and integrate into the City website to provide a location for constituents to identify what Boards and Commissions are available, which have openings and submit talent bank application all online. Cost is \$2000.00 per year.

TIMING:

BACKGROUND: During interviews for the Clerk position, one of the candidates mentioned that in her current position they use a software to perform and track the boards and commissions. So I did some research on a number of different companies and then asked if our software provider also had a module for this. Dr Manker checked into it and also gave me the quote this past Tuesday for the expense.

ENCLOSED DOCUMENTS:

- Presentation will be done the night of the council meeting

STAFF:

City Manager, Dr Manker

Motion: Council to approve the City Manager / Dr. Manker to purchase Municode Boards and Commissions software module and integrate into the City website for constituent's benefit.

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"/>	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			

ADJOURNMENT