



CITY OF HOPEWELL

Hopewell, Virginia 23860

AGENDA

(804) 541-2408

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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

February 9, 2021

ELECTRONIC MEETING

Closed Meeting: 5:30 PM

Worksession: 6:30 PM

Regular Meeting: 7:30 PM

OPEN MEETING

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

CLOSED MEETING

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

Roll Call

RECONVENE OPEN MEETING

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

Roll Call

WORKSESSION

6:30 p.m.

WS-1 City Council Rules and Procedures

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 Holloway.

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 Routine Approval of Work Sessions: February 23, 2021 – Stormwater Issues/Plan; CUP Request for 2408 Lynchburg Street; Spot Blight List

C-4 Personnel Change Report & Financial Report: Personnel Report – February 5, 2021

C-5 Ordinances on Second & Final Reading:

C-6 Routine Grant Approval:

C-7 Public Hearing Announcement: February 23, 2021 HRHA Rezoning Request

C-8 Information for Council Review:

C-9 Resolutions/Proclamations/Presentations: Black History Month Calendar

SUGGESTED MOTION: To amend/adopt consent agenda

Public Hearings

NONE

Unfinished Business

NONE

Regular Business

Reports of City Manager:

R-1. Regular Business – Cameron Foundation Health Disparities Grant Update

MOTION: _____

Roll Call

R-2. Regular Business – Riverwalk Phase II

MOTION: _____

Roll Call

R-3. **Regular Business** – Francisco Landing

MOTION: _____

Roll Call

R-4. **Regular Business** – Joint Meeting with HRHA – March 10, 2021

MOTION: _____

Roll Call

Reports of City Attorney:

Reports of City Clerk:

Reports of City Council:

Committees

Individual Councilors

IR-1 Boards and Commissions Participation

MOTION: _____

Roll Call

IR-2 City Council Laptops

MOTION: _____

Roll Call

IR-3 City of Hopewell to develop a Vaccine Strategy for Hopewell Residents to include marketing, notifications, sign-up/appointments and public information session webinar.

MOTION: _____

Roll Call

IR-4 Creation of a City of Hopewell SkillBridge Fellowship Program and/or On-the-Job Training and Apprenticeship Program to support Veteran/Military Spouse/Transitioning Service Member Workforce Development

MOTION: _____

Roll Call

IR-5 Request City Council support the modernizing of City of Hopewell online services and forms for Hopewell residents and taxpayers.

MOTION: _____

Roll Call

IR-6 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.

MOTION: _____

Roll Call

IR-7 Role of the Vice-Mayor

MOTION: _____

Roll Call

IR-8 Formal Creation of the City Council Finance Committee

MOTION: _____

Roll Call

Citizen/Councilor Requests

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

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

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

CCR-4 Anchor Point Complaints – Road Infrastructure Status and Ground Maintenance from Contractor/Developer (JG)

Presentations from Boards and Commissions

Other Council Communications

Adjournment

Hopewell City Council Rules of Procedure

FEBRUARY 9, 2021 WORK SESSION

2021 Proposed Amendments

Hopewell City Council Rules of Procedures

CURRENT RULE(S)

Rule 203. Discussion Limitation. Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may on any item speak up to ten minutes total, which includes questions, discussion, and debate. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, until every councilor has spoken or had the opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed or a work session item becomes an action item, the limitation in this rule apply.

Proposed Amendment

To limit the total of minutes for a councilor to speak to three minutes, apportioned between no greater than two times.

How the Proposed Amendment(s) might read

Rule 203. Discussion Limitation. Councilors ~~do~~ shall not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may ~~on any item speak~~ for no more than two times and for no longer than ~~up to ten~~ three minutes total on any item, which ~~includes~~ This limit shall also apply to and includes questions, discussion, and debate. ~~If the item is~~ of an action item, after a motion is made and seconded ~~before questions, discussion, or debate ensues.~~ No councilor shall be entitled to speak for a second time under this rule until ~~If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, until every councilor has spoken or had the opportunity to speak for up to ten minutes total or three times.~~ The limitations in of this rule ~~do~~ shall not apply to public hearings, ~~or~~ work sessions, or ~~when~~ to points of order are properly made and addressed. After a public hearing is closed or a work session item becomes an action item, the limitation in this rule apply. For the purpose of this rule, a substitute or amended motion shall constitute a new action item for which these limitations shall apply.

2021 Proposed Amendments

Hopewell City Council Rules of Procedures

CURRENT RULE(S)

Rule 303 (pertinent part). Agenda. The regular business of Council shall be as follows unless altered by a vote of the Council: All matters to be placed on the agenda shall be submitted no later than the Monday one week prior to a regularly scheduled meeting, and all backup and supporting materials shall be submitted no later than one week prior to the regularly scheduled meeting by 10:00 a.m. Any supporting documentation missing the deadline will force the item to the next agenda...The final draft shall be prepared and submitted to the City Manager and City Attorney for review no later than 10:00 a.m. on Wednesday one week prior to the regularly scheduled meeting...[t]he final agenda and packet will be given to the paralegal no later than 3:00 p.m. on the Thursday prior to the regular scheduled meeting...

Proposed Amendment

Two councilors proposed

Change the time/processes for submitting items for review and inclusion on the agenda, include more reviewers, eliminate Individual Requests (IRs), and change voting for amendments to any agenda from supermajority to majority vote.

Limit each councilor to no more than two CCR at one time.

How the Proposed Amendment(s) might read

All matters to be placed on the agenda shall be submitted to the City Clerk no later than the Monday one week prior to a regularly scheduled meeting, together with and all backup and supporting materials ~~shall be submitted no later than one week prior to the regularly scheduled meeting~~ by 10:00 a.m. The City Clerk shall reschedule an item to the next meeting's agenda should Any supporting documentation be missing from a submission the deadline will force the ~~item to the next agenda...~~ The City Clerk final draft shall be prepared and submitted a final draft to the City Manager, ~~and~~ City Attorney, Mayor and Vice Mayor for review no later than 10:00 a.m. on Wednesday one week prior to the regularly scheduled meeting...[t]he final agenda and packet ~~shall~~ will be approved given to the ~~paralegal~~ City Clerk by no later than 3:00 p.m. on the Thursday prior to the regular scheduled meeting... Amendments to Agenda Before Closed Session (by ~~2/3~~ majority vote of Council)... Amendments to Agenda After Closed Session (by ~~2/3~~ majority vote of Council)...

2021 Proposed Amendments

Hopewell City Council Rules of Procedures

CURRENT RULE(S)

Rule 306 . Time limits. Meetings will have a three-hour time limit from beginning to end. Meeting beginning at 7:30 p.m. will adjourn at 10:30 pm. Stand-alone Work Sessions or Special Meetings beginning at 6:30 p.m. will adjourn at 9:30 p.m. Any item not addressed within the three (3) hours would be continued to the next meeting, unless Council waives the rules to extend the meeting.

See associated/impacted Rule 301

Proposed Amendment

“The reg[ular] meeting which would include the closed session or work session will start at 6:30. The main part of the meeting would then start at 7:30.” All meetings would end at 10 p.m.

(Another councilor proposed that the rule be addressed without providing specific changes.)

How the Proposed Amendment(s) might read

Rule 306 . Time limits. ~~Meetings will have a three hour time limit from beginning to end.~~ Regular meetings shall beginning at ~~7:30~~ 6:30 p.m. and shall not extend beyond 10:00 p.m. unless Council, by 2/3 vote, suspends this rule to extend the meeting. ~~Stand alone Work Sessions or Special Meetings beginning at 6:30 p.m. will adjourn at 9:30 p.m.~~ Any item not addressed ~~within the three (3) hours would~~ in a meeting that is adjourned by the expiration of time under this rule shall be continued to the next meeting, ~~unless Council waives the rules to extend the meeting.~~ Items not addressed in an extended meeting shall not be automatically continued to the next meeting.

2021 Proposed Amendments

Hopewell City Council Rules of Procedures

CURRENT RULE(S)

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

See associated/impacted Rules 306

Proposed Amendment

“The reg[ular] meeting which would include the closed session or work session will start at 6:30. The main part of the meeting would then start at 7:30.” All meetings would end at 10 p.m.

How the Proposed Amendment(s) might read

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

2021 Proposed Amendments

Hopewell City Council Rules of Procedures

CURRENT RULE(S)

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

Proposed Amendment

Expressly include councilors (as well as the presiding officer) among those who can be reprimanded and removed.

How the Proposed Amendment(s) might read

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

2021 Proposed Amendments

Hopewell City Council Rules of Procedures

CURRENT RULE(S)

Rule 407. Suspension of Rules (Waive the Rules). The rules of Council may be suspended (waived) at any time by the vote of 2/3 of all Council members present.

Proposed Amendment

To change the supermajority to majority vote.

How the Proposed Amendment(s) might read

Rule 407. Suspension of Rules (Waive the Rules). The rules of Council may be suspended (waived) at any time by the majority vote ~~of 2/3~~ of all Council members present.

RULES OF CITY COUNCIL
THE CHAIR – POWERS AND DUTIES
(As amended through January 31, 2021)

- 101. Robert’s Rules of Order; Parliamentarian; Presiding Officer** – Where these rules are silent, Robert’s Rules of Order prevails (Charter IV.4). The city attorney is parliamentarian, whose ruling, when requested by or through the presiding officer, is final and binding, subject only to appeal to and a two-thirds vote of all council members. The presiding officer is the council president (mayor) or, in the mayor's absence, the vice-president (vice mayor) (Charter IV.5). If the mayor and vice mayor are absent, the temporary chair (see Rule 103) is the presiding officer.
- 102. Roll Call; Quorum** – The presiding officer takes the chair at the appointed meeting hour, and immediately calls council to order. The city clerk then calls the roll, and enters in the meeting minutes the names of the councilors as present or absent. In the absence of a quorum, the city clerk attempts to procure the attendance of absent councilors. A quorum exists when a majority of all councilors is present (Charter IV.4).
- 103. Temporary Chair** – In the absence of the mayor and vice mayor, the city clerk calls council to order, and calls the roll. If a quorum exists, council elects by majority vote of those present one of its members to be temporary chair until the mayor or vice mayor appears.
- 104. Appeals** – See Rule 101.
- 105. Voting Methods** – Votes upon a motion to adopt an ordinance or resolution are by roll call. All other votes are recorded by “ayes” and “nays” (Charter IV.8), unless the presiding officer requests a roll call. No councilor is excused from voting except on items that consider the councilor's official conduct, or involve the councilor's financial or personal interests (Charter IV.8). Although one cannot be compelled to vote (Robert's Rules), a

councilor (a) who is present but fails to vote without having been excused under this rule, or (b) who, in violation of Rule 209, excused himself or herself from the meeting to avoid voting, may be disciplined (Charter IV.4; Va. Code § 2.2-3711).

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

MEMBERS – DUTIES AND PRIVILEGES

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

Sample Seating Chart

[podium]

- 202. Addressing Council** – Councilors and others are addressed or referred to as Mr., Mrs., Miss, Ms., Madam, and/or by title. For example, "Madam Mayor," "Vice Mayor Jones," "Councilor Smith," "Mr. Williams," or "the City Manager.
- 203. Discussion Limitation** – Councilors do not ask questions during presentations of regular or special business items. After a presentation concludes, or if no presentation is made, a councilor may on any item speak up to ten minutes total, which includes questions, discussion, and debate. If the item is an action item, a motion is made and seconded before questions, discussion, or debate ensues. If the councilor speaks for less than ten minutes initially, the councilor may speak a second time if every other councilor has had an opportunity to speak, and a third time if every other councilor has had equal opportunities to speak, until every councilor has spoken or had an opportunity to speak for up to ten minutes total or three times. The limitations in this rule do not apply to public hearings or work sessions, or when points of order are properly made and addressed. After a public hearing is closed, or a work session item becomes an action item, the limitations in this rule apply.
- 204. Voting Order** – Roll call for voting is by ward number. At the first meeting in January, the roll call starts with the Ward 1 councilor, and proceeds numerically, through the Ward 7 councilor. At each meeting thereafter, the roll call is rotated by beginning with the Ward 2 councilor at the second meeting, and so on until each councilor has voted first. Once all councilors have voted first, the process repeats.
- 205. Motions** – All motions, except those to adopt ordinances making appropriations, authorizing the contracting of indebtedness, or relating to the issuance of bonds or other evidences of debt, are confined to one subject (Charter IV.8).
- 206. RESERVED**
- 207. Dissent or Protest** – During debate, a councilor has the right to express dissent from or protest against the adoption of any ordinance or resolution.

208. **Attendance** – Councilors notify the city clerk of absence from a scheduled meeting, at least 12 hours in advance if possible. The city clerk promptly notifies all councilors of the absence, if a quorum might not be present.
209. **Excuse During Meeting** – Any councilor may excuse himself or herself during a meeting, except to avoid voting.

REGULAR AND SPECIAL MEETINGS; AGENDA

301. **Regular Meetings** – Regular meetings are held in the council chamber, third floor of the Municipal Building, beginning at 7:30 p.m., at least once each month (Charter IV.6), on such days and at other times or places established at council's annual meeting (Va. Code § 15.2-1416).
302. **Special Meetings** – Special meetings are called by the city manager, the mayor, or any other councilor (Charter IV.6), upon notice that is reasonable under the circumstance (Va. Code § 2.2-3708.2) but no less than 12 hours. The city clerk immediately notifies, in addition to the public, the city manager, the city attorney, and each councilor by electronic mail or other writing if previously requested by the councilor, of the meeting time and place, and the specific items of business. No other items are considered unless all councilors are present and unanimously consent. Notice is waived if all councilors attend the meeting or sign a waiver (Va. Code § 15.2-1418).
303. **Agenda** – **The regular business of Council shall be as follows unless altered by a vote of the Council:** *(See Minute Book 25, Page 411, dated March 28, 2000.)* All matters to be placed on the agenda shall be submitted no later than the Monday one week prior to a regularly scheduled meeting, and all backup and supporting materials shall be submitted no later than one week prior to the regularly scheduled meeting by 10:00 a.m. Any supporting documentation missing the deadline will force the item to the next agenda. All Citizen Councilor Requests and supporting documentation shall be submitted no later than 5:00 p.m. on Monday one week prior to the regular scheduled meeting. Agenda meeting can be held on Tuesday 1t 10:00 a.m. one week prior to the regularly scheduled meeting. The final draft shall be prepared and submitted to the City Manager and the City Attorney for review no later than 10:00 a.m. on Wednesday prior to

the regular scheduled meeting. Their review shall be completed no later than 5:00 p.m. on the same Wednesday. The final agenda and agenda packet will be given to the paralegal no later than 3:00 p.m. on the Thursday prior to the regular scheduled meeting. All material to be presented to Council at the Tuesday meeting that is not part of the actual agenda packet (outside agency requests for funding, financial data supplied by our bond attorney, etc.) must be available to council with the publication of the agenda. Council will not vote on any material presented during the course of the meeting, this item will move to the next regular scheduled meeting. The agenda shall be posted and circulated on the Thursday immediately preceding the regularly scheduled meeting no later than 5 p.m. The order of the agenda may be amended by the majority vote of Council at any time.

Call to order, roll call and welcome to visitors

Amendments to Agenda Before Closed Session (by 2/3 vote of Council)

Closed Meeting — (See Minute Book 24, Pages 474 & 475, 7/14/98.) (See Minute Book 25, Page 411, dated 3/28/00.)

Prayer and Pledge of Allegiance to the Flag of the United States of America

Amendments to Agenda After Closed Session (by 2/3 vote of Council)

Consent Agenda (See Minute Book 25, Page 411, dated 3/28/00.)

City Council Meeting Minutes

Pending List

Information for Council Review

Personnel Change Report

Financial Report (regularly scheduled monthly meeting) (See Minute Book 25, Page 411, dated 3/28/00.)

Set Public Hearing(s) Set date(s) for routine Public Hearing(s) and list subject
(See Minute Book 28, Page ___, 3/23/04)

Set Routine Work Sessions

Ordinances on second reading (See Minute Book 25, Page 411, dated 3/28/00.)

Proclamations/Resolutions/Presentations (See Minute Book 25, Page 411, dated 3/28/00.)

Public Hearings

Communications from Citizens (See Minute Book 26, Page 211, dated March 27, 2001;
See Minute Book 31, Page ___ dated January 22, 2008)

Unfinished Business

Regular Business:

Reports of Boards and Commissions (includes Constitutional Offices)

Reports of the City Manager

Reports of the City Attorney

Reports of the City Clerk

Reports of Council:

Committees

Individual Requests

Any Other Councilor

Citizen/Councilor Requests

Presentations from Boards & Commissions (See Minute Book 28, page ____, dated February 3, 2004)

Council Communications

Adjournment

- 304. Removing Items from Agenda** -- Once a Councilor places an item on the agenda it can only be removed by that Councilor prior to the adoption of the agenda. Once the agenda is adopted an item can only be removed by a two-thirds (2/3) vote of all members of Council.
- 305. Non-agenda Items** – Only matters appearing on the agenda and transmitted to each Councilor twelve hours or more before a meeting may be considered a matter of regular business. Other matters including resolutions, ordinances, motions, etc., may be introduced under Reports of Council set forth under regular business by any member of Council (including City Administration) but shall be deferred until the next meeting. A two-thirds (2/3) vote of all members may suspend this rule.
- 306. Time Limit** - Meetings will have a three-hour time limit from beginning to end. Meetings beginning at 7:30 PM will adjourn at 10:30 PM. Stand-alone Work Sessions or Special Meetings beginning at 6:30 PM will adjourn at 9:30 PM. Any item not addressed within the three (3) hours would be continued to the next meeting, unless Council waives the rules to extend the meeting.

MISCELLANEOUS

401. **Motion stated by Chair** – When a motion is made and seconded, it may be stated by the Chair before debate, but shall be stated by the Clerk before the vote. Any member may demand that it be reduced to writing.
402. **Motions – Procedure** – When a question is before Council, no motion shall be entertained except:
- A. To fix the time at which to adjourn
 - B. To adjourn or recess
 - C. To lay on the table
 - D. The previous question
 - E. To postpone to a certain time
 - F. To refer
 - G. To amend
 - H. To postpone indefinitely
- Such motion shall have precedent in the foregoing order. A roll call may be ordered at any time to ascertain the number of members present. In any case of precedent, motion to table or move the question is out of order until all Councilors have had an opportunity to speak at least once.
403. **Minutes; Recordings** – Meetings are electronically recorded. In accordance with Robert's Rules of Order, minutes contain a record of what was done at the meeting. A councilor may, however, direct through the mayor that the draft minutes of the meeting include a brief summary of the councilor's remarks regarding an agenda item. Such direction must be given at the same meeting in which the remarks were made and prior to the next agenda item.
404. **Clerk of Council** – The Clerk shall be the custodian of all the papers, correspondence, and records of the Council and shall keep official minutes of proceedings which shall record the motions and votes of Council and only such further detail of matters as may be approved by majority vote or requested publicly “for the record” which may be in writing and shall be attributed to the individual Council member making the request. In the absence of the Clerk, and/or the Backup City Clerk, the Mayor shall appoint a Clerk pro tem to keep the minutes and

file same in the office of the City Clerk. Detailed debate shall not be recorded in minutes unless requested by Council at public session and with majority of Council's support. Minutes shall be mainly a record of what was done at the meeting, not what was said by the members (R.R.O.O. Page 389). Any question as to the contents of the minutes may be decided only by a majority of Council at the time the minutes are approved.

- 405. Communications from Citizens and Others** – The communications from citizens portion of the regular-meeting agenda is limited to three minutes per speaker and 30 minutes total. Speakers may contact the clerk in advance of, or sign up in person at, the meeting. They are called in the order they signed up, before others in the audience speak. Each person addressing council approaches the podium, and gives name and, if a Hopewell resident, ward number. No one may address council more than once per meeting, unless granted permission by the presiding officer. Speakers address council as a body, not individual councilors. Questions are asked of councilors and staff through the presiding officer. The presiding officer, subject to free-speech considerations as determined by the city attorney, has the authority to deem a matter inappropriate. Upon motion of any councilor, a majority of councilors present may allow the speaker to continue.
- 406. Decorum** – Any person who makes personal, impertinent, abusive, or slanderous statements, or incites disorderly conduct in the council chamber may be reprimanded by the presiding officer, and removed from the meeting upon a majority vote of councilors present, excluding any councilor who is the subject of the motion.
- 407. Suspension of Rules (Waive the Rules)** – The rules of Council may be suspended (waived) at any time by the vote of 2/3 of all Council members present.
- 408. Safety** – The Mayor shall be responsible for the safety of all participants in a Council meeting and may adjourn a meeting at any time such safety may be in question. In the event of overcrowding, the meeting shall be adjourned (recessed) to a location more suitable or the item resulting in crowding be rescheduled. There shall be no smoking, eating, or drinking allowed during Council sessions; however, members of council and support staff shall be allowed, at the discretion of the Mayor, to have drinks during Council sessions.

409. The “Virginia Freedom of Information Act” – Section 2.2-3700, et seq., of the Code of Virginia, 1950, as amended, is hereby incorporated by reference. Whenever a closed meeting is contemplated, the City Attorney shall be advised of the proposed purpose. The City Attorney shall advise the presiding officer on the legality of a closed meeting. (See Minute Book 25, Page 411, dated March 28, 2000.)

410. Standing Committees

A. Standing Committees

1. Standing committees shall be created only by resolution, which shall include the purpose and composition and shall be approved at a regular Council meeting.
2. Members shall be appointed by the Mayor, with the concurrence of members of Council. The Mayor may designate a chairman of the committee. The committee may elect a vice-chairman to serve in the absence of the chairperson.
3. Standing committees shall make periodic reports and recommendations to Council for their information and consideration. (See Minute Book 24, Pages 474 & 475, 7/14/98.)

B. Special Committees

1. Special committees are appointed by the Mayor, with the concurrence of Council for specific purposes.
2. Special committees shall terminate upon completion of the assigned task and report to Council.
3. Any special committee not terminated, shall be terminated on the date of the reorganization meeting at which a Mayor and Vice-Mayor are elected. (See Minute Book 24, Pages 474 & 475, July 14, 1998.)

411. Work Session Policy – As required, the City Council of the City of Hopewell may call a special “Council Work Session” beginning at 6:30 PM on the fourth Tuesday of each month. City Council requires that supporting documentation related to the subject material shall be provided to the City Clerk for Council review and perusal pursuant to Section 303, above, and made a part of the agenda packet. Work Sessions shall not be scheduled for the months of July, August, November and December, unless necessary.

Such work sessions are designed to give the Council adequate time to fully discuss and consider business affecting the City and are not considered to be a special meeting or public

hearing. Items which would traditionally be considered at a work session are annual budget, service level changes, etc.

To preserve the purpose of the work session the following rules regarding the conduct of the sessions are proposed:

- Work sessions are open to the public, however public comment is appropriate only at the regular meeting where official action is to be taken and at established public hearings.
For Example: Council may hold several work sessions on the annual budget at which the session is not open for public comment or debate. However, in order to give the public adequate opportunity to address the budget, Council will consider approval at two (2) separate Council meetings.
- The City Manager will represent the City's administrative staff at the work session. With Council approval and at the City Manager's recommendation, staff and outside agencies may make presentations to the Council. Again, presentations do not include public comment.
- Unless specifically advertised as a *special meeting* of the City Council, no formal action will be taken by the City Council at a Work Session.
- The subject matter discussed by City Council will be limited to items presented on the agenda. City Council requires that supporting documentation related to the subject material shall be provided to the City Clerk for Council review and perusal, and made a part of the agenda packet.
- Presentation times will not be scheduled.

412. Flowers and Donations

A. Illness

Flowers or gift basket not to exceed \$75.00 to Council members in the hospital.

B. Death

1. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a Council Member, not to exceed \$75.00.
2. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a former member of Council (ten years), not to exceed \$75.00.
3. Flowers, or in lieu of flowers, a contribution will be sent to a charitable organization in memory of a spouse, child, mother, father, brother, or sister of Council Member, not to exceed \$75.00.

NOTE: The above shall also apply to the City Manager, City Attorney, and City Clerk. The funds for the above will be expended from City Council Budget – Miscellaneous Expenses.

413. Disclosure – Members of City Council shall file with the City Clerk on January 15, of each year the Statement of Economic Interest. Members may request assistance from the City Attorney or City Clerk in its preparation.

414. Council Chamber/Conference Room, Use of – (Approved June 27, 1995)

The following rules shall govern the use of the City of Hopewell Council Chamber and adjoining Conference Room (“Council Chamber”):

- A. The following uses are priority uses of Council Chamber. No other use shall be scheduled which conflicts with a priority use, and any use which is already scheduled shall be cancelled if Council Chamber is needed at the same time for a priority use.
 1. Meeting of City Council, meetings of any committee of Council, or any public hearings or proceedings being conducted on behalf of Council.
 2. Meetings or hearings conducted by any board, commissions, committee, department, bureau, agency, or office of City government.

- B. Permitted uses of Council Chamber shall be meetings or hearings of other governmental bodies or entities; or use by any other organizations that are not deemed prohibited users of Council Chamber.
- C. The following uses are ***prohibited*** uses of Council Chamber:
1. Fund raising of any type, whether by payment, by donation, by contribution, by the charging of admissions, by the sale of goods, or otherwise.
 2. Use by any for-profit business or commercial enterprise or organization.
 3. Use for any criminal or illegal purpose.
 4. Use for any disorderly, improper, profane, obscene, indecent, lewd, pornographic, riotous, or immoral purpose; or use at which such conduct occurs, regardless of purpose.
 5. Regular periodic meetings of any organization or group. A regular periodic meeting is one that occurs within six (6) months of the previous use.
- D. Procedure for making reservations for permitted uses of Council Chamber:
1. Reservations for use of Council Chamber shall be made with the Clerk of the City Council.
 2. Applications for use of Council Chamber must be submitted to the Clerk's office within fifteen (15) business days of the proposed activity. The application for the proposed activity must include the name of the organization, the date, time, duration, location and nature of the proposed activity, and the number of participants.

3. Reservations for use of Council Chamber shall include a fifty dollar (\$50.00) key/security deposit. The deposit shall be refunded with the return of the key (minus any damages to the Chamber/Conference rooms.)
- E. All decisions about the use of Chambers shall be made by the Clerk of the City Council, subject to appeal to the City Council.
 - F. Cancellations by users must be reported as soon as possible to the Clerk's office during normal business hours. No-shows or failure to cancel in a timely manner may result in denial of future use of the facilities.
 - G. No eating, drinking (with the exception of water provided for the Council and the speaker's podium), smoking, or chewing of gum shall be permitted in the Council Chamber.
 - H. No defacing (tacks, nails, tape, etc.) of the furniture, walls, or equipment is permitted in the Council Chamber, Council Conference Room, lobby, or toilets. Any damage due to user's conduct shall be deducted from security deposit. Permitted user shall be liable for any damage greater than security deposit.
 - I. Council Chamber shall not be rearranged by anyone except with the permission of the City Clerk.
 - J. The City Clerk shall be the sole keeper of the keys to the Council Chambers.
 - K. Use of Council Chamber's equipment shall be with permission of the City Clerk.
 - L. User's responsibilities:
 1. Ensure that no unauthorized third party shall be granted permission to use the facility, or any portion thereof, without prior approval of the City Clerk.

2. Ensure that event participants shall not be restricted from participation for reasons of race, religion, color, creed, sex, age, national origin, or disability.
3. Ensure that the representative specified in the application for permitted use is present throughout the scheduled event.
4. Ensure that all rules and regulations for permitted use are followed.
5. Provide at least one adult chaperone for every group of fifteen (15) children.
6. Observe contracted time limits.
7. Leave the building and grounds in a clean, neat and orderly condition.

M. Denial of Application/Cancellation of Contracts

1. The City of Hopewell reserves the right to deny any application or cancel any permit when it deems such action to be in the best interest of the City.
2. Any violation of any rules or requirements set forth in this memorandum of permitted uses may be grounds for immediate expulsion and/or denial of future use of this facility. The applicant's signature on the application form constitutes an acknowledgement that the applicant will comply with all regulations as stated.
3. The City shall not be liable for any costs incurred and/or damages suffered by applicants as a result of denial of any application and/or cancellation of any contract for use of Council Chamber.

N. Interpretation of regulations shall be the responsibility of the City Attorney.

415. Travel Policy – (Revised October 25, 1994) – Same policy as in City’s Personnel Policy Manual with the exception that the City Manager’s approval for Council travel is not required.

Council/Council Committee scheduled group meals may be excluded from the per diem allowances of the Personnel Policy. (Revised 3/10/1995; Revised 7/1/07)

City of Hopewell
City Council Travel Policy

- A. It shall be the policy of the city council of the City of Hopewell to encourage members of the city council to participate in state and national associations and continuing education programs that benefit the city.
- B. The city council shall encourage members of the governing body to attend the annual meetings of the Virginia Municipal League and the National League of Cities.
- C. Travel expenses under \$100 do not require Council approval, provided sufficient funds have been budgeted for such expenses.
- D. Travel reimbursements shall be paid in compliance with city travel policies for employees.
- E. Registration, lodging and commercial transportation for city council shall be arranged by the clerk of council or the city manager’s office.
- F. Council travel beyond this policy shall be approved in advance by the governing body or by the mayor if council does not meet in time to meet registration deadlines.

(Passed May 13, 2008 [Minute Book 31, page ____])

416. Land Use Requests – (Passed September 12, 1989 [Minute Book 23, Page 114])

City Council will not act on any specific land use issue requested by a petitioner unless that petitioner or his representative is present to respond to Council's questions. Petitioner must prove that he/she has a vested interest in the property before consideration.

417. Protocol For Open Committee Meetings

- A. All meetings will be announced at least 72 hours prior to the meeting ("*whenever possible*").
- B. Meeting notices will be:
 - (1) sent to the Hopewell News, Progress Index and Richmond Times Dispatch;
 - (2) posted on the public bulletin board in the Municipal Building and other locations as used by the City for such notices.
 - (3) Listed on the City's web site;
 - (4) Sent by e-mail to anyone requesting FOIA (Freedom of Information Act) notice by e-mail;
 - (5) Sent by regular mail to anyone requesting notice by regular mail and providing the City with stamped, self-addressed envelopes for such notice;
 - (6) Sent to all Council members.
- C. All meetings will have minutes containing at least the time and date of the meeting, attendees, a listing of the items discussed, a listing of any action taken, and an attachment of any written materials shared at the meeting.
- D. Any Committee Meeting may, with proper motion, go into closed session to discuss specific materials under the same provisions governing closed sessions of the full Council.
- E. Any Committee Meeting may receive confidential materials under the same provisions

governing the receipt of confidential materials received by the full Council.

- F. The agenda package of Council meetings will contain all committee meeting agenda, attachments, and minutes as available for receipt and file.
- G. This protocol will apply to City Council as well as to all boards and commissions appointed by and answering to City Council. *(See minutes dated August 13, 2002, Min. Book 27, page 169)*
- H. All Action items for consideration shall be supported by all available documentation used to justify Council's consideration and action. This is to include all recommendations of any Board, Commission, Outside Agency, or Jurisdiction. *(See minutes of February 10, 2004)*

418. Meals, Food, and/or Beverages for Council Meetings and Work Sessions of Council:

The following guidelines are established as Rules and Procedures regarding food for City Council members and/or staff in the Council Chambers or Council Conference Room.

- A. The City Clerk shall confer with the Mayor, who shall decide whether or not food is to be provided during any Regular City Council meeting, Special City Council meeting, or Work Session of Council.
 - 1. With Mayor approval, food shall be made available at any Work Session scheduled at 5:30 PM, and/or immediately followed by a Closed Session at 6:30 PM, and immediately followed by a Regular City Council meeting at 7:30 PM.
 - 2. The City Clerk shall confer with the Mayor whether or not food is to be provided for any Special City Council meeting or Work Session scheduled as a *stand-alone* meeting, which is not followed or preceded by a Regular City Council meeting.
 - 3. Any all-day Work Session, Council Advance, or Special Meeting of Council shall include meals. With some minor modifications City Council's Rules and

Procedures shall be similar to the City's Travel Policy in the City's Policies and Procedures Manual.

4. Any Special City Council Meeting or Work Session that is anticipated to last for less than two (2) hours shall not require a meal.

B. With Mayor approval, food shall be made available for the seven members of City Council, City Manager, City Attorney, and City Clerk. Food shall also be made available for City staff who may be required to attend said Regular City Council meeting, Special City Council meeting, or Work Session.

1. Food shall be defined as a light meal such as a salad, sandwich, cheese and crackers, and/or vegetables and dip, which will be made available in the City Council Conference Room.

2. The City Clerk shall maintain a supply of bottled water and soft drinks in the refrigerator located in the City Council Conference Room. These may be used at the discretion of City Council.

C. The cost of such meals shall be kept within reasonable budgetary constraints. Cost of said meals shall be applied to City Council's Miscellaneous Budget.

419. Presentations by Boards and Commissions:

Each of the City's **boards, commissions, authorities,** and **committees of** Council that lack committee members and do not have a full membership **shall periodically provide a** brief **presentation to** City Council. Each presentation shall be limited to a total of ten (10) **minutes.** The purpose of the presentation is to apprise City Council **of the** **recently completed projects,** **current and future activities** of the association. (See City Council minutes dated 11/9/04, Book ____, Page ____) (See City Council minutes dated 1/12/08, Book 30, Page ____)

420. Salaries of Council Employees into Annual Budget Document

This section covers the City Manager, City Attorney and City Clerk, and shall be part of Council Rules and Procedures. The annual cost of living adjustments (COLAs) will be established at the same percentage as employees covered by the last adopted Pay and Compensation Study. COLAs will be effective at the beginning of each fiscal year (July 1). Merit increases will be established based on a yearly performance review. The review and pay adjustment dollar amounts will be completed in May. Figures for individual pay adjustments will be forwarded to the Finance Department no later than June 15 and become effective July 1. (See City Council minutes dated 11/8/05, Book 29, page ____)

421. Council Rules of Council Conduct

**City of Hopewell
Council Rules of Conduct
(Approved December 18, 2007)**

Council members agree to represent the public interest and work with others to improve the quality of life for Hopewell citizens and visitors. It is further acknowledged that residents and businesses of Hopewell are entitled to have fair, ethical, and accountable local government. Such a government requires that public officials:

- comply with both the letter and the spirit of the laws and policies affecting operations of the government;
- be independent, impartial, and fair in their judgment and actions;
- use their public office for the public good, not for personal gain;
- conduct public deliberations and processes openly, (unless legally confidential) in an atmosphere of respect and civility; and,
- act in a manner that supports the expectations of their constituents and enhances public confidence in the system of local government supporting this Code. Council confirms its commitment to serve public interest with fairness and integrity.

1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Council members shall work for the common good of the people of Hopewell and

not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

2. Respect for Process

Council member duties shall be performed in accordance with the processes and rules of order established by the City Council.

3. Conduct of Public Meetings

City Council members shall inform themselves of public issues, listen attentively to public discussions before the body, and focus on the business at hand.

4. Policy Role of Members

Council members shall respect and adhere to the Council-Manager structure of Hopewell City government as provided in State law and the City Charter.

5. Positive Work Environment

City Council members shall support the maintenance of a positive and constructive environment for residents, businesses, and city employees.

6. Conduct of Members

City Council members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff, or the public. City Council members agree to be respectful of other Council members, city staff, and the public, and shall not degrade them in oral or written communication.

7. Comply with the Law

City Council members shall comply with the laws of the nation, the Commonwealth of Virginia, and the City of Hopewell in the performance of their public duties. These laws include, but are not limited to: the United States and Virginia constitutions; the Hopewell City Charter; laws pertaining to conflicts of

interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and city ordinances and policies.

8. Coordination with City Staff

Appropriate city staff should be involved when City Council members meet with officials from other agencies and jurisdictions to ensure proper staff support as needed and to keep staff informed. City Council members shall coordinate requests for city staff participation in these and other activities with Council-appointed staff only. City Council shall not contact other appointed staff for matters other than citizen request for service.

9. Use of Public Resources

Public resources not available to the general public (e.g., city staff time, equipment, supplies or facilities) shall not be used by City Council members for private gain or personal purposes. City Council shall review and approve payments by members of Council without proper documentation prior to payment.

10. Decisions Based on Merit

City Council decisions shall be based upon the merits and substance of the matter at hand.

11. Communication

It is the responsibility of City Council members to publicly share substantive information that is relevant to a matter under consideration that they have received from sources outside of the public decision-making process with all other Council members.

12. Advocacy

To the best of their ability, City Council members shall represent the official policies and positions of the City Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the

City Council or the City. The Mayor or council-appointed staff shall present the city position on various issues to communities, state, and federal representatives unless otherwise directed by the City Council. The city shall disseminate only those positions.

13. Confidential Information

City Council members shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Council. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial, or private interests.

14. Gifts and Favors

City Council members shall not take advantage of services or opportunities for personal gain by virtue of their public offices, that are not available to the public in general. They shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or give the appearance of compromising their independence.

15. Representation of Private Interests

In keeping with their role as stewards of the public trust, City Council members shall not appear on behalf of the private interests of a third-party before the City Council or any board, commission, committee, or proceeding of the City.

16. Improper Influence

City Council members shall refrain from using their position to improperly influence the deliberations or decisions of city staff, boards, commissions, or committees.

17. Disclosure of Corruption

All city officials shall take an oath upon assuming office, pledging to uphold the laws of the city, the commonwealth and the Federal Government. As part of this

oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or other violation of the law.

18. Implementation

Ethics standards shall be included in the regular orientations for City Council candidates. Council members entering office shall sign a statement affirming that they have read and understood the City of Hopewell’s City Council Rules of Conduct.

19. Compliance and Enforcement

City Council members themselves have the primary responsibility to assure that the ethical standards are understood, met, and that the public can continue to have full confidence in the integrity of City government.

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

I affirm that I have read and understand the City of Hopewell City Council Rules of Conduct.

Signature

Date

DATE: February 5, 2021
TO: The Honorable City Council
FROM: Jennifer Sears, Director of Human Resources
SUBJECT: Personnel Change Report

APPOINTMENTS:

NAME	DEPARTMENT	POSITION	DATE
MELONE GODFREY	HEALTHY FAMILIES	FAM SUPP SP	01/20/2021
DAWN FLIPPIN	SHERIFF	PT SHERIFF DEPUTY	01/27/2021
CHRISTOPHER VASS	DEVELOPMENT	COMBO BLDG INSPECTOR I	01/27/2021
BRUCE YOUNG	PWS GARAGE	PT AUTO MECHANIC	02/01/2021

SUSPENSIONS: 0

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

REMOVALS:

NAME	DEPARTMENT	POSITION	DATE
ANTHONY MCCURRY	POLICE	POLICE OFFICER I	01/05/2021
PRINCESS HOPSON	RECREATION	PT LIFEGUARD	01/12/2021
DEBORAH SHAW	FIRE	REVENUE RECOV TECH	01/22/2021
ANGELA BACH	POLICE	COMMUNICATIONS OPERATOR	01/31/2021
JEREMY JOHNSON	FIRE	FIRE FIGHTER I	01/31/2021

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

BLACK HISTORY MONTH – City of Hopewell

Notable accomplishments of Hopewell African-Americans



February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
 <p>Kamala Harris 1st African and Indian American Vice President for the United States</p>	<p>1</p> <p>Daniel Jones, Jr. 1st African-American Magistrate</p>	<p>2</p> <p>Joseph Gilliam 1st African-American Chairman of HRHA Commission</p>	<p>3</p> <p>C. Ray Edmonds 1st African-American elected to City Council, 1st Vice Mayor; Planning Comm; Pres. Chamber of Commerce</p>	<p>4</p> <p>Curtis W. Harris, Sr. 1st African-American Mayor 1998</p>	<p>5</p> <p>James W. Patterson 1994 elected to City Council Vice Mayor and Mayor</p>	<p>6</p> <p>Dr. Kim Allen 1st African-American female Principal of Hopewell High School</p>
<p>7</p> <p>Floyd Goodwin 1st African-American police officer</p>	<p>8</p> <p>Brenda Pelham 1st African-American female Vice Mayor, 2004; and Mayor 2008</p>	<p>9</p> <p>Greg Cuffey 1st African-American elected to City Council for Ward 7, 2006</p>	<p>10</p> <p>Mary Quarrels 1st African-American Principal at Arlington Elementary School</p>	<p>11</p> <p>Bernard Epps 1st African-American High School Principal at Carter G. Woodson High School</p>	<p>12</p> <p>Brenda Hite-Hayes 1st African-American Female School Board Member</p>	<p>13</p> <p>Arlene Holloway 1st African-American female elected Councilor Ward</p>
<p>14</p> <p>Herbert Bragg 1st African-American Intergovernmental & Public Affairs Director</p>	<p>15</p> <p>Jasmine Gore 1st African-American & Youngest Female elected Councilor to Ward 4 & Youngest African-American Mayor within the Commonwealth of Virginia 2018-2020</p>	<p>16</p> <p>Tevya Griffin 1st African-American Director of Neighborhood Assistance and Planning</p>	<p>17</p> <p>Avon Miles Chairman of the Public School Board 2005</p>	<p>18</p> <p>Glenda Hayes 1st African-American Management Employee & Employment Coordinator at JRMC</p>	<p>19</p> <p>Suzanne Jackson 1st African-American female named as CEO of John Randolph Medical Center</p>	<p>20</p> <p>Renia Coles 1st African American Woman City of Hopewell Human Resource Director</p>
<p>21</p> <p>Samuel Perry, Sr. 1st African-American Director of Hopewell Redevelopment and Housing Authority</p>	<p>22</p> <p>Alan Archer 1st African-American City Manager 2004</p>	<p>23</p> <p>Steven Martin 1st African-American Chief of Police</p>	<p>24</p> <p>John Tunstall 1st African-American Fire Chief 2000</p>	<p>25</p> <p>Dr. Winston Odom 1st African-American Public School Superintendent 2003</p>	<p>26</p> <p>Dr. Rudy Ford 1st African-American Principal for Hopewell High School</p>	<p>27</p> <p>Bernie Boone 1st African-American CEO John Randolph Medical Center</p>
<p>28</p> <p>Jacqueline Shepperson 1st African-American on Library Board</p>	 <p>Barack Obama 1st African American President for the United States</p>					<p>We Celebrate Make History</p>



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:

Provide an update of the Cameron Foundation Grant for Policies, Systems, and Environmental Approach to Address Health Disparities

ISSUE: The Grant Team has completed 75% of technical assistance provided by the Cameron Foundation through the Institute for Public Health Innovation. The assistance has helped the team create an efficient and sustainable plan that will act as the guide for the grant work going forward.

RECOMMENDATION: Receive an update from the grant team.

TIMING: Presentation given at the February 9, 2021 City Council meeting.

BACKGROUND: The Department of Development applied for the Joint Application for Policies, Systems, and Environmental Approach to Address Health Disparities. The grant for \$50,000 was due August 27, 2020. The City was notified on October 28, 2020 that the Cameron Board of Directors selected our proposal entitled, “One Hopewell” as an award recipient. City Council was informed of the grant during the November 10, 2020 meeting. Staff provided a memorandum, and the grant proposal at that time.

ENCLOSED DOCUMENTS:

- Power Point Presentation

STAFF:

Tevya W. Griffin, Director, Department of Development

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			

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 |

Presentation Purpose:

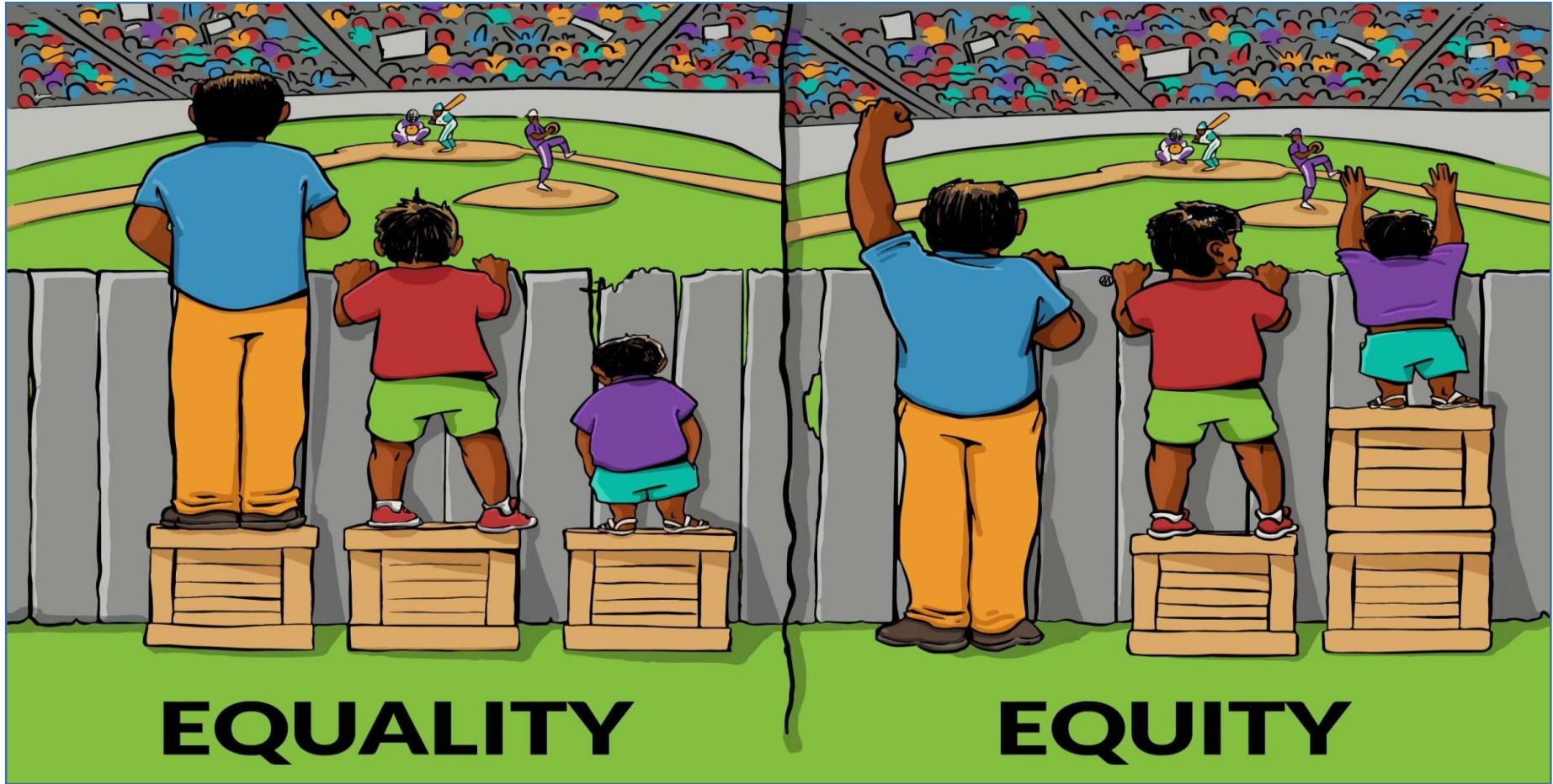
October 2020, the Cameron Foundation awarded the City of Hopewell with the Phase I Policies, Systems, Environment (PSE) Approach to Address Health Disparities Grant. December 2020, Hopewell City Council voted to approve the receipt of the grant award. The following is a presentation to provide City Council with an update of the grant progress and introduction of the OneHopewell Grant Team members. The OneHopewell PSE grant was submitted to transition from the completed work of the National League of Cities – Cities of Opportunity Grant received in 2019 and build upon goals adopted by City Council in its Comprehensive Plan. Together, the stakeholders created the OneHOPEwell Community Enhancement Initiative grant submission to address equity, social determinates of Health and Hopewell’s social/economic factors.

Goal of the RFP

To create opportunities for policymakers and stakeholders to strategically **address health disparities** in the Tri-Cities region by leveraging their collective power to identify and address policies that promote access to services and resources that would improve poor health outcomes in low income populations.



Perspective:



Social Determinates of Health

Social determinants of health (SDOH) external icon are conditions in the places where people live, learn, work, and play that affect a wide range of health, functioning, and quality-of-life outcomes and risks. Conditions (e.g., social, economic, and physical) in these various environments and settings (e.g., school, church, workplace, and neighborhood) have been referred to as “place.”

In addition to the more material attributes of “place,” the patterns of social engagement and sense of security and well-being are also affected by where people live. Resources that enhance quality of life can have a significant influence on population health outcomes. Understanding the relationship between how population groups experience “place” and the impact of “place” on health is fundamental to the social determinants of health—including both social and physical determinants.

-Source CDC



Centers for Disease Control and Prevention

A “place-based” organizing framework, reflecting five (5) key areas of social determinants of health (SDOH), was developed by Healthy People 2020.

These five key areas (determinants) include:

- Economic Stability
- Education
- Social and Community Context
- Health and Health Care
- Neighborhood and Built Environment

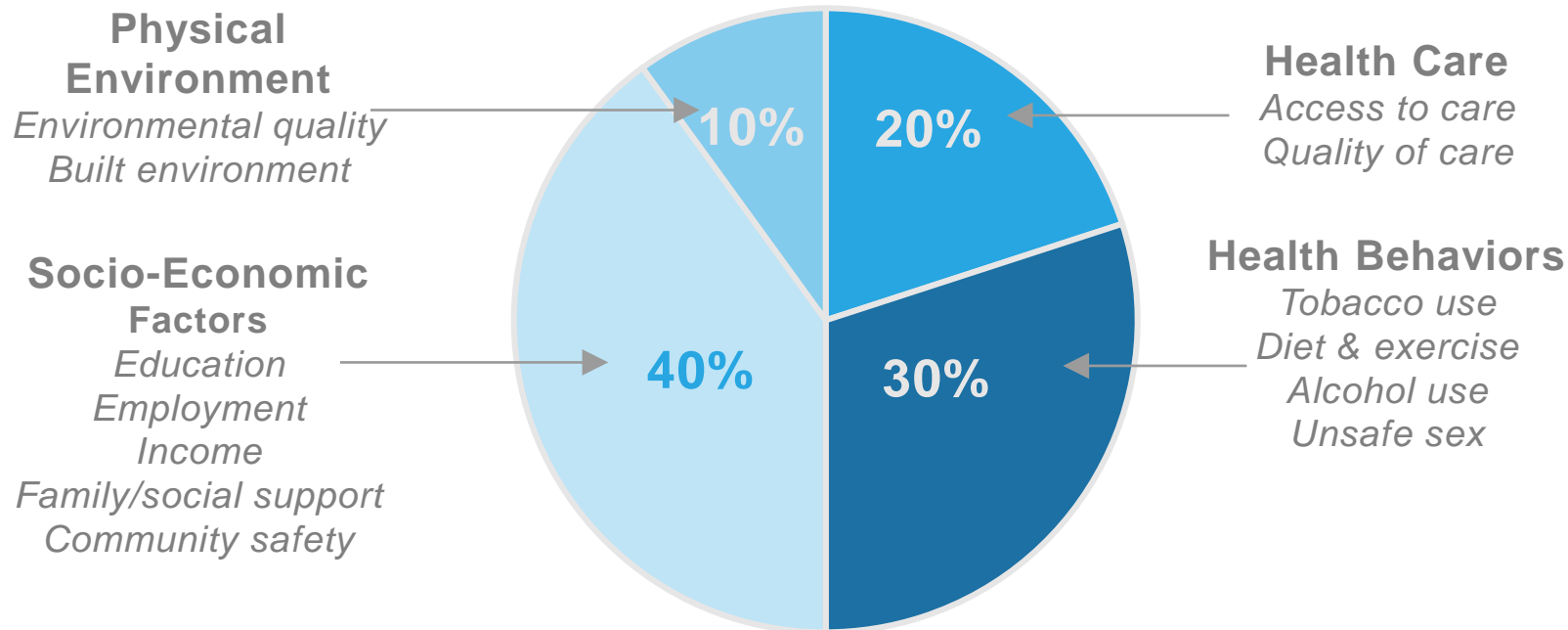
- Source CDC and Healthy People 2020



OneHOPEwell

Community Enhancement Initiative

Cameron Foundation - Policies, Systems, Environmental (PSE) Approach to Address Health Disparities Grant



Source: Authors' analysis and adaptation from the University of Wisconsin Population Health Institute's County Health Rankings model ©2010, <http://www.countyhealthrankings.org/about-project/background>



Why the City of Hopewell & the OneHOPEwell Grant Submission?

City/County	Health Outcome		Health Factor	
	2019	2020	2019	2020
Chesterfield	29	25	17	22
Colonial Heights	98	105	55	66
Dinwiddie	78	73	96	103
Hopewell	127	129	130	128
Petersburg	133	133	133	133
Prince George	28	37	64	71
Sussex	105	120	125	129

Source- County Health Rankings 2019



Why the City of Hopewell & the OneHOPEwell Grant Submission?



2018 Service Area Report Card

HEALTH	Chesterfield (All)	Colonial Heights	Dinwiddie	Hopewell	Petersburg	Prince George	Sussex	State	National	Service Area Trend*
Robert Wood Johnson Fdn. County Health Outcomes Ranking (of 133)	2010: 17 2017: 25 2018: 30	2010: 64 2017: 64 2018: 93	2010: 86 2017: 85 2018: 84	2010: 117 2017: 123 2018: 126	2010: 130 2017: 132 2018: 133	2010: 23 2017: 43 2018: 32	2010: 107 2017: 99 2018: 97	N/A	N/A	👎
Robert Wood Johnson Fdn. County Health Factors Ranking (of 133)	2010: 14 2017: 18 2018: 15	2010: 35 2017: 46 2018: 57	2010: 101 2017: 90 2018: 104	2010: 128 2017: 129 2018: 128	2010: 132 2017: 133 2018: 133	2010: 66 2017: 75 2018: 77	2010: 111 2017: 126 2018: 123	N/A	N/A	👎
Infant Mortality Rate (per 1,000)	2003: 6.8 2015: 4.7 2016: 7.0	2003: 9.9 2015: 10.0 2016: 16.1	2003: N/A 2015: 9.9 2016: 13.1	2003: 11.8 2015: 11.4 2016: 21.1	2003: 14.7 2015: 7.3 2016: 22.1	2003: 2.6 2015: 5.6 2016: 7.5	2003: 8.8 2015: 11.1 N/A	2003: 7.6 2015: 5.9 2016: 5.8	2003: 6.9 2015: 5.9 2016: 5.9	👎
Teen Pregnancy Rate (per 1,000)	2003: 16.9 2015: 9.5 2016: 9.3	2003: 55.7 2015: 22.2 2016: 13.8	2003: 25.3 2015: 11.9 2016: 17.0	2003: 61.6 2015: 30.9 2016: 19.6	2003: 87.1 2015: 46.7 2016: 35.9	2003: 21.3 2015: 7.4 2016: 12.0	2003: 41.9 2015: 20.5 2016: 21.0	2003: 27.4 2015: 22.0 2016: 20.8	N/A	👍
Suicide Rate (per 100,000)	2008: 10.2 2015: 10.4 2016: 15.3	2008: 22.5 2015: 22.4 2016: 28.1	2008: 7.7 2015: 39.5 2016: 10.7	2008: 4.3 2015: 26.8 2016: 8.8	2008: 18.2 2015: 6.2 2016: 25.1	2008: 19.4 2015: 23.8 2016: 18.5	2008: 8.2 2015: 8.5 2016: 8.7	2008: 12.1 2015: 13.1 2016: 13.5	2003: 10.9 2015: 13.8 2016: 13.9	👎
EDUCATION	Chesterfield (All)	Colonial Heights	Dinwiddie	Hopewell	Petersburg	Prince George	Sussex	State	National	Service Area Trend
PALS-K Scores Below Readiness (Kindergarten - Fall)	2003: 19.7% 2016: 13.0% 2017: 14.0%	2003: 26.0% 2016: 17.0% 2017: 14.0%	2003: 25.1% 2016: 19.0% 2017: 21.0%	2003: 31.1% 2016: 27.0% 2017: 20.0%	2003: 33.9% 2016: 14.0% 2017: 16.0%	2003: 23.9% 2016: 25.0% 2017: 27.0%	2003: 30.6% 2016: 21.0% 2017: 15.0%	2003: 21.4% 2016: 14.6% 2017: 16.0%	N/A	👍
3rd Grade Reading Proficiency	2013: 75.8% 2017: 80.2% 2018: 76%	2013: 80.4% 2017: 70.9% 2018: 72%	2013: 65.5% 2017: 78.4% 2018: 74%	2013: 62.8% 2017: 67.6% 2018: 62%	2013: 55.6% 2017: 63.8% 2018: 60%	2013: 80.6% 2017: 84.8% 2018: 81%	2013: 67.8% 2017: 76.8% 2018: 68%	2013: 72.0% 2017: 74.6% 2018: 72%	N/A	?
H.S. On-Time Graduation Rates	2008: 84.7% 2017: 90.2% 2018: 90.9%	2008: 72.7% 2017: 96.0% 2018: 91.5%	2008: 68.4% 2017: 89.3% 2018: 87.7%	2008: 58.3% 2017: 85.2% 2018: 90.9%	2008: 58.2% 2017: 80.4% 2018: 83.0%	2008: 78.0% 2017: 91.7% 2018: 90.9%	2008: 73.2% 2017: 89.8% 2018: 89.1%	2008: 82.1% 2017: 91.1% 2018: 91.6%	N/A	👍
Associate's Degree	2000: 6.6% 2016: 8.1% 2017: 8.5%	2000: 6.1% 2016: 8.9% 2017: 8.9%	2000: 4.1% 2016: 7.3% 2017: 7.6%	2000: 4.1% 2016: 7.7% 2017: 8.1%	2000: 4.6% 2016: 5.4% 2017: 5.4%	2000: 7.1% 2016: 9.0% 2017: 8.9%	2000: 3.5% 2016: 3.4% 2017: 3.7%	2000: 5.6% 2016: 7.4% 2017: 7.5%	2000: 6.3% 2016: 8.2% 2017: 8.3%	👍
Bachelor's Degree & Higher	2000: 32.6% 2016: 37.7% 2017: 38.4%	2000: 18.9% 2016: 21.9% 2017: 23.6%	2000: 11.0% 2016: 16.9% 2017: 16.6%	2000: 10.2% 2016: 14.4% 2017: 15.1%	2000: 14.8% 2016: 16.6% 2017: 17.5%	2000: 18.4% 2016: 22.1% 2017: 23.0%	2000: 10.0% 2016: 11.3% 2017: 11.7%	2000: 29.5% 2016: 36.9% 2017: 37.6%	2000: 24.4% 2016: 30.3% 2017: 30.9%	👍

* Comparison between oldest year and most recent year available. A service area trend is identified as "better" if the majority (four of seven) of localities improved on that indicator.
Created 02/19

👍 Better 👎 Worse ? Inconclusive

Source- The Cameron Foundation



Why the City of Hopewell & the OneHOPEwell Grant Submission?

HEALTH	Hopewell
Robert Wood Johnson Fdn. County Health Outcomes Ranking (of 133)	2010: 117 2017: 123 2018: 126
Robert Wood Johnson Fdn. County Health Factors Ranking (of 133)	2010: 128 2017: 129 2018: 128
Infant Mortality Rate (per 1,000)	2003: 11.8 2015: 11.4 2016: 21.1
Teen Pregnancy Rate (per 1,000)	2003: 61.6 2015: 30.9 2016: 19.6
Suicide Rate (per 100,000)	2008: 4.3 2015: 26.8 2016: 8.8

EDUCATION	Hopewell
PALS-K Scores Below Readiness (Kindergarten - Fall)	2003: 31.1% 2016: 27.0% 2017: 20.0%
3rd Grade Reading Proficiency	2013: 62.8% 2017: 67.6% 2018: 62%
H.S. On-Time Graduation Rates	2008: 58.3% 2017: 85.2% 2018: 90.9%
Associate's Degree	2000: 4.1% 2016: 7.7% 2017: 8.1%
Bachelor's Degree & Higher	2000: 10.2% 2016: 14.4% 2017: 15.1%



Why the City of Hopewell & the OneHOPEwell Grant Submission?

Hopewell Comprehensive Plan – Vision for 2018 – 2023

1. **Develop Health Care District**
 - Completed
2. **Strategic Placement of Parks/Areas Designated for Physical Activity**
 - Ongoing
3. **Increase Recreational Opportunities through the Community Center and Private Facilities**
 - Ongoing
4. **Inclusion of Complete Streets program**
 - Ongoing (Hopewell Active Connections) (21st Avenue &
5. **Encourage new business with fresh fruits and vegetables**
 - *Pending – Following up Local Foods/Local Places; VCU Masters Program*
 - *Suggestion to create Mobile Food Truck*
6. **Increase Educational Opportunities that move Households out of Poverty**
 - Vision Center – Hopewell Redevelopment & Housing Authority
7. **Leverage Hopewell School System to teach healthy lifestyles**
 - Ongoing (Balanced School Calendar)
8. **Parenting Classes**
 - Ongoing - Healthy Families



Why the City of Hopewell & the OneHOPEwell Grant Submission?

Hopewell Comprehensive Plan – Vision for 2018 – 2023

1. Income Distribution

- The income of City residents is approximately \$20,000 per household lower than the average household income for the State of Virginia.

2. Racial Composition

- The proportion of African-Americans in Hopewell is nearly double the proportion of the State of Virginia. This is the most defining demographic characteristic of Hopewell. It is of significance, because there are distinct racial disparities in Hopewell affecting African American residents, such as infant mortality and certain diseases (see full report). For example, the heart disease mortality rate is 10% higher among African Americans in Hopewell than Whites. Those responsible for creating programs to promote healthy living must be able to communicate across cultures to effectively reach minority populations.

3. Poverty

- From a planning standpoint reducing poverty is a necessary pathway to improving the overall health of the community inasmuch as it is strongly correlated to housing, community maintenance, employment, and educational attainment. Overall poverty in Hopewell is 1.5 times higher than in Virginia. Across age groups and gender, poverty ranges from 17% higher to 55% higher in Hopewell, compared to Virginia. Poverty most adversely affects the African American community where 25.5% of its population resides in poverty.

4. Clinical Care

- Every resident of Hopewell lives in a health professional shortage area, as opposed to just 24% of the rest of Virginia. While the Hopewell-Prince George Community Health Center provides services for low income residents, there are not enough primary care physicians, dentists, mental health professionals, and community-based health providers to service Hopewell's population.

5. Health Conditions and Food Availability

- The percentage of Hopewell residents with low income and low food access is approximately three times higher than Virginia. Low food access reports the percentage of the population living in census tracts designated as food deserts. A "food desert" is defined as a low-income census tract where a substantial number or share of residents has low access to a supermarket or large grocery store. In addition to limited access to high-quality "smart food" grocery stores, the number of fast food restaurants per 100,000 population is higher in Hopewell than in Virginia.

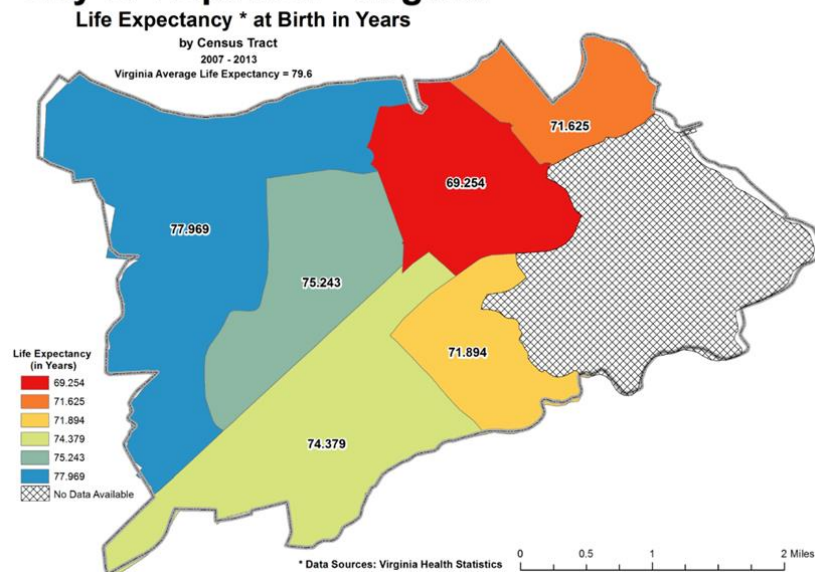


Why the City of Hopewell & the OneHOPEwell Grant Submission? Hopewell Comprehensive Plan – Vision for 2028 – 2023

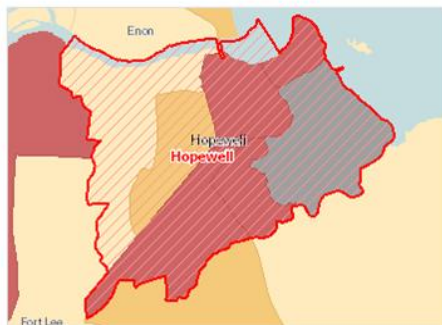
1. Life Expectancy

Every census tract in the City is below the statewide average life expectancy of 79.6 years. Furthermore, there is large variation across the census tracts. **The life expectancy is 78 years in the western part of the city, and the lowest at 69 years in the east, a 9 year difference. The pattern in the geographic distribution of life expectancy is similar to the distribution of educational attainment, income, poverty, cost burdened households, and insurance coverage.**

City of Hopewell - Virginia



SOCIAL DETERMINANTS OF HEALTH



Population with No High School Diploma (Age 25+), Percent by Tract, ACS 2010-14

- Over 21.0%
- 16.1 - 21.0%
- 11.1 - 16.0%
- Under 11.1%
- No Data or Data Suppressed
- Report Area

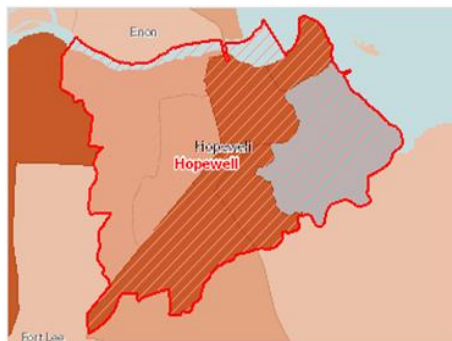
[View larger map](#)



Per Capita Income by Tract, ACS 2010-14

- Over 30,000
- 25,001 - 30,000
- 20,001 - 25,000
- Under 20,001
- No Data or Data Suppressed
- Report Area

[View larger map](#)

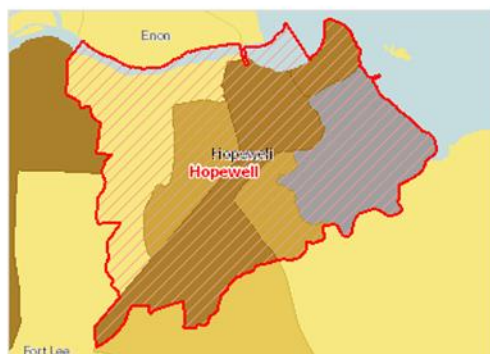


Households Receiving SNAP Benefits, Percent by Tract, ACS 2010-14

- Over 19.0%
- 14.1 - 19.0%
- 9.1 - 14.0%
- Under 9.1%
- No Data or Data Suppressed
- Report Area

[View larger map](#)

SOCIAL DETERMINANTS OF HEALTH

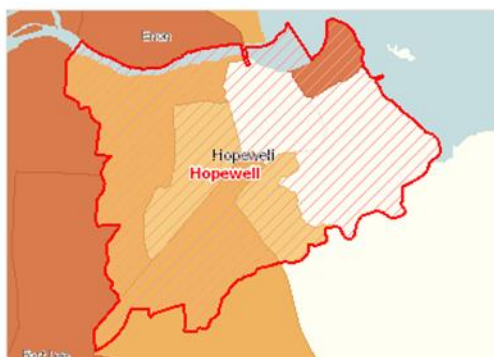


Population Below the Poverty Level, Percent by Tract, ACS 2010-14

- Over 20.0%
- 15.1 - 20.0%
- 10.1 - 15.0%
- Under 10.1%
- No Data or Data Suppressed

Report Area

[View larger map](#)

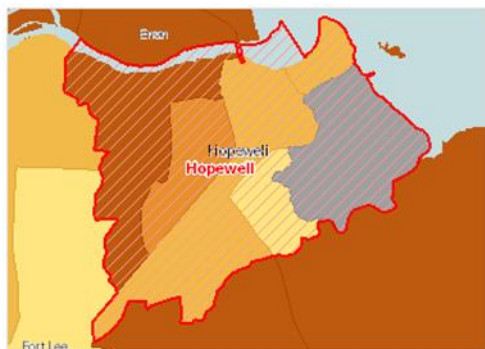


Population with Limited Food Access, Percent by Tract, FARA 2010

- Over 50.0%
- 20.1 - 50.0%
- 5.1 - 20.0%
- Under 5.1%
- No Low Food Access

Report Area

[View larger map](#)



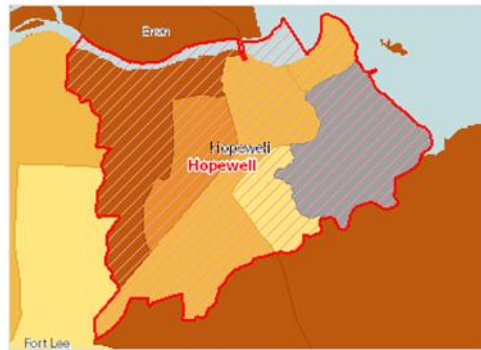
Alcoholic Beverage Expenditures, Percent of Food-At-Home Expenditures, National Rank by Tract, Nielsen 2014

- 1st Quintile (Highest Expenditures)
- 2nd Quintile
- 3rd Quintile
- 4th Quintile
- 5th Quintile (Lowest Expenditures)
- No Data or Data Suppressed

Report Area

[View larger map](#)

SOCIAL DETERMINANTS OF HEALTH



Alcoholic Beverage Expenditures, Percent of Food-At-Home Expenditures, National Rank by Tract, Nielsen 2014

- 1st Quintile (Highest Expenditures)
- 2nd Quintile
- 3rd Quintile
- 4th Quintile
- 5th Quintile (Lowest Expenditures)
- No Data or Data Suppressed
- Report Area

[View larger map](#)



Households with No Vehicle, Percent by Tract, ACS 2010-14

- Over 8.0%
- 6.1 - 8.0%
- 4.1 - 6.0%
- Under 4.1%
- No Data or Data Suppressed
- Report Area

[View larger map](#)

Why the City of Hopewell & the OneHOPEwell Grant Submission?

Historical work:

- Complete Streets – Crater Health District, Dept. of Development
- Comprehensive Plan: Health Chapter – Dr. Morris, Dept. of Development
- Cities of Opportunity Grant – Ward 4 City Councilor, Dept. of Development/Rec & Parks
- H.E.A.L Resolution – Hopewell Rec & Parks, Dept. of Development, Ward 4 City Councilor, Crater Health District,
- H.E.A.L Committee – Crater Health District, Ward 4 City Councilor, Hopewell Rec & Parks, Dept. of Development
- Local Foods, Local Places Grant – Hopewell Downtown Partnership, Crater Health District, Ward 4 City Councilor
- Community Gardens – Dr. Morris
- Blue Zone Cities Initiative – Dr. Morris
- Hopewell City of Opportunity Summer Workforce Program - Ward 4 City Councilor, Dept. of Development/Rec & Parks,/Economic Dev. Office, CCWA, Commonwealth of VA, Crater Regional Workforce Board
- VCU Food Access and Commercial Revitalization – Dept. of Development
- Governor Northam Health Equity Taskforce Mask/Sanitizer Distribution – Crater Health District., Ward 4 City Councilor
- Healthy and Equitable Communities Workshop- Cameron Foundation
- Tai Chi in the Park- Dr. Morris
- Partnership for Healthy Public Housing- Crater Health District, Hopewell Redevelopment & Housing Authority, Hopewell Police Department



Cameron Foundation PSE Grant Specifics:

This is an 18-month proactive grant \$50,000 to the City of Hopewell, specifically for collaborative efforts to cross link comprehensive City and community resources to improve the quality of life for all Hopewell residents with a focus on those facing social and economic disadvantages. Prior to the award of the grant, the applicant lead and the collaborative team members must submit Memorandums of Understanding between team members, participate in technical assistance sessions during the months of December and January, and submit revised objectives and work plan. In making this grant, the Foundation is not obligated to make future grant for this or any other purpose.

Submit Partner MOUs

- **COMPLETED (*New partner MOUs can be added at later dates)**

Participate in 5 technical assistance sessions (4 before grant officially begins) with the Institute for Public Health Innovation, Dr. Michael Royster and Karen Reed

- **3 OF 4 SESSIONS COMPLETE**

Submit completed work plan (created in partnership with the Institute for Public Health Innovation) back to the Cameron Foundation for release of funds.-

- **DUE FEB 2021**

Participate in the 5th (last session will be facilitated approximately six months later) with the Institute for Public Health Innovation, Dr. Michael Royster and Karen Reed

- **Tentative check-in date to be established**



OneHOPEwell Grant Specifics:

“One Block at a Time, One Home a Time, One Person at a Time, One Family at a Time”

OneHopewell will provide a foundation to support community workforce development and health to change the culture around opportunity and equity by first addressing how Covid-19 has impacted health disparities.

The mission is to create incremental change to the execution of local government to provide sustainable solutions for residents . We believe that the framework for OneHopewell is to provide real-time data to use as a tool determine the effects and impact of this pilot program.

- **Build a Health-In-All- Policy Infrastructure**
- **Operationalize OneHOPEwell Community Services Center (Hopewell Emergency Crew Building)**
- **Launch Building Blocks – Data Tracking Software**
- **Establish Neighborhood Councils to address Social & Economic Factors**
- **Formally begin process to earn Blue Zone Designation**



OneHOPEwell Grant Specifics:

Addressing disparities that have been highlighted through the COVID-19 pandemic by implementing a Health Equity Strategy through a Health-In-All-Policy Infrastructure.

The OneHOPEwell Team grant and includes the following initial objectives:

Work with the Institute for Public Health Innovation to finalize Health-In-All-Policy Infrastructure.

Utilize the PSE Grant to hire a full-time OneHopewell Program Manager to oversee implementation of grant goals and objectives. Operationalize the OneHopewell Community Services building by placing Program Manager in space established under the Cities of Opportunity Grant for comprehensive community services. Currently District-19 and the CARES Act (Covid-19) staff for the rent, utilities, mortgage and homeless assistance are located there.

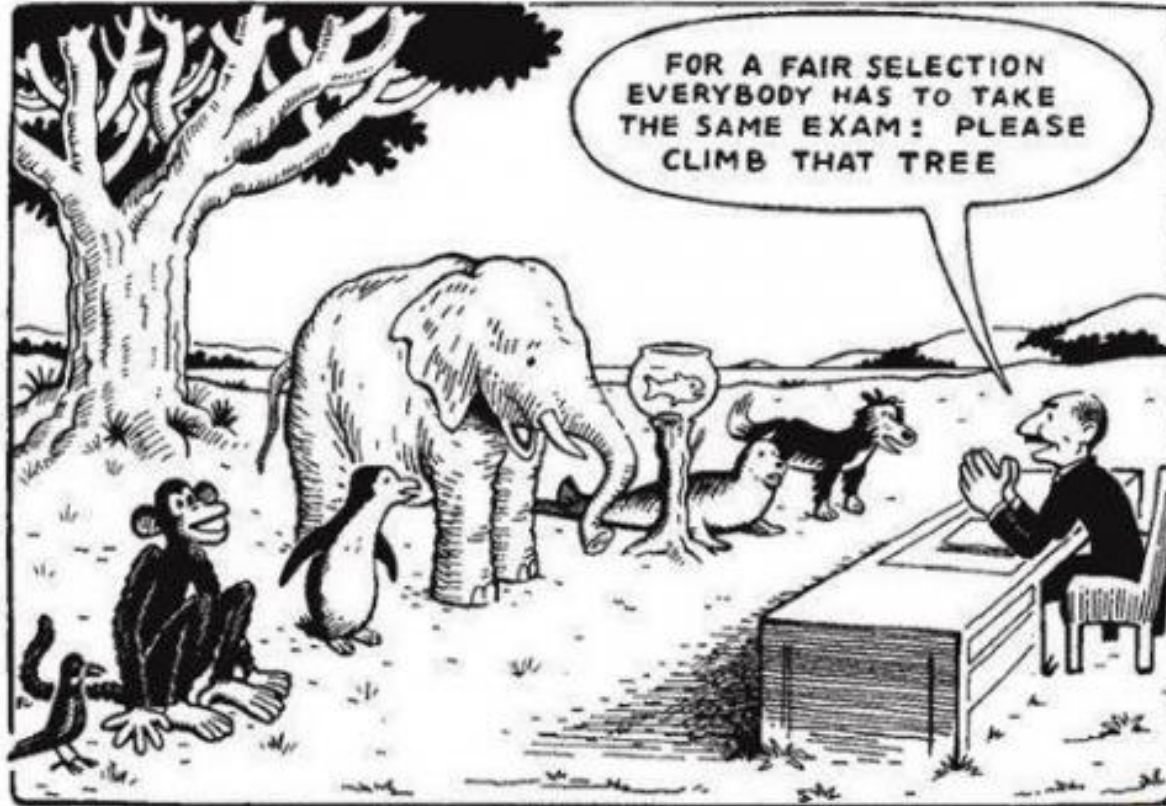
Utilize the Building Blocks software to map social and economic factors within the City of Hopewell. Examples include: shots fired, code violations, Gov. Health Equity households, Covid-19 positive cases, Hopewell CARES Act recipients, etc.

Use mapping data to determine where to establish pilot Neighborhood Councils to implement the “ABC” neighborhood engagement model. Partner with identified non-profit to conduct outreach based on Covid-19 aid, resources and support. Feedback directly from Hopewell residents will be identified as a policy, system or environment (PSE) change to seek remedy. Submit all policy matter changes to City Council and include in the HIAP-Policy.

Use Neighborhood Councils to support the launch of the City of Hopewell’s efforts to earn Blue Zone designation for healthy communities.

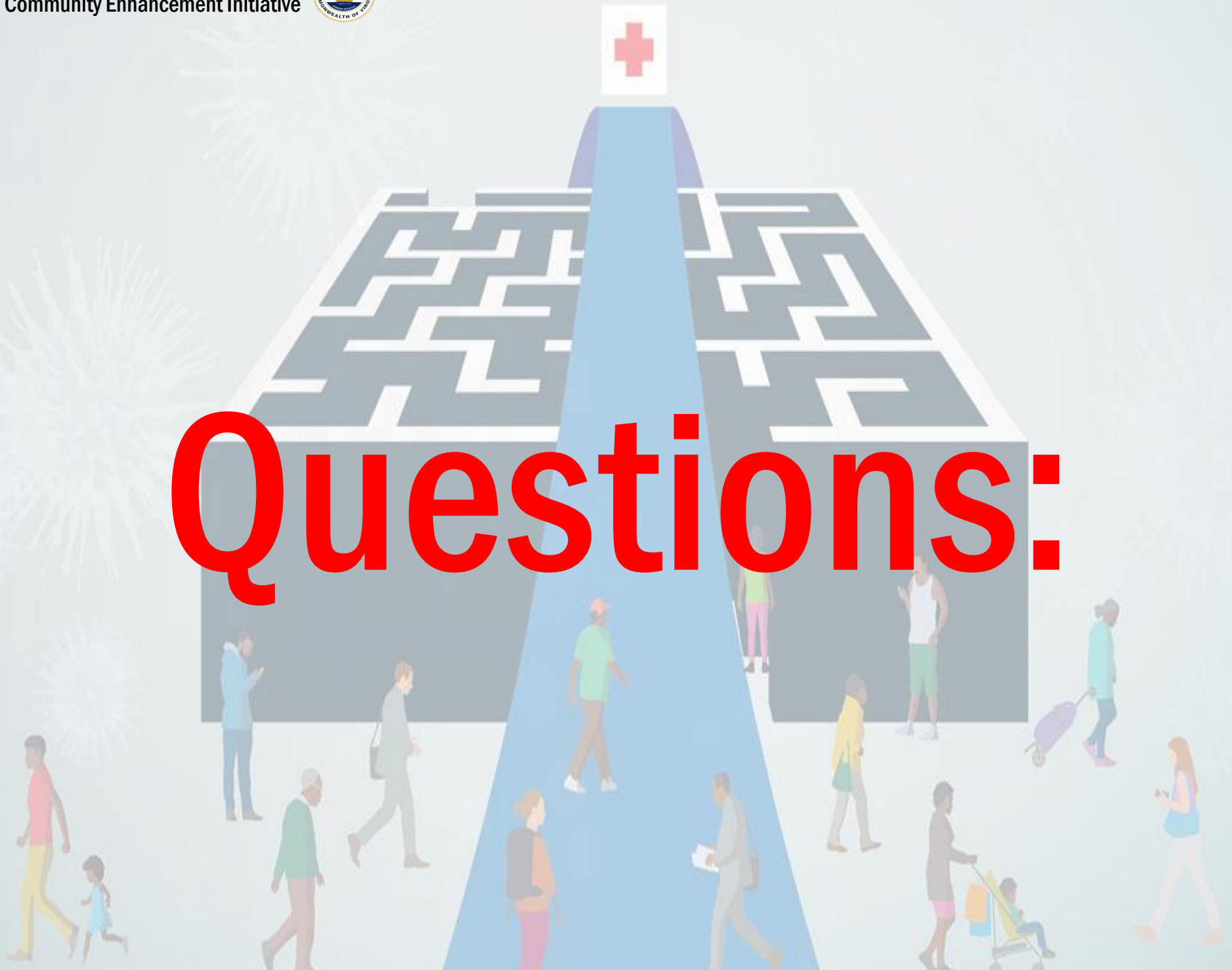


Equity V.S. Equality



memecenter.com 

Questions:





CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request to Authorize Execution of Construction Agreement for Hopewell Riverwalk-Phase II

ISSUE: The second phase of the Hopewell Riverwalk is being made possible through the **Recreational Trails Program (RTP)** which is facilitated by the Virginia Department of Conservation and Recreation (DCR). To move forward with the project and award a construction contract, the DCR *Project Agreement – Construction Phase* must be approved and executed by the City Manager. The following actions are being requested to allow the project to proceed:

1. Authorize City Manager to execute the *Project Agreement – Construction Phase* in the amended Construction Grant Award Amount of \$380,752.94. The City Attorney approved this agreement as to form on January 19, 2021.
2. Authorize City Manager to execute the *Project Agreement – Construction Phase – Amendment 1*. This amendment increases the Construction Grant Award Amount by transferring surplus grant funds from the preliminary engineering phase. The City Attorney approved this agreement as to form on January 19, 2021.

RECOMMENDATION: The City Administration recommends authorization of the City Manager to execute the *Project Agreement – Construction Phase* and amendment with the Department of Conservation and Recreation.

TIMING: Action is requested at the February 9, 2021, meeting of City Council.

BACKGROUND: Council endorsed the *Preliminary Engineering Agreement* on January 22, 2019. The City completed preliminary engineering in August 2020. The local contribution of \$95,188.23 is funded and available to match the full construction grant amount. The *Project Agreement – Construction Phase* must be approved prior to awarding a construction contract.

SUMMARY:

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

ENCLOSED DOCUMENTS:

- Construction Agreement RTP 316D170 Hopewell Riverwalk Phase II
- 316D170 Construction Phase - Amendment 1

STAFF: Aaron Reidmiller, Recreation and Parks Director
Austin Anderson, Construction Manager

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y N

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

Y N

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

Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
Deputy Director of
Administration and Finance

Russell W. Baxter
Deputy Director of
Dam Safety & Floodplain
Management and Soil & Water
Conservation

Nathan Burrell
Deputy Director of
Government and Community Relations

Thomas L. Smith
Deputy Director of Operations

**RECREATIONAL TRAILS PROGRAM (RTP)
FEDERAL HIGHWAY ADMINISTRATION – FHWA
VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION**

Project Agreement – Construction Phase – Amendment 1

Recipient: City of Hopewell

Project Title: Riverwalk Connection – Phase II

Project Number: 316D170

Project Period: FHWA Authorization to August 30, 2023

This amendment serves to clarify the Project Funding for Construction Phase:

Due to overall underrun on PE Phase of this project, the remaining RTP Funding will be used in the Construction Phase. Therefore the actual funding for Construction is as follows:

Total Construction Project Cost: \$475,941.17 (minimum to receive total grant award amount)

Construction Grant Award Amount: \$380,752.94 RTP Funding

Therefore total funding for both PE and Construction Phase combined is:

Total Project Cost (PE + Construction): \$535,342.50 (minimum to receive total grant award amount)

PE + Construction Grant Award Amount: \$428,274.00 RTP Funding

Upon signature of both parties below, the Department of Conservation and Recreation (DCR) and *City of Hopewell* hereinafter referred to as the "Recipient" mutually agree to perform this agreement and amendment in accordance with the Recreational Trails Program as codified at 23 U.S.C. 206, the provisions and conditions of the FHWA Interim Guidance dated April 1, 1999, as amended, and with the regulations and requirements governing federal grants as stipulated in 2 CFR Parts 175, 200, 215, 225 and Federal Highway Administration regulations as outlined in 49 CFR Parts 18, 20, 29 and 32 (<http://www.whitehouse.gov>)

In accepting this grant, evidenced by the signatures below, the Recipient agrees to comply, adhere and abide with the conditions of the original grant agreement and modification reflected in this Amendment.

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

RTP 316D170 – City of Hopewell – Riverwalk Connection – Phase II
Project Amendment 1

Commonwealth of Virginia
The Department of Conservation and Recreation

By Kristal McKelvey Date 01/15/2021

Kristal McKelvey – Recreation Grants Manager
Planning & Recreation Resources Division - Department of Conservation and Recreation

By KAY Date 1/15/21

Kelly McClary – Division Director
Planning & Recreation Resources Division - Department of Conservation and Recreation

City of Hopewell:

By: _____
Print Name

Signature Date _____

Title

OFFICE OF THE CITY ATTORNEY
APPROVED AS TO FORM
DATE: 01-19-2021
SIGNATURE: _____

Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

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Deputy Director of
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Deputy Director of
Government and Community Relations

Thomas L. Smith
Deputy Director of Operations

**RECREATIONAL TRAILS PROGRAM (RTP)
FEDERAL HIGHWAY ADMINISTRATION – FHWA
VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION**

Project Agreement – Construction Phase

Recipient: City of Hopewell

Project Title: Riverwalk Connection – Phase II

Project Number: VRT 316D170

Project Period: FHWA authorization to August 30, 2023

Project Scope: City of Hopewell will construct 8-foot wide 1,420 linear feet boardwalk extending Riverwalk Phase I

Total Construction Project Cost: \$445,850.00 (minimum to receive total grant award amount)

Grant Award Amount: \$356,680.00 RTP Funding (plus any remaining PE Phase funding)

Upon signature of both parties below, the Department of Conservation and Recreation (DCR) and City of Hopewell hereinafter referred to as the "Recipient" mutually agree to perform this agreement in accordance with the Recreational Trails Program as codified at 23 U.S.C. 206, the provisions and conditions of the FHWA Interim Guidance dated April 1, 1999, as amended, and with the regulations and requirements governing federal grants as stipulated in 2 CFR Parts 175, 200, 215, 225 and Federal Highway Administration regulations as outlined in 49 CFR Parts 18, 20, 29 and 32 (<http://www.whitehouse.gov>)

In accepting this grant, evidenced by the signature below, the Recipient agrees to comply, adhere and abide with the following conditions of this grant agreement:

Project Execution:

1. Fiscal Procedures, Procurement and Bidding Procedures of the Recreational Trails Program as outlined in Recreational Trails Program Manual.
2. Specific project application and amendments submitted for funding assistance under the Recreational Trails Program.
3. All applicable state, federal and local laws, regulations and ordinances including but not limited to compliance with the Virginia Erosion & Sediment Control and Virginia Stormwater Management Laws & Regulations.
4. The recipient is expected to have a project manager assigned to the project as the primary contact and a designated backup for communicating project status.
5. Submission of Quarterly Progress Reports on status of grant implementation. First report due no later than **three months after agreement authorization**. All correspondence pertaining to this project must reference State Project Number **VRT-316D170**.
6. The Recipient agrees to contact both the appropriate state and/or federal agency and DCR if any unexpected environmental concerns are encountered during project construction.
7. The recipient agrees to comply with the Virginia Seed Law to ensure no noxious weed seeds are introduced into the project area.
8. The project period shall begin with the date of approval of the project agreement and shall terminate at the end of the stated or amended project period unless the project is completed or terminated sooner; in which event, the project shall end on the date of completion or termination.

9. The Recipient will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and assure that the project will be pursued to completion with reasonable diligence.
10. The Recipient will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities, pursuant to 40 CFR, Part 15.20 and that it will notify DCR of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be utilized in the project is under consideration for listing by the EPA.
11. The Recipient will comply with the terms of Title II and Title III, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646), 94 Stat. 1894 (1970), and the applicable regulations and procedures implementing such Act for all real property acquisitions and where applicable shall assure that the Act has been complied with for property to be developed with assistance under the project agreement.
12. The Recipient will comply with the provisions of: Executive Order 11988, relating to evaluation of flood hazards; Executive Order 11288, relating to the prevention, control, and abatement of water pollution, and Executive Order 11990 relating to the protection of wetlands.
13. The Recipient will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available, as a condition for the receipt of any federal financial assistance for construction or acquisition purposes, for use in any area that has been identified as an area having special flood hazards by the Flood Insurance Administration of the Federal Emergency Management Agency. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
14. The recipient will take necessary actions to ensure compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to effects (see CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
15. The Recipient shall secure completion of the work in accordance with approved construction plans and specifications, and shall secure compliance with all applicable Federal, State, and local laws and regulations.
16. The Recipient will comply with Executive Order 12432, "Minority Business Enterprise Development as follows (a) place minority business firms on bidder's mailing lists, (b) solicit these firms whenever they are potential sources of supplies, equipment, construction, or services, (c) where feasible, divide total requirements into smaller needs, and set delivery schedules that will encourage participation by these firms. The recipient will comply with the Disadvantaged Business Enterprise (DBE) Program policy and procedures as outlined in the attached RTP DBE policy. DCR and the Federal Highway Administration are committed to the objectives of this policy and encourage all Recipients of its grants and cooperative agreements to take affirmative steps to ensure such fairness.
17. Purchase of supplies, equipment or services must be in accordance with the Virginia Public Procurement Act and all applicable state, local and federal laws.
18. Bid documentation must contain notice that the purchase or service is being offered or performed in accordance with the Recreational Trails Program and the Compliance Guidance in the United States Department of Transportation regulations in 49 CFR and applicable parts 18, 19 and 26, as amended.
19. Bid documentation must be administratively reviewed by DCR prior to awarding and signing of contracts. Prior to any land disturbances associated with the project, a copy of the advertisement for bid, the bid spreadsheet showing the lowest bidder, evidence of the good faith effort for including DBEs in the bid process and a copy of the executed contract must be submitted to DCR. The expectation is that the award will go to the lowest bidder. Federal procurement laws prohibit negotiation with the lowest bidder. If only one bid response is received then the project must be re-bid. Project work shall not be awarded to any vendor which is debarred or suspended or is otherwise excluded for or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." All vendors and contractors providing supplies, materials, goods, equipment, services, etc. for the project must be licensed in Virginia as required.
20. Recipient must adhere to 23 U.S.C. 206; 2 CFR 200; the Commonwealth of Virginia's construction procurement requirements; the Buy America Act; and the federal requirements outlined in form FHWA 1273. If contradictions occur the Recipient must communicate them to DCR for consultation with FHWA

for instructions on how to proceed. Architectural and engineering firms are to be informed that all projects are to be constructed in compliance with all applicable state and local laws and regulations, FHWA 1273, and Buy America Executive Order 13788.

21. The recipient bears sole responsibility for ensuring that all contracts are in compliance with federal and state laws concerning the solicitation of supplies, equipment and services.
22. Copies of the National Environmental Policy Act (NEPA) document (categorical exclusion, environmental assessment, or environmental impact statement), the National Historic Preservation Act section 106, the Endangered Species Act section 7, all permits (land disturbance, stormwater management, erosion and sediment control, Virginia Department of Transportation right of way permit for ingress/egress and travel of ATVS across public road right of way, nationwide, local building, etc.) issued for the project are required to be submitted to DCR for the grant file.
23. The Recipient agrees that DCR's waiver or failure to enforce or require performance of any term or conditions of this project agreement or DCR's waiver of any particular breach of this project agreement by the Recipient extends to that instance only. Such a waiver or failure to enforce is not and shall not be a waiver of any of the terms or condition of this project agreement or a waiver of any other breaches of the project agreement by the Recipient and does not bar DCR from asserting any and all rights and/or remedies it has or might have against the Recipient under this project agreement or by law.
24. The Recipient understands that the Recreational Trails Program is a federally funded program subject to actions by congress and regulatory changes which may impact the execution of this project by the Recipient. DCR will work with the Recipient in adjusting to any changes that occur during the life of this project.

Record Retention:

1. Financial records, supporting documents, statistical records, and all other records pertinent to this grant shall be retained in accordance with 49 CFR for a period of three years; except the records shall be retained beyond the three-year period if audit findings have not been resolved. The retention period starts from the date of the final expenditure report for the project.
2. The Federal Highway Administration, Comptroller of the United States of America, DCR or any of their authorized representatives shall have access to any books, documents, papers, and records of the recipient which are pertinent to this Recreational Trails Program grant project for the purpose of making audit, examination, excerpts and transcripts.

Project Termination:

1. DCR may terminate the project in whole, or in part, at any time before the date of completion, whenever it is determined that the Recipient has failed to comply with the conditions of the project agreement. DCR will promptly notify the Recipient in writing of the determination and the reasons for the termination, together with the effective date.
2. The recipient understands that terminated projects must return any RTP funding received to DCR for return to the FHWA.
3. Termination by the Recipient either for cause or for convenience requires that any and all RTP reimbursement payments must be returned to DCR for return to the FHWA.

Reimbursement Documentation:

1. The recipient understands all funding associated with the Recreational Trails Program is federal funding made possible from the Federal Highway Administration. Reimbursements are paid on an 80% matching reimbursement basis not to exceed the actual out of pocket expense or the approved total award amount provided adequate documentation is submitted by the Recipient to justify expenditures incurred and paid. The Recipient understands that no Commonwealth of Virginia funding is associated with this project and no Commonwealth of Virginia funding will be made available for this project under any circumstances.
2. The recipients understands that reimbursement by the Recreational Trails Program is not a right. Reimbursements are contingent upon satisfactorily completing the authorized scope of work within the approved performance period and submitting required documentation for reimbursement.
3. Each reimbursement request must include:
 - a) A transmittal letter/performance report describing the work completed, challenges, amount of DBE participation in the project (if any), a breakdown by percentage of the total cash, donation, volunteer or in-kind work involved. The transmittal should include the reimbursement amount being requested.
 - b) Receipts, delivery tickets and packing slips for materials and supplies purchased. This is required for all projects including contractor performed work.

- c) Invoices/Schedule of Values (SOV) itemizing charges. All invoices/SOV should reference the RTP project. Invoices/Schedule of Values must be detailed with an explanation for how the purchases relate to the RTP authorized work. Invoices/Schedule of Values with expenses for materials and supplies without corresponding delivery tickets, packing slips, etc. will not be honored and will be ineligible for reimbursement. When invoices contain other purchases not related to the RTP project, the purchases applying to the RTP project must be clearly identified.
 - d) All invoice/SOV expenditures must have an explanation for how the material, supply or service relates to the RTP authorized work.
 - e) Time cards signed by both the employee and supervisor are required. Time cards are needed for contract labor performed work, force account performed work and volunteer performed work. A description indicating how the work performed by the employee ties to the RTP authorized work is needed. "Trail work" is not acceptable. Unsigned timecards by either the employee or supervisor are ineligible for seeking reimbursement. Incomplete timecards are ineligible for seeking reimbursement. Unsigned and/or incomplete volunteer time cards and/or logs are ineligible for seeking reimbursement. Timecards/volunteer logs for multiple individuals that appear to be in the same handwriting will be deemed ineligible.
 - f) All expenditures must have an accompanying proof of payment in the form of image of cleared check (front and back of check), credit card receipt, payroll ledger or pay stub copies, etc. Internal source documents are not sufficient to prove an outlay of funds.
 - g) Holiday, Annual, Sick leave and Overtime may not be charged to the RTP project.
 - h) Work logs indicating daily tasks completed for the RTP project. Daily work logs are needed for force account, volunteer and contract built projects.
 - i) Materials notebook. The materials used on any project must be documented as approved materials meeting specifications and documented as to the quantities used. The materials notebook must contain the total quantities of materials incorporated into the project including a description of the material, the material supplier and manufacturer. Supporting documentation such as delivery tickets, test reports and certifications demonstrating conformance to specifications is required to demonstrate compliance with Presidential Order 13788 and Buy America Act. The Contractor's quality control manager and the local project manager must sign the materials notebook. Self-built projects require material books and should be signed by the project manager.
 - j) Equipment records must clearly identify machinery, date, time, name of operator, rate of the equipment and description how the equipment was used in accordance with the authorized RTP scope of work. If discrepancies exist between the hours on the operator's time sheets and the equipment records explanations are required to determine eligibility for reimbursement purposes.
 - k) Buy America documentation must be submitted to support iron or steel products used in the RTP project. Documentation includes, but is not limited to, **certification** by the manufacturer, mill paperwork, etc. Reimbursement documentation must identify all iron, steel, and aluminum parts incorporated into the project with the dollar value of each item as delivered to the project site. Failure to demonstrate compliance with the Buy America Act and Executive Order 13788 will result in no reimbursement being made to the recipient.
 - l) Documentation providing a summary of the procurement on the RTP project including the Recipient's effort to including DBEs in the project. This documentation includes but is not limited to the final Invitation For Bid, Project Manual, bid spreadsheet showing lowest, responsive and responsible bidder and executed contract.
 - m) Each reimbursement request must be accompanied by a signed Virginia Recreational Trails Program Reimbursement Certification Form.
4. The recipient understands the RTP program requires documentation to justify all expenditures associated with the project before reimbursement can be authorized. Each RTP project is situation specific and additional information to what is listed in this project agreement above may be requested to receive reimbursement. The failure to provide suitable documentation for authorization from the FHWA for payment can result in the inability to be reimbursed for work performed, either in whole or in part. In situations where ambiguity exists in determining how an expense related to the authorized RTP scope of work no reimbursement will be possible. In situations where ambiguity exists regarding the eligibility of an expense no reimbursement will be allowed.
5. A partial reimbursement must be submitted within 3 months of the last PE reimbursement. **FHWA requires that quarterly reimbursement requests be submitted throughout the project period.** A final reimbursement must be submitted by the end of the grant agreement. Failure to do this results in project showing as "inactive" and can result in rescission of funding and termination of this agreement.

6. Reimbursements are normally processed in thirty (30) days once documentation has been received and verified by both DCR and the FHWA.
7. Projects utilizing other federal funds in addition to the Recreational Trails Program funding must demonstrate adherence to the 95% rule which states that the total federal dollars on a project cannot exceed 95%. **Each reimbursement request must adhere to this rule.** Other federal funding added to the project after RTP approval will not be allowed as a match for the RTP project and expenditures associated with the other federal funding will be ineligible for reimbursement. Federal funds from other sources added after RTP approval could result in rescission of the RTP award when the programs rules and regulations would prohibit the multiple federal funding sources.
8. Final award amount will be requested for FHWA reimbursement when the work described in the scope of work is completed and satisfactorily inspected by DCR.
9. RTP recipients unable to complete construction within the project timeline of this grant will be required to return any reimbursed funds to DCR for return to the FHWA.

Special Conditions

1. The Facility Life assigned to this project scope of work after construction funding has been added to the project is 20 years beginning with the date of final reimbursement.

Performance Period

1. The scope of work for this project agreement is expected to be complete, site inspected, and financially closed out by **August 30th, 2023**. Recipients unable to meet this deadline must contact DCR no less than 90 days prior to project expiration.
2. Extensions are not a right and will only be considered in accordance with the extension policy as outlined in the 2019 Recreational Trails Program grant application manual. An extension will only be considered due to documented severe weather conditions, unexpected staff turnover during the project performance period and delays due to unexpected environmental concerns.

Provision of a Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988 (43 CFR Part 12, Subpart D), upon signing the Recreational Trails Program project agreement, the Recipient certifies that it must:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establish an ongoing drug-free awareness program to inform employees about:
 - a) The dangers of drug abuse in the workplace;
 - b) The Recipient's policy of maintaining a drug-free workplace;
 - c) Any available drug counseling, rehabilitation and employee assistance programs, and
 - d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Require that each employee engaged in the performance of a grant be given a copy of the statement;
4. Notify the employee in the statement that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of the statement;
 - b. Notify the employer in writing of his or her convictions for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notify the agency in writing, within ten calendar days after receiving notice from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the FHWA designates a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Take one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:
 - a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended or
 - b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Make a good faith effort to continue to maintain a drug-free workplace throughout project implementation.

Non-Discrimination

1. All activities pursuant to this Agreement shall be in compliance with the requirements of Executive Order 11246, as amended: Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.

Lobbying Prohibition

1. 18 U.S.C. §1913, Lobbying with Appropriated Moneys, as amended by Public Law 107-273, Nov. 2, 2002 – No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Members or official, at his request, or to Congress or such official, through the proper official channels, requests for legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute violations of section 1352(a) of title 31.

In witness whereof, the parties hereto have executed this agreement as of the date entered below.

**Commonwealth of Virginia
The Department of Conservation and Recreation**

By Clyde E. Cristman Date 9/15/2020

Clyde Cristman
Director of the Department of Conservation and Recreation

City of Hopewell:

By _____
Print Name

Signature Date _____

Title

OFFICE OF THE CITY ATTORNEY
APPROVED AS TO FORM
DATE: <u>01-19-2021</u>
SIGNATURE: <u>[Signature]</u>



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

Request to Appropriate Funds for Hopewell Riverwalk – Phase II

ISSUE: Additional funding is required to proceed with construction of Phase II of the Hopewell Riverwalk. The total cost of construction for Phase II is \$727,000, which aligns with the proposals received through the bid process. Through the DCR Recreational Trails Program grant, \$475,000 in outside funding has already been dedicated to the project. Staff has identified two additional sources of funding that will require appropriation from City Council.

- Gateway Project Budget Surplus: \$102,000
- Engineering-Capital Improvement Funding: \$150,000

RECOMMENDATION: The City Administration recommends approval of the appropriation of \$102,000 of Gateway Project Funding and \$150,000 of Engineering Capital Funding to support the construction of the Hopewell Riverwalk – Phase II.

TIMING: Action is requested at the February 9, 2021, meeting of Hopewell City Council.

BACKGROUND: The City advertised RFP 08-21 on October 29, 2020 for design-build services and the selection committee made a final award recommendation on January 8, 2021. The construction contract cannot be awarded until the project is fully funded..

ENCLOSED DOCUMENTS:

STAFF: Aaron Reidmiller, Recreation and Parks Director
Austin Anderson, Construction Manager

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			

FOR IN MEETING USE ONLY

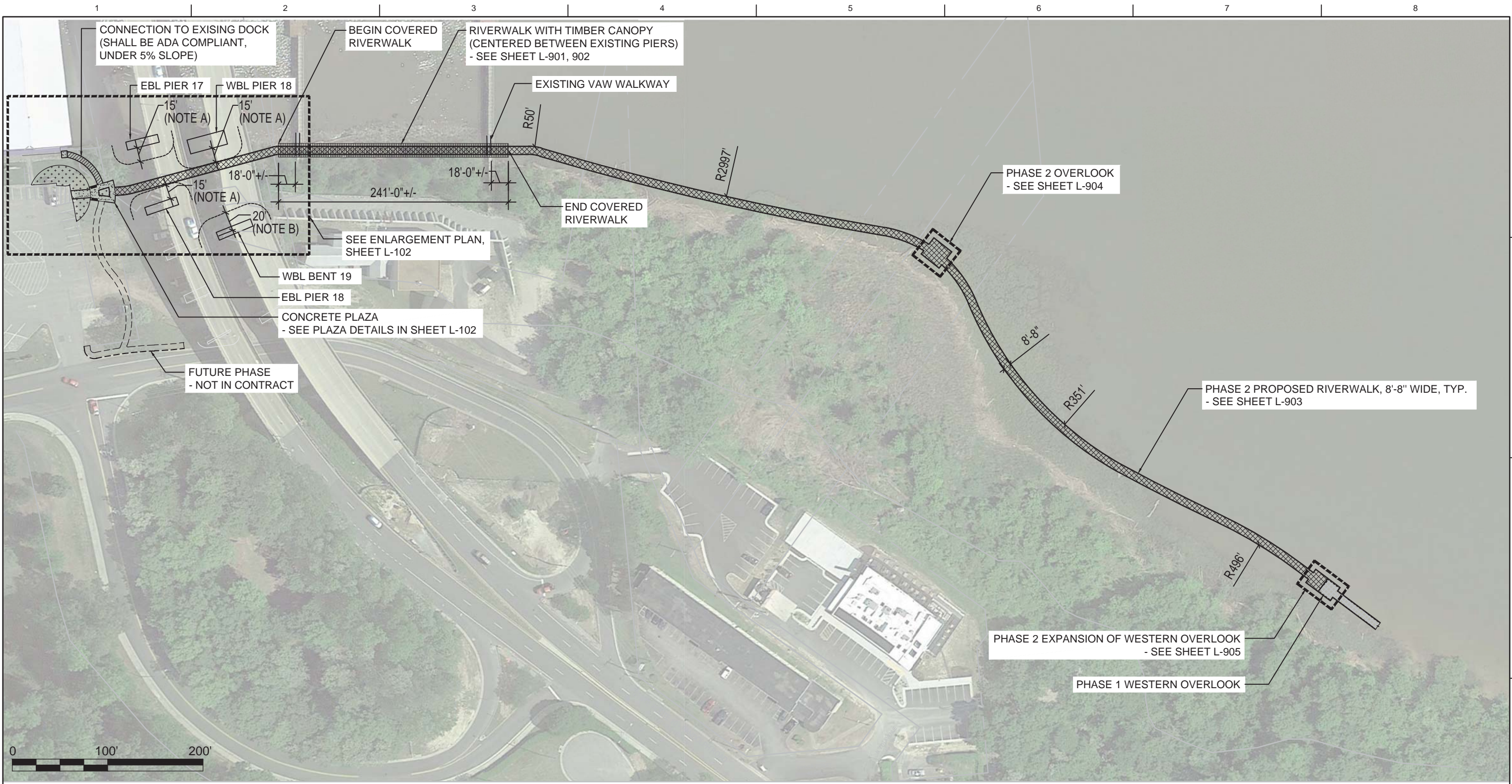
MOTION: _____

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 |



GENERAL NOTE - THE OVERALL AERIAL IMAGERY IS APPROXIMATE. THE LOCATIONS OF THE BRIDGE PIERS AND BENTS ARE THE SURVEYED LOCATIONS.

NOTE A - THE MINIMUM ALLOWABLE LATERAL DISTANCE FROM THE NEAR FACE OF THE PIER FOOTING TO THE NEAR LIMIT OF THE RIVERWALK TRESTLE IS 15'.

NOTE B - THE MINIMUM ALLOWABLE LATERAL DISTANCE FROM THE CENTERLINE OF THE BENT CAP TO TO THE NEAR LIMIT OF THE RIVERWALK TRESTLE IS 20'.

MATERIAL LEGEND

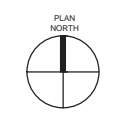
	TIMBER		CONCRETE		ASPHALT		PLANTING
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ISSUE	DATE	DESCRIPTION

PROJECT MANAGER	BRIAN MELI
PROJECT NUMBER	10198189

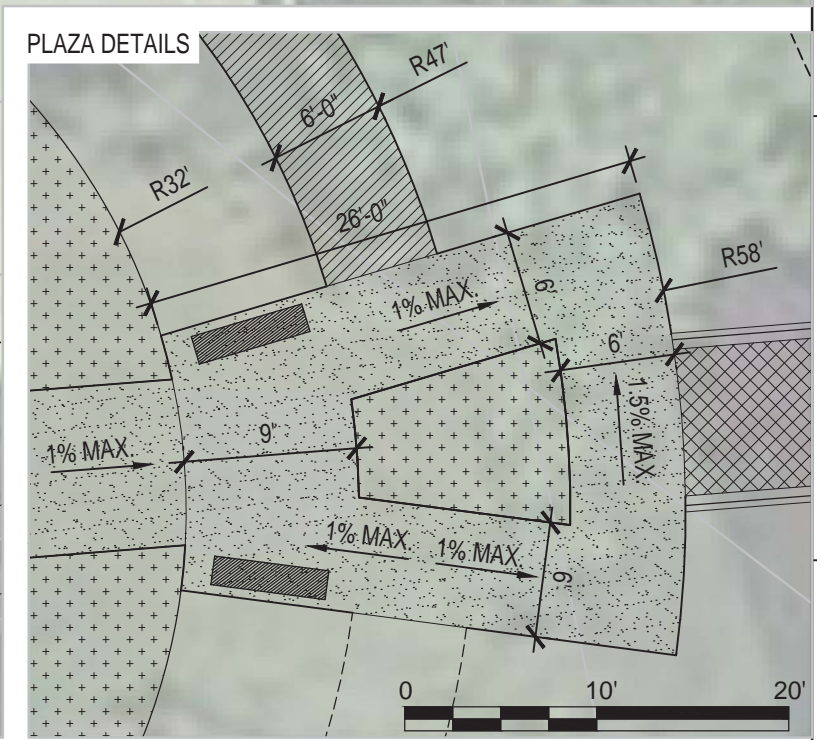
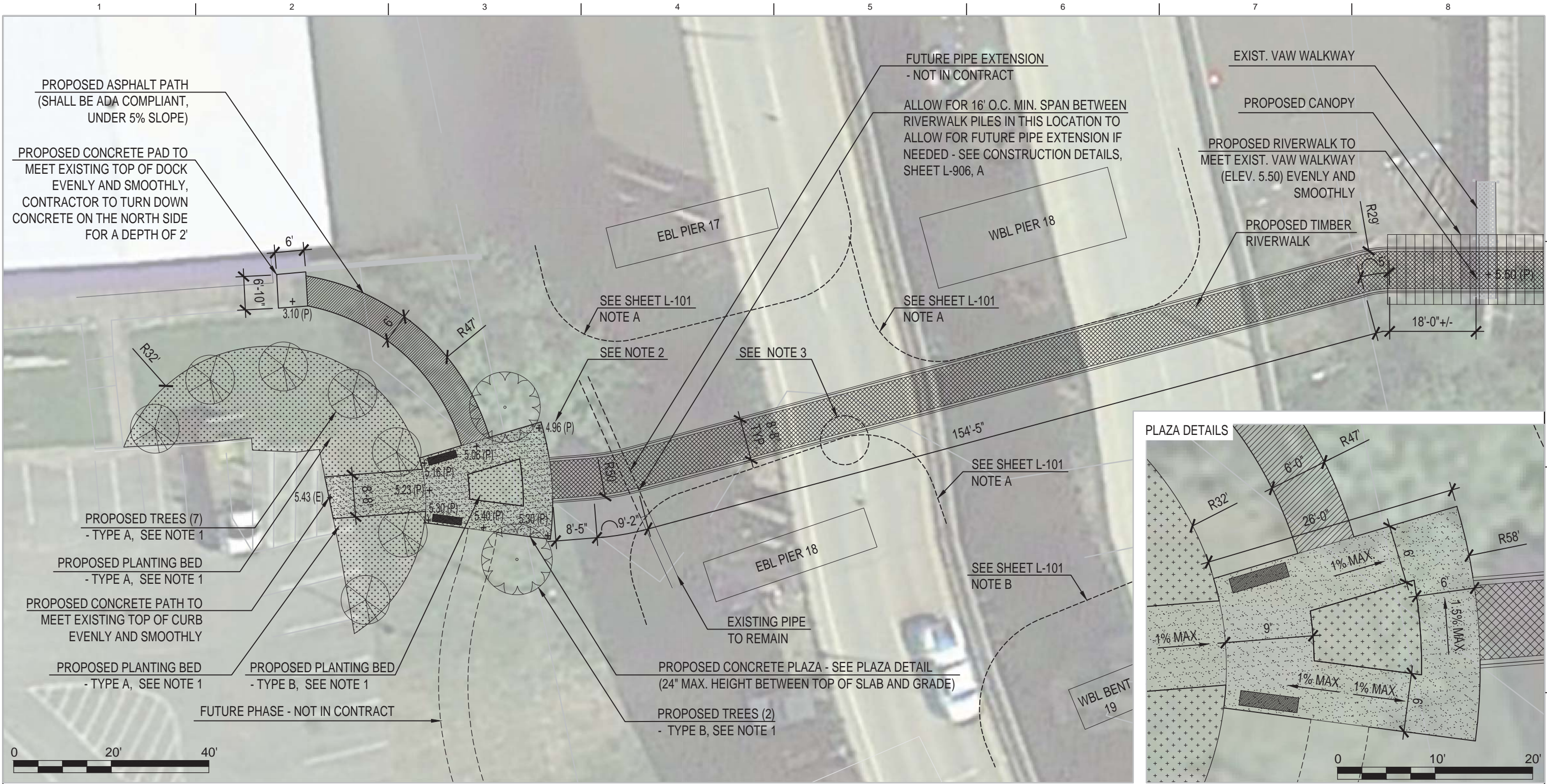
15% PLANS
RIVERWALK CONNECTOR
(RIVERWALK PHASE 2)



FILENAME | 00L-101.dwg
SCALE | 1"=100'-0"

SITE PLAN

SHEET
L-101



NOTE 1
 1. TREES
 TYPE A - SWEETBAY MAGNOLIA (MAGNOLIA VIRGINIANA)
 TYPE B - RED MAPLE (ACER RUBRUM)
 2. PLANTING BED
 TYPE A - MIXTURE OF GROUNDCOVER (1290 SF)
 TYPE B - MIXTURE OF GROUNDCOVER (85 SF)

NOTE 2
 1. ELEVATION
 - X.XX (E): EXISTING ELEVATION
 - X.XX (P): PROPOSED ELEVATION

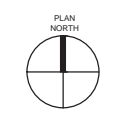
NOTE 3
 - CONTRACTOR TO ENSURE NO POSTS ARE LOCATED WITHIN THE 15' PIER FOOTING OFFSET.

MATERIAL LEGEND

- TIMBER (Cross-hatched pattern)
- CONCRETE (Stippled pattern)
- ASPHALT (Diagonal lines)
- PLANTING (Pattern of small crosses)
- TREE (Circle with crosshairs)

			PROJECT MANAGER BRIAN MELI	
			ISSUE	DATE
DESCRIPTION		PROJECT NUMBER	10198189	

**15% PLANS
 RIVERWALK CONNECTOR
 (RIVERWALK PHASE 2)**



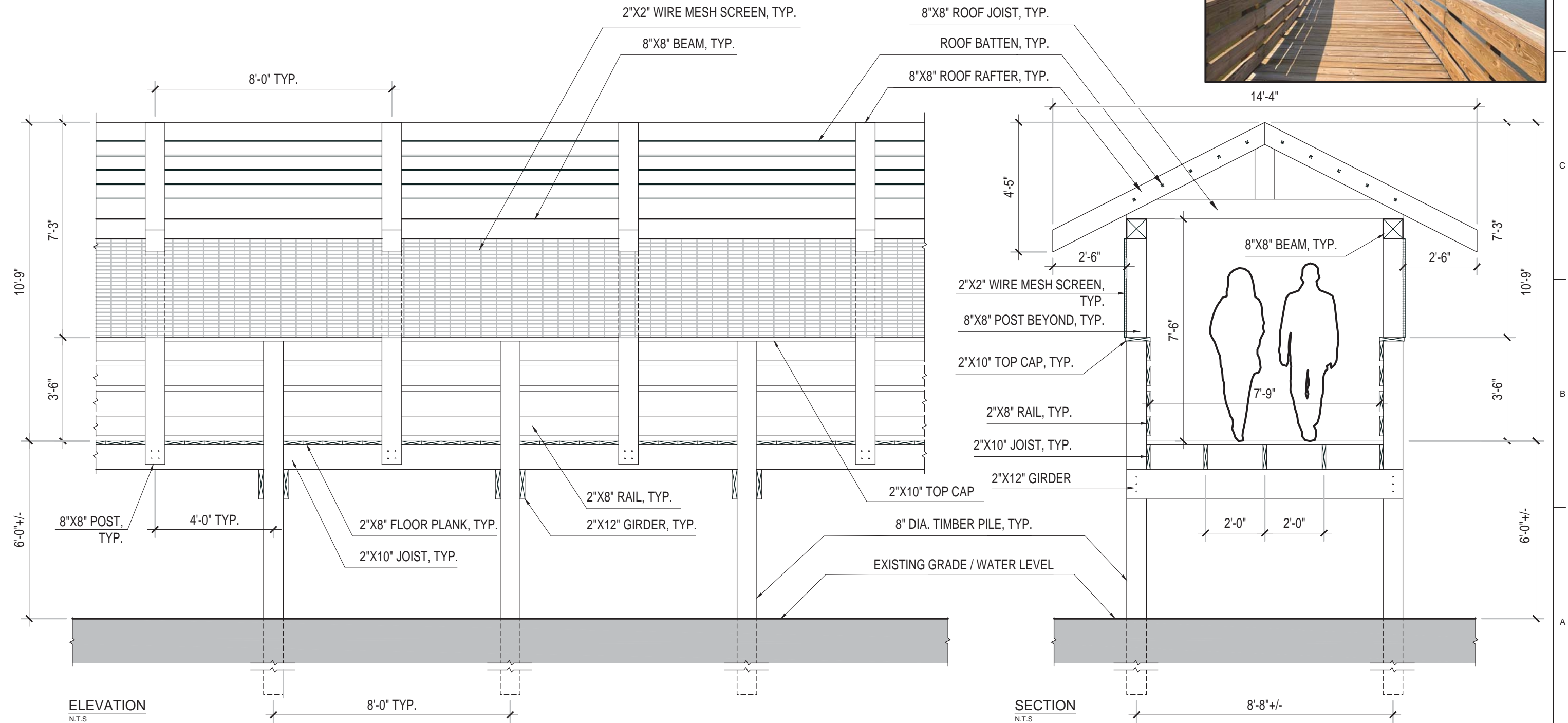
ENLARGEMENT PLAN

FILENAME | 00L-102.dwg | SHEET | L-102
 SCALE | N/A

GENERAL NOTES

1. DETAILS MAY BE USED FOR APPROXIMATELY 241 LINEAR FEET FOR THE PROPOSED RIVER WALK COVERED BRIDGE AT THE SUBJECT PROJECT IN THE LOCATION SHOWN ON THE SITE PLAN.
2. DETAILS ON THIS SHEET ARE TO ILLUSTRATE DESIGN INTENT ONLY, NOT FOR CONSTRUCTION. ALL TIMBER, FASTENER CONNECTIONS AND STRUCTURAL DETAILS AND SPECIFICATIONS SHALL BE PROVIDED AT A LATER PHASE OF DOCUMENTATION.

ILLUSTRATIVE RENDERING



PROJECT MANAGER BRIAN MELI		
ISSUE	DATE	DESCRIPTION
PROJECT NUMBER	10198189	

15% PLANS
RIVERWALK CONNECTOR
(RIVERWALK PHASE 2)

CONSTRUCTION DETAILS
- BOARDWALK WITH TIMBER CANOPY

FILENAME | 00L-901.dwg
SCALE | N.T.S.

SHEET
L-901



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 Real Estate Tax Abatement

ISSUE: The Francisco Landing Real Estate Tax Abatement, **on Building G only**, of an estimated \$139,000 per year over the next 35 years, will allow the project to move forward almost immediately with the current VHDA financing in place. If not approved, the project as it is currently presented, will not be able to move forward. Please see the attached memo for more information.

RECOMMENDATION: Staff recommends approving the real estate tax abatement on building G of the Francisco Landing project for 35 years from the construction completion date.

TIMING: Immediate.

BACKGROUND: The Francisco Landing project is being financed by the Virginia Housing Development Authority, and because of the lack of class A-quality construction in Hopewell, there is a gap in the financing on the project. Currently 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 of over \$2.1 million over the life of the 35 year loan. If City Council were to rebate the real estate taxes on Building G only, this would make up for the gap created in the financing. This project may not be able to continue if the real estate tax abatement is not approved.

According to an economic impact study conducted by Mangum Economics, this project will provide approximately \$2 million annually in total economic activity to the city of Hopewell (with over \$40,000 coming directly to the city in tax revenues).

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 | | | |

This proposal is asking the city to invest \$139,000 per year in a new project that will generate \$2 million per year for the community. Please see the attached memo for more information.

ENCLOSED DOCUMENTS:

- Francisco Landing Project – Real Estate Tax Abatement Memo
- Letter of Support of the tax abatement from the Economic Development Authority
- Francisco Landing Additional Information

STAFF:

Charles Dane, Assistant City Manager

Stacey English, Economic Development Specialist

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

Y	N	
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Debbie Randolph, Ward #1
<input type="checkbox"/>	<input type="checkbox"/>	Councilor Arlene Holloway, Ward #2
<input type="checkbox"/>	<input type="checkbox"/>	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



To: The Honorable City Council and Mr. Altman

From: The City of Hopewell's Economic Development Office

Date: February 2, 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 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).

W.E. Bowman Construction heard the concerns during the City Council meeting and has agreed that the rebate amount should be capped at the estimated \$139,000 rebate anticipated, based on the expected initial assessment once completed. So they would like to create a contract document with the city, exterior to the VHDA required loan documents, which would require that any taxes rebated beyond the taxes generated by the initial assessment, will be donated back to the City as a maintenance payment for City Assets in the downtown area.

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.



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: Joint Meeting with HRHA

ISSUE: City Council and HRHA agreed to have regular meetings to discuss housing issues

RECOMMENDATION: Set March 10, 2021 as the date of the first joint meeting

TIMING: Staff Requests action at the February 9, 2021 meeting

BACKGROUND: Housing is one of the top priorities of the City Council. Both the City Council and HRHA play a role in the future efforts to address the quality, quantity, and location of affordable housing in the City. The purpose of these meetings to allow City Council and the HRHA Board of Directors to have meaningful conversations regarding a path forward to achieve the goals and objectives contained in the housing chapter of the City's Comprehensive Plan.

ENCLOSED DOCUMENTS

None

STAFF:

John M. Altman, Jr, City Manager
Steven Benham, Executive Director, HRHA

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

- | | | | | | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|----------------------------------|
| Y | N | | Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Arlene Holloway, Ward #2 | <input type="checkbox"/> | <input type="checkbox"/> | Councilor Brenda Pelham, Ward #6 |
| <input type="checkbox"/> | <input type="checkbox"/> | Vice-Mayor John B. Partin, 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 | | | |

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, Jr., 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:	Order of Business:	Action:
0 Civic Engagement	<input type="radio"/> Consent Agenda	<input type="radio"/> Approve and File
0 Culture & Recreation	<input type="radio"/> Public Hearing	<input type="radio"/> Take Appropriate Action
0 Economic Development	<input type="radio"/> Presentation -Boards/Commissions	<input type="radio"/> Receive & File {no motion required}
0 Education	<input type="radio"/> Unfinished Business	<input type="radio"/> Approve Ordinance 1 st Reading
0 Housing	<input type="radio"/> Citizen/Councilor Request	<input type="radio"/> Approve Ordinance 2 nd Reading
0 Safe & Healthy Environment	<input type="radio"/> Regular Business	<input checked="" type="radio"/> Set a Public Hearing
0 None (Does not apply)	<input type="radio"/> Reports of Council Committees	<input type="radio"/> Approve on Emergency Measure

COUNCIL AGENDA ITEM TITLE:

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

ISSUE: Noted above.

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

TIMING: Immediate

BACKGROUND: NONE

ENCLOSED DOCUMENTS:

- NONE

COUNCIL: Mayor Gore

FOR IN MEETING USE ONLY

MOTION: _____

SUMMARY:

Y	N		Y	N
<input type="radio"/>	<input type="radio"/>	Councilor Debbie Randolph, Ward III	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Councilor Arlene Holloway, Ward #2	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Vice Mayor John B. Partin, Ward #3	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	Councilor Jasmine Gore, Ward #4	<input type="radio"/>	<input type="radio"/>
			<input type="radio"/>	<input type="radio"/>

Roll Call

SUMMARY:

y N
o D Councilor Debbie Randolph, Ward #1
o D Councilor Arlene Holloway, Ward #2
o D Councilor John B. Partin, Ward #3
o D Mayor Jasmine Gore, Ward #4

y N
o D Councilor Janice Denton, Ward #5
o D Councilor Brenda Pelham, Ward #6
o D Vice Mayor Patience Bennett, Ward #7



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE: City Council Laptops & Shared Drive

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

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

TIMING: Approval is requested on January 26, 2021

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

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

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

SUMMARY:

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

ENCLOSED DOCUMENTS:

- City Council FY21 Budget Report

STAFF:

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

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call

SUMMARY:

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

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



FROM 2021 01 TO 2021 12

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



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

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

COUNCIL AGENDA ITEM TITLE:

City of Hopewell to develop a Vaccine Strategy for Hopewell residents to include marketing, notifications, sign-up/appointments and public information session webinar. - GORE

ISSUE: Citizens within the City of Hopewell are concerned about the lack of information available regarding Covid-19 vaccinations. Members of City Council should decide which steps they would like for the City of Hopewell to take in partnership with the City's Emergency Management Team.

RECOMMENDATION: City Council vote to assign tasks to the City Manager to delegate and/or execute.

TIMING: Immediate

BACKGROUND:**ENCLOSED DOCUMENTS:**

STAFF: Councilor Gore

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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

SUMMARY:

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

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



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

- Consent Agenda
- Public Hearing
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- 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:

Creation of a City of Hopewell SkillBridge Fellowship Program and/or On-The-Job Training and Apprenticeship Programs to support Veteran/Military Spouse/Transitioning Service Member workforce development.

ISSUE: The City of Hopewell is a Virginia Values Veterans (V3) Certified employer under the Commonwealth of Virginia. V3 Certified employers are eligible to participate in the Hire Vets Now Fellowship (HVNF). HVNF plans allow transition service members the ability to receive real-world training up to six months prior to separation. The Virginia Department of Veterans Services assists employers with establishing a program and service members continue to earn their salary, paid for in full by the Department of Defense (DOD).

V3 Certified employers are also eligible to establish on-the-job training (OTJ) and apprenticeship programs that are approved under the DOD. Employers must pay internship salary, however, DOD approved programs are G.I. Bill eligible. If programs are marketed to Veterans with remaining G.I. Benefits, Veterans may be able to participate in programs and utilize their benefits to earn a living wage and/or cover housing costs.

RECOMMENDATION: City Council vote to assign tasks to the City Manager to delegate to Directors to determine which jobs to consider to establish programs. Hopewell Wastewater Renewal created an internship program in the past.

TIMING: Immediate.

BACKGROUND: None

ENCLOSED DOCUMENTS:**SUMMARY:**

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

- None

STAFF:

Councilor Gore

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

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: Online Services and Forms – Request City Council support modernizing City of Hopewell online services and forms for Hopewell residents and taxpayers.

ISSUE: The City of Hopewell still has remaining CARES Act funds that may be allocated for community need. Due to COVID-19, some services within the City are hard to access/manage due to business closures. Since the world has been forced to transition to modernizing and updating use of technology, the City of Hopewell should respond accordingly as well. Many forms on the City’s website are PDF/Downloadable and could be electronic. Some services that require payment such as fees should provide for a method to pay electronically, etc.

RECOMMENDATION: City Council vote to approve the quote obtained from the Information Technology (IT) Department to modernize the City of Hopewell’s and online services using remaining CARES Act funds.

TIMING: Approval is requested on February 5, 2021

ENCLOSED DOCUMENTS:

STAFF: Jasmine Gore, Councilor, Ward 4

FOR IN MEETING USE ONLY

MOTION: _____

Roll Call**SUMMARY:**

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



CITY OF HOPEWELL CITY COUNCIL ACTION FORM

Strategic Operating Plan Vision Theme:

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

Order of Business:

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

Action:

- Approve and File
- Take Appropriate Action
- Receive & File (no motion required)
- Approve Ordinance 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 | | 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 | | | |

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

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		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			

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

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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

Strategic Operating Plan Vision Theme:

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- Approve on Emergency Measure

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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Roll Call

SUMMARY:

- | Y | N | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Debbie Randolph, Ward #1 |
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- | Y | N | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Councilor Janice Denton, Ward #5 |
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